



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

Minutes of the Ski Lift Advisory Council meeting of the Technical Standards and Safety Authority (TSSA) held by teleconference at 11 a.m. on the 18th day of April 2024.

Present: John Ball; Ward Bond; Tom Cavers; Brian Edwards; Sarah Kenney; Dave Mathewson; Kevin Nichol (Chair); Mark Rutherford; Robert Sheridan

TSSA: Alexandra Campbell; AJ Kadirgamar; Kristian Kennedy; Rob Kremer; Olga Sousa-Dias

Regrets: Murray Frankcom; Candace Micucci

Actions:

1. AJ Kadirgamar will follow-up with details on daily pre-operational checklists
2. Jumper section from ED Safety Handbook to be appended to meeting minutes

1. Welcome & Constitution of Meeting

The Chair, K. Nichol, called the meeting to order at 10:00 a.m.

a) Safety Moment

For the safety moment, a presentation was given on outdoor spring safety.

2. Adoption of April 18, 2024 agenda

Council adopted the agenda as presented.

3. Approval of November 15, 2023 minutes

Council approved the minutes as presented.

4. Review action items from last meeting

AJ Kadirgamar spoke to this item. He walked through the action items, noting licensing and registration renewals are being turned around in ten days now. If customers are experiencing recent renewal delays, he recommended that they notify TSSA. AJ Kadirgamar added that there are safety task orders given for the standard operating procedure for summer maintenance when it is found to be



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

missing. TSSA has begun the process of striking a Training and Certification Advisory Board (TCAB) to reduce the hours for ski lift mechanics. It is a work in progress and TSSA requires more time to finalize it. Finally, on manufacturer maintenance information, AJ Kadirgamar noted TSSA asks for historic information for a device or work so that the TSSA inspector can link ski resorts to other sites that may have similar equipment.

5. Chair's Update

The Chair noted that it was a challenging winter season for the industry. There was a 30-35 per cent decline in visits to ski resorts. One resort did not open at all due to the lack of snow. He spoke to challenge of continent-wide intermittent winter weather. He thanked TSSA for acting on his inquiries. OSRA is celebrating its anniversary this year. It would be nice to have greater TSSA participation at this and at other association events to help bolster the safety partnership with the sector.

He highlighted the importance for advisory council members of sending in agenda item request forms to get issues on the agenda. The sooner it comes in, the more background work can be done by TSSA ahead of the meeting.

6. Council Administration – Membership Renewal (Sarah Kenney)

S. Kenney indicated she will renew her membership.

7. Advisory Council Meeting Location

A. Campbell delivered a presentation on future options for in-person, hybrid and all-virtual meetings. J. Ball said there is a lot of value to meeting in person, but the ski sector in particular, especially OSRA, has members all over the province. That is true of the SLAC membership too. S. Kenney asked about hosting events at OSRA events in lieu of TSSA head office. OSRA events are in May and September. K. Kennedy noted that there is an advisory council meeting cycle to factor in and participants to accommodate, but the May meeting might be an option. He noted that this might mean the Consumer Advisory Council may not be able to be held before the SLAC meeting in the spring. The Chair acknowledged the potential difficulty of several TSSA staff attending OSRA to help host and run the meeting. C. Simpson also noted the challenge for members of attending in-person for what are typically one-hour meetings.



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

8. Agenda Item Request Daily Pre-Operational Checklists

D. Mathewson spoke to Daily Pre-Operational Checklists. He asked how long industry is required to keep daily pre-operational checklists. B. Edwards indicated that he is not aware of any insurer requirements or guidelines for maintenance of daily checklists. AJ Kadirgamar will follow-up. [ACTION]

9. TSSA Inspections and Compliance Standards

AJ Kadirgamar spoke to the item, providing a quick highlight of high-risk orders and safety tasks issued related to ski lifts. The presentation responded to concerns about the frequency of the issuance of non-standard orders and the perception they are increasing. AJ Kadirgamar noted that a significant compliance area is vegetation encroaching on lift lines.

J. Ball asked if jumper policies were an area in which orders were issued. AJ Kadirgamar said he would need to follow up to confirm. He asked J. Ball to follow up with him on the issue. The Chair can share three policies on jumpers that were drawn up by ski resorts.

R. Kremer commented that in the Code Adoption Document there is the ED Safety Handbook, which includes a section on jumpers. The Chair asked how much the ski sector needs to continue to rely on elevator industry requirements to come up with its own guidelines. R. Kremer commented that TSSA can provide the jumper information so that policies relevant to the ski sector can be drafted. J. Ball commented that while he agrees with a jumper policy, it should be tailored to ski lifts, not elevating devices, escalators and movable walks. The CAD section on jumpers was shared with the advisory council. [ACTION: Attach jumper policy to the minutes].

C. Simpson asked how many lifts are affected by the 23 high-risk orders, noting it would be useful to know from a consumer perspective. AJ Kadirgamar estimates it was about six locations.

10. Adjournment

AJ Kadirgamar informed the advisory council that R. Kremer is retiring from TSSA.

The meeting adjourned at 11:00 a.m.



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

Attached is the jumper info.

CAD (applicable to ED and SKI devices) includes:

2.10 Proper Use of Jumpers (Elevator Industry Field Employees' Safety Handbook) (01/82)

2.10.1 Each contractor shall have written procedures for the use of jumpers when working on elevating device circuits. Each contractor is responsible for ensuring that their mechanics understand the procedure and are equipped to follow it. Each mechanic is responsible for ensuring that they adhere to the procedure. [CAD Amendment 246-11]

2.10.2 The written procedures shall contain not less than the minimum requirements prescribed in Section 6 of the 2015 edition of the Elevator Industry Field Employees' Safety Handbook (available from www.elevatorworld.com). [CAD Amendment-261-13] [CAD Amendment 277/19] Note: This procedure is applicable to all devices regulated under Ontario Regulation 209/01.

Elevator Industry Field Employees' Safety Handbook contains:

Section 6 PROPER USE OF JUMPERS

(a) It is recognized that temporary circuit jumpers or clips (jumpers) may be required for conducting some service work on elevators, escalators or moving walks. All field personnel shall be trained in the proper use of jumpers for defeating safety circuits. When jumpers are used they shall have the following characteristics:

- (1) Extra-long, tied in knots, and brightly colored wires or clips.
- (2) Jumpers shall be numbered in sequence.
- (3) The ends of jumper wires shall be affixed with insulated alligator clips.
- (4) Each employee shall have his/her name or personnel number marked in indelible ink on a label permanently attached to each jumper.
- (b) Make sure you understand what effect using or removing a jumper will have on the entire elevator or escalator system prior to use.
- (c) Jumper wires shall never be placed or configured to resemble permanent wiring.
- (d) The number of jumpers carried shall be limited so that all jumpers can be accounted for at all times (numbering jumpers in sequence will help). Jumpers shall be removed and accounted for when returning equipment to service.



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

(e) Equipment shall never be returned to service with jumpers left on. Equipment found in this condition shall be reported to your Superintendent/Manager immediately.

6.1 Maintenance and Troubleshooting

6.1.1 Rules

(a) Jumpers shall not be used as a diagnostic tool. Always use a meter to troubleshoot circuits.

(b) Temporary bridging (e.g., tomahawk) devices shall not be used to short out hall door contacts.

(c) Do not jump out door and gate at the same time.

NOTE: You may deviate from this requirement only when a second qualified person is on site and in direct communication. USE EXTREME CAUTION WHEN THESE CIRCUITS ARE JUMPED OUT.

(d) Ensure that elevator is on inspection before placing jumpers on door, gate, or safety circuits. Make a visual inspection that all hoistway doors are mechanically closed.

(e) Ensure all jumpers are removed before placing equipment back in service.

6.1.2 Procedures for Jumper Use

(a) Remove elevator from public use and ensure no passengers are in the elevator.

(b) Place jumper kit on machine room door handle or other conspicuous place.

(c) Verbally communicate to all other elevator personnel on the jobsite when jumper(s) are to be used. This communication provides needed information on circuits bypassed and equipment affected.

(d) When work is complete, all jumpers shall be removed, counted and returned to the jumper kit.

(e) Never leave jumpers on equipment or in the machine room.

6.2 Modernization and New Construction

On modernization and construction many jumpers are used to operate elevators.

(a) Jumpers shall be brightly colored, easily identifiable and shall be long and conspicuous.

(b) A Jumper Log shall be established to ensure that affected personnel are aware of the safety circuits which are not functioning. It is the responsibility of the mechanic/ mechanic in charge to ensure that the Jumper Log is completed. The Jumper Log shall be kept with the controller and shall not be removed until all jumpers are removed.

(c) Door, gate, or other safety circuits shall never be jumped out unless car is on inspection in the controller.



Technical Standards and Safety Authority

Minutes of the Ski Lift Advisory Council

Meeting on April 18th, 2024

(d) Jumpers shall be removed as soon as they are no longer needed, maintenance and troubleshooting procedures outlined above shall be followed.