

Section: Emergency Planning Manual	Subsection: Code Grey Internal Disaster	Policy Number: EPP-1074
Subject: Reporting Elevator Incidents to Director TSSA		Review Date: June 2022, March 2013
Standard: TSSA	Authority: CEO	Supercedes: May 2007 December 2008
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Policy

The home will comply with the reporting requirements of TSSA for Incidents that constitute a hazardous event as outlined in the Director’s Guidelines.

Procedure

1. The Environmental Services Manager or Manager on call will follow these guidelines for reporting of hazardous incidents.

c) Are owners and contractors required to report? Yes. See table below.

Summary of Reporting Requirements				
Reg	Occurrence Type	Notification (or CALL)	Written Reports	Device Status
s36.(1)	Death	Owner holder must notify the Director immediately by telephone	The contractor shall submit a written report to the Director within 24 hours of becoming aware of the incident	Shut Down until 36.(8) fulfilled.
	Injury requiring services of a medical practitioner			
s36.(2)	Injury other than 36.(1) or property damage	Owner must notify the Director by telephone within 24 hours of becoming aware	The Owner and the Contractor shall submit a written reports to the Director within 7 days of becoming aware	Return to Service after contractor evaluation
s36.(3)	Equipment exposure to harmful events impacting safe operation			
s36.(4)	Mechanic finds equipment in a condition that constitutes an immediate hazard	The mechanic must notify the licence holder immediately	The licence holder shall submit a written report to the Director within 7 days of the finding	Shut Down until 36.(8) fulfilled.
s36.(5)	Licence holder finds or becomes aware of equipment in a condition that constitutes an immediate hazard	The Owner must notify the Director by telephone within 24 hours of the finding	The licence holder shall submit a written report to the Director within 7 days of the finding	

Attachments: Director’s Guidelines, Incident Reporting Guide and Form

Authorized Signing Authority

Date

