

## COVID-19 INFORMATION

# COVID-19 INCIDENTS - REPORTING TO ALBERTA OCCUPATIONAL HEALTH AND SAFETY

The following information is an overview of Alberta Occupational Health and Safety (OHS) incident reporting requirements with respect to operating during the COVID-19 pandemic.

### What has to be reported?

The employer or prime contractor (if there is one) must report incidents involving COVID-19 exposure to OHS. These include incidents where:

- a worker is confirmed to have COVID-19 and the employer has reason to believe that the exposure occurred at work; or
- a worker is exposed to a confirmed or suspected case of COVID-19 and the work site did not follow the rules, procedures and guidance related to COVID-19 protection, or the COVID-19 controls in place have failed.

Report the incident as soon as possible using the [online incident reporting service](#).

### Serious injuries and incidents

Serious injuries and incidents, which include hospitalizations and fatalities, also need to be reported to OHS as soon as possible through the OHS Contact Centre at 1-866-415-8690.

For more information see [Reporting and investigating injuries and incidents](#).

### Investigation and reporting process

To identify the cause of the incident and prevent it from happening again, an employer or prime contractor (if there is one) must conduct an investigation when any reportable incident happens.

To meet their obligations under the *OHS Act*, the employer or prime contractor (if there is one) must:

- **Investigate** the circumstances surrounding the incident. Involve the joint work site health and safety committee (HSC) or health and safety (HS) representative, if there is one.
- **Prepare** a report that outlines the circumstances of the incident and corrective actions taken, if any.
- **Provide** a copy of the report to the HSC or HS representative, if applicable. If there is no HSC or HS representative, a copy must be made available to workers.
- **Retain** a copy of the report for at least two years after the incident and make it available to an OHS officer upon request.

For incidents involving COVID-19 exposure:

- **Submit** a copy of the report to OHS using the [online incident reporting service](#).

## For more information

### Reporting and investigating injuries and incidents (LI016)

[ohs-pubstore.labour.alberta.ca/li016](https://ohs-pubstore.labour.alberta.ca/li016)

### Reporting and investigating potentially serious incidents (LI016-1)

[ohs-pubstore.labour.alberta.ca/li016-1](https://ohs-pubstore.labour.alberta.ca/li016-1)

Go to [alberta.ca/covid19](https://alberta.ca/covid19) for the most up-to-date information on restrictions pertain to COVID-19.

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## Contact us

### OHS Contact Centre

Report serious incidents, make immediate danger complaints, ask OHS questions

Anywhere in Alberta

- 1-866-415-8690

Edmonton & surrounding area

- 780-415-8690

Deaf or hearing impaired

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

### Alberta Health Services

COVID-19 public health order violations

[ephisahs.albertahealthservices.ca/create-case](https://ephisahs.albertahealthservices.ca/create-case)

### File a complaint online

[ohscomplaintsportal.labour.alberta.ca](https://ohscomplaintsportal.labour.alberta.ca)

### Online incident reporting

Potentially serious, mine or mine site incidents

[oir.labour.alberta.ca](https://oir.labour.alberta.ca)

### OHS website

[alberta.ca/ohs](https://alberta.ca/ohs)

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[alberta.ca/covid19](https://alberta.ca/covid19)

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