

# Reporting and investigating occupational health and safety incidents at a mine or mine site

## OHS information for workers, employers and prime contractors

The purpose of this resource is to provide information about reporting and investigating incidents at mines and mine sites as required by the *Alberta Occupational Health and Safety (OHS) Act*.

### Key information

- The prime contractor or, if there isn't a prime contractor, the employer of the work site is responsible for reporting an incident to the Director of Inspection.
- Report mine or mine site incidents using the online reporting service.
- As per Director's Order, there is no longer a prohibition against disturbing the scene of a mine or mine site incident listed under section 40(4) of the *OHS Act*.

There are three categories of incidents that must be reported to Alberta OHS:

- serious injuries or incidents
- incidents at a mine or mine site
- potentially serious incidents (PSIs)

The type of incident determines how it is reported. Mine and mine site incidents and PSIs must be reported using the Alberta online reporting service.

### Mine or mine site reportable incidents

Use the online reporting service to report the following mine or mine site incidents to the Director of Inspection, as listed under section 40(4) of the *OHS Act*:

- an unexpected major ground fall or subsidence that endangers or may endanger workers, equipment or facilities

- an unplanned stoppage of the main underground ventilation system, if it lasts more than 30 minutes, or occurs repeatedly
- a vehicle that goes out of control
- an ignition of flammable gas, combustible dust or other material underground
- workers being withdrawn from a hazardous location under emergency conditions
- electrical equipment failures or incidents that cause, or threaten to cause, injury to workers or damage to equipment or facilities
- outbursts and inrushes
- an incident involving a hoist, sheave, hoisting rope, shaft conveyance, shaft, shaft timbering or head frame structure
- where the integrity of a dam or dike is affected at a mine or mine site (including cracking or evidence of weakening or subsidence, unexpected seepage or appearance of springs, the freeboard being less than adequate, or a washout or significant erosion is present)

**Mine site** means a location at which a facility for extracting a mineral by underground, strip, open pit or quarry operations exists or is to be developed, and includes:



- (i) a mineral processing plant, storage facility or discard disposal facility that exists or is to be developed in connection with a mine, and
- (ii) all connected access roads.

*OHS Act* s. 1(dd)

## Reporting an incident

**OHS Online Incident Reporting service**  
[oir.labour.alberta.ca](http://oir.labour.alberta.ca)

The employer or prime contractor (if there is a prime contractor) is responsible for incident reporting.

Use the online reporting service to report an incident listed under section 40(4) of the *OHS Act* – including time, place and nature of the incident – to the Director of Inspection as soon as possible.

Under “Description of Incident” on the online reporting form, indicate the **mine name** and the **specific incident from section 40(4)** being reported.

A worker wishing to report an incident should contact the OHS Contact Centre.

## Investigating an incident

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

- 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 outlining the circumstances of the incident and corrective actions taken, if any.
- Ensure a copy of the report is readily available and given to an OHS officer on demand.
- Provide a copy of the report to a Director of Inspection and the HSC or HS representative, if applicable. If there is no HSC or HS representative, a copy must be made available to workers once the investigation is complete.
- Retain a copy of the report for at least two years after the incident.

The employer or prime contractor is required to complete their own independent investigation. For help completing the investigation report, see *Sample injury or incident investigation report template*.



## Incident scene

There is no longer a prohibition against disturbing the scene of a mine or mine site incident reportable under section 40(3) of the *OHS Act* unless an OHS officer orders such a prohibition.

A Director’s Order issued on November 1, 2019, allows for the employer or prime contractor to complete an investigation and, at their discretion, continue work following the investigation.

The scene must be secured for a serious injury or incident, as identified in section 40(2) of the *OHS Act*.

Incident investigation reports are not admissible as evidence for any purpose in a trial arising out of the injury or incident, except in a prosecution for perjury or for the giving of contradictory evidence.



## The role of OHS

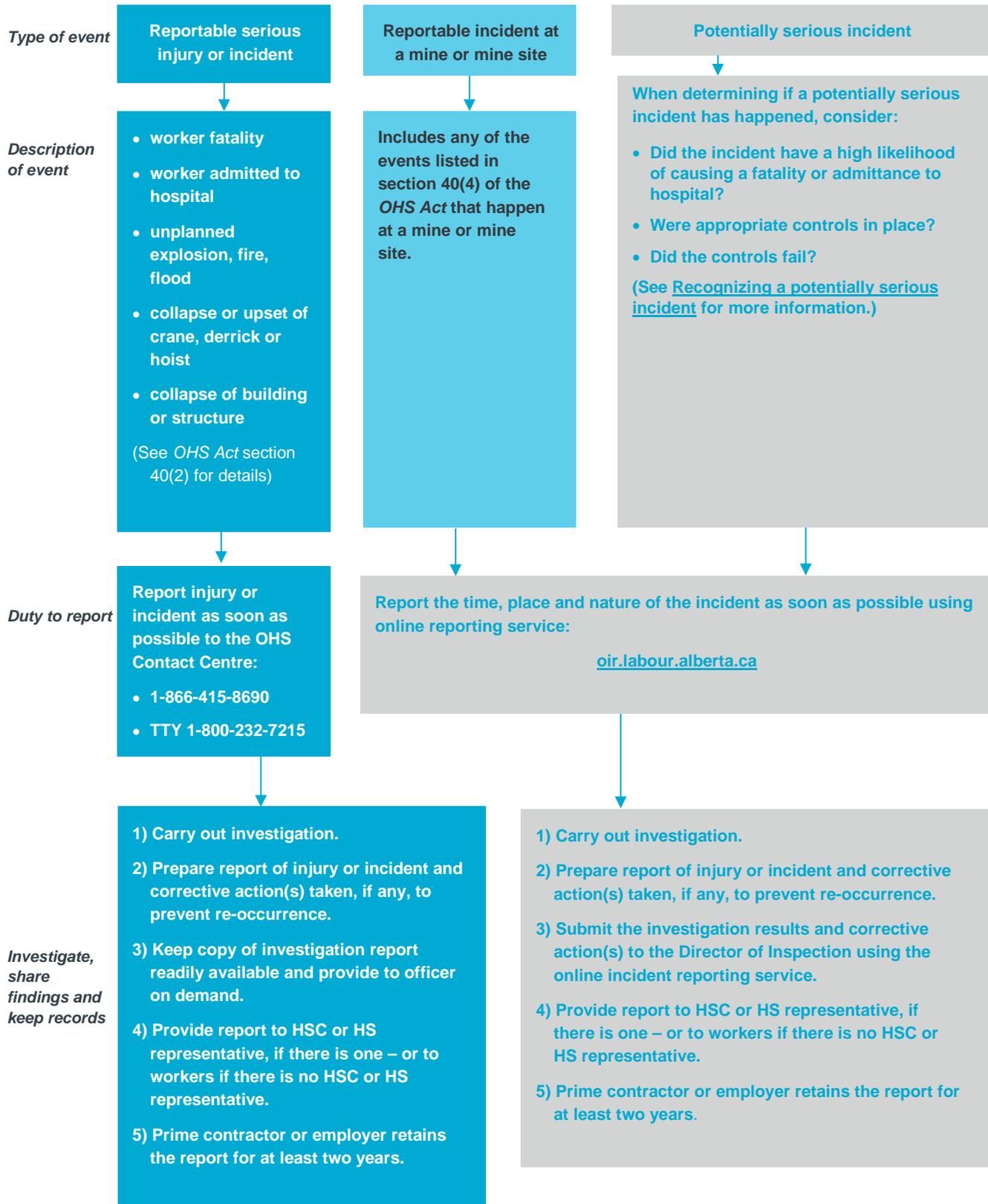
After an incident is reported to Alberta OHS, an OHS officer may contact the employer or prime contractor and/or attend the work site to conduct an inspection. They have the authority but are not limited to the following activities:

- Collect information, including electronic documents that relate to the health and safety of workers, as well as statements from witnesses to the incident.
- Request documents, seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident.

## Reporting process summary

The flowchart on the following page outlines the process for reporting serious injuries or incidents, potentially serious incidents and incidents at mines or mine sites.

## Flowchart for reporting incidents to Alberta Occupational Health and Safety



### Reporting and investigating mine and mine site incidents

## Contact Us

### OHS Contact Centre

(Complaints, questions, reporting serious incidents)

Anywhere in Alberta

- 1-866-415-8690
- Edmonton & area
- 780-415-8690
- Deaf or hearing impaired
- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

### OHS Online Incident Reporting service

(Potentially serious, mine or mine site incidents)

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

### Website

[alberta.ca/OHS](http://alberta.ca/OHS)

## Get copies of the *OHS Act*, Regulation and Code

### Alberta Queen's Printer

[qp.gov.ab.ca](http://qp.gov.ab.ca)

### Occupational Health and Safety

[alberta.ca/ohs-act-regulation-code.aspx](http://alberta.ca/ohs-act-regulation-code.aspx)

## For more information

### Director's Order

[alberta.ca/assets/documents/li-director-order-mine-or-mine-site-incident-scene.pdf](http://alberta.ca/assets/documents/li-director-order-mine-or-mine-site-incident-scene.pdf)

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

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

### Reporting and investigating Potentially Serious Incidents (LI016-1)

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

### Role and duties of government occupational health and safety officers (LI046)

[ohs-pubstore.labour.alberta.ca/li046](http://ohs-pubstore.labour.alberta.ca/li046)

### Sample Injury or Incident Investigation Report Template (LI016TMP)

[ohs-pubstore.labour.alberta.ca/LI016TMP](http://ohs-pubstore.labour.alberta.ca/LI016TMP)

### The role and duties of the prime contractor (LI018)

[ohs-pubstore.labour.alberta.ca/li018](http://ohs-pubstore.labour.alberta.ca/li018)

### Work site health and safety committees and representatives

[alberta.ca/work-site-health-safety-committees.aspx](http://alberta.ca/work-site-health-safety-committees.aspx)

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