

Reporting and investigating injuries and incidents

OHS information for workers, employers, and prime contractors

KEY INFORMATION

- The types of incidents and injuries reportable to government are:
 - 1) **Serious injury or incident**
 - 2) Incident at a mine or mine site
 - 3) Potentially Serious Incident (PSI)
- It is the responsibility of the prime contractor, or if there isn't one, the employer of the work site to report the injury or incident.
- Serious injury or incident must be reported as soon as possible to the OHS Contact Centre at 1-866-415-8690

What information is required when reporting?

Callers need to be prepared to provide the following information:

- The location of the injury or incident.
- The time and date when the injury or incident happened.
- The name of the employer(s) involved.
- The name, job title and phone number(s) of the site contact.
- A general description of what happened.

Additional information may be requested but is not limited to the following:

- The employer's relationship to the work site i.e. owner, prime contractor, contractor, or supplier.
- The injured worker's name and job title (if applicable).
- The name and location of the hospital where the worker was taken (if applicable).

What are the types of injuries and incidents that must be reported?

In addition to reporting mine or mine site incidents, the following serious injuries and incidents that must be reported are ones that:

- Result in the death of a worker,
- Result in a worker being admitted to hospital,
- Involve an unplanned or uncontrolled explosion, fire or flood that causes, or has the potential of causing, a serious injury,
- Involve the collapse or upset of a crane, derrick or hoist, and
- Involve the collapse or failure of any component of a building or structure necessary for its structural integrity.

"Admitted to a hospital" means when a physician writes admitting orders that result in the worker being an inpatient of the hospital but excludes workers assessed in an emergency room or urgent care centre and being released without being admitted to the hospital. *OHS Act 40(2b)*



Can anything be touched or moved at the scene of a serious incident?

The scene of a serious injury or incident must not be disturbed unless:

- An OHS officer gives permission to do so.
- For the purpose of attending to a person who has been injured or killed.
- Actions must be taken to prevent further injuries.
- Property endangered by the incident must be protected.

When does an investigation have to be conducted?

When any serious injury or incident happens, an investigation must be conducted. It's the responsibility of the prime contractor or the employer to investigate and complete an investigation report with the participation of the health and safety committee or representative. A link to the Sample Incident Investigation Report template is provided in the resource section.

What happens after a serious injury or incident has been reported?

An OHS officer or investigator may attend the incident scene to gather additional information or conduct an investigation. They have the authority but are not limited to do following activities:

- visit the scene of the incident,
- collect information including electronic documents that relate to the health and safety of workers, and statements at the work site,
- document production, seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident; and
- enter any place or area at the work site that the injury or incident occurred where the officer believes related information exists.

A statement given is not admissible in evidence for any purpose in a trial, public inquiry under the *Fatalities Inquiries Act* or any other proceeding except:

- To prove non-compliance with this section in an action or proceeding,
- To prove the commission of an offense under section 74(3) in an action or proceeding,
- To prove the giving of contradictory evidence in an action or proceeding, or
- As evidence in a review under section 70(1) or an appeal as listed in clauses 51(6)(d)(ii) and (iii). *OHS Act 53(7)*



Can a work site refuse entrance or interfere with an officer during an investigation?

No person is allowed to interfere with or hinder an officer with performing their duties and functions. Examples of this would be:

- Denying officer access to all or part of a work site.
- Telling an officer that they must make an appointment to complete their work.
- Refusing to allow an officer to privately interview a worker.

Every person present when an injury or incident occurred or who has information relating to the injury or incident shall, at the request of the officer, provide any information respecting the injury or incident.
OHS Act 53(2)



What compliance tools may an officer use?

OHS enforces compliance with provincial legislation through inspections, investigations, education of legislative requirements, and enhanced enforcement measures. OHS officers play an important role in enforcing compliance and have the authority to enforce the legislation in a number of ways, including:

- conducting inspections,
- issuing orders,
- writing tickets, and
- issuing administrative penalties.

Potentially Serious Incident is any incident where a reasonable and informed person would determine that:



- the injury sustained requires medical attention beyond first aid; or
- the incident could have caused serious injury, and
 - the hazard was not identified in the hazard assessment; or
 - the identified hazard had not been reasonably controlled.

If an incident occurs at a mine or mine site, the prime contractor or if there is no prime contractor, the employer shall make a report to a Director of Inspection of the time, place and nature of the incident as soon as possible. *OHS Act 40(3)*



Flowchart for reporting serious injuries, incidents, and potentially serious incidents

Type of event

Reportable Serious Injury or Incident 40(1)

Incident at a Mine or Mine Site 40(3)

Potentially Serious Incident 40(5)

Event description

- 1) Worker fatality
- 2) Worker admitted to hospital
- 3) Unplanned explosion, fire, flood
- 4) Collapse/upset of crane, derrick, or hoist
- 5) Collapse of building or structure

Includes any of the events listed in section 40(4) of the act that happen at a mine or mine site

- the injury sustained requires medical attention beyond first aid; or
- the incident could have caused a serious injury, and
 - the hazard was not identified in the hazard assessment; or
 - the identified hazard had not been reasonably controlled
- they do not include reportable serious injuries or incidents, or incidents at a mine or mine site

Duty to report

Report injury or incident as soon as possible to the OHS Contact Centre

- 1-866-415-8690 (780-415-8690 in Edmonton)
- TTY: 1-800-232-7215 (780-427-9999 in Edmonton)

Report the time, place and nature of the incident as soon as possible using the PSI Online Reporting Service

alberta.ca/report-potentially-serious-incidents.aspx

Investigate and share findings

1. Carry out investigation
2. Prepare report of injury or incident and corrective action(s) taken, if any, to prevent recurrence
3. Keep copy of investigation report readily available and provide to officer on demand
4. Provide report to joint work site health and safety committee, representative (if there is one), or workers where there is no committee or representative
5. The prime contractor or employer shall retain the report for at least two years

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2. Prepare report of injury or incident and corrective action(s) taken, if any, to prevent recurrence
3. Prepare report to Director of Inspections using the PSI Online Reporting Service
4. Provide report to joint work site health and safety committee, representative (if there is one), or workers where there is no committee or representative
5. The prime contractor or employer shall retain the report for at least two years

Contact Us

OHS Contact Centre

Throughout Alberta

- 1-866-415-8690

Edmonton & Surrounding area

- 780-415-8690

Deaf or hearing impaired:

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

PSI Online Reporting Service

<https://www.alberta.ca/report-potentially-serious-incidents.aspx>

Website

alberta.ca/occupational-health-safety.aspx

FOR MORE INFORMATION:

Sample investigation report template (LI016TMP)

ohs-pubstore.labour.alberta.ca/li016TMP

Reporting and investigating potentially serious incidents (LI016-1)

ohs-pubstore.labour.alberta.ca/li016-1

Joint work site health and safety committees (LI036)

ohs-pubstore.labour.alberta.ca/li036

The role and duties of the prime contractor (LI018)

ohs-pubstore.labour.alberta.ca/li018

The role and duties of an officer (LI046)

ohs-pubstore.labour.alberta.ca/li046

Get Copies of OHS Act, Regulation and Code

Alberta Queen's Printer

qp.gov.ab.ca

Occupational Health and Safety

alberta.ca/ohs-act-regulation-code.aspx

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