

Reporting and Investigating Injuries and Incidents

OHS information for employers

The information in this bulletin is intended to help employers report and investigate workplace injuries and incidents as required by the *Occupational Health and Safety (OHS) Act* in addition to any reporting outlined under the *Workers' Compensation Act*.

To report an incident or injury, call the OHS Contact Centre at 1-866-415-8690.

What types of injuries and incidents have to be reported?

According to the OHS Act, injuries and incidents have to be reported to the Government of Alberta if they:

- result in a death;
- cause a worker to be admitted to hospital for more than two days;
- involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;
- involve the collapse or upset of a crane, derrick or hoist; or
- involve the collapse or failure of any component of a building or structure necessary for its structural integrity.

For dangerous occurrences at a mine or mine site, there are additional reporting requirements. [Refer to section 544 of the OHS Code for details.](#)

The OHS Act doesn't require the reporting of other types of injuries and incidents to government. If you're unsure about whether to report the incident or injury, call it in.

KEY POINTS

- Certain workplace injuries and incidents **must** be reported and investigated under the OHS Act
- Notify the Occupational Health and Safety Contact Centre by telephone at 1-866-415-8690
- Reporting and investigating responsibilities lie with the prime contractor, contractor or the employer responsible for the work site
- A government investigator may visit the work site and conduct a formal investigation

Who is responsible for reporting the injury or incident?

It's the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the work site.

How soon after the injury or incident must it be reported?

Immediately, or as soon as possible given the circumstances. If an injury is serious enough that it may cause a worker to stay in hospital for more than 2 days, report the injury right away. Do not wait for 2 days to confirm that it is a reportable injury.

What information will I be asked to provide?

Be prepared to provide the following information:

- location of incident or injury;

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- b) site contact person's name, job title and phone number(s);
- c) general details of what happened;
- d) time and date the incident or injury occurred;
- e) name of employer;
- f) employer's relationship to the work site (owner, prime contractor, contractor or supplier);
- g) injured worker's name, date of birth, and job title (if applicable); and
- h) name and location of hospital the worker was taken to (if applicable).

If the incident or injury happened at a **well site**, be prepared to provide the following additional information:

- a) name of the rig manager;
- b) well site supervisor's name and phone number;
- c) name of the drilling company;
- d) rig number; and
- e) rig phone number(s).

If all the information regarding the incident or injury isn't available, call in with the information that is available. Additional information can be provided later.

What happens after an incident or injury has been reported?

An OHS officer or investigator may attend the incident scene to gather additional information or conduct an investigation. An officer or investigator has the authority to:

- a) visit the scene of the incident;
- b) ask any questions to determine the causes and circumstances of the incident;

- c) request information from anyone present at the time of an incident;
- d) 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
- e) stop all or some of the activities at the work site.

Can I touch or move anything at the scene of a reportable incident or injury?

You can only disturb the scene of a reportable incident or injury if:

- a) you have to attend to someone who has been injured or killed;
- b) you have to take some action to prevent further injuries;
- c) you have to protect property that is endangered as a result of the incident; or
- d) you have been given permission to do so by an OHS officer or a peace officer.

When and by whom does an investigation have to be conducted?

When any reportable injury or incident happens, an investigation has to be conducted. It's the responsibility of the prime contractor, contractor, or the employer responsible for the work site to investigate and complete an investigation report. An investigation is also required for other incidents that had the potential to cause a serious injury. The employer is required to conduct their own independent investigation regardless of whether OHS conducts an investigation. A sample incident investigation report template is provided in this bulletin as a reference.

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Why is it important to do an investigation report?

Investigating incidents are an important prevention tool. It can help prevent a similar injury or incident from happening. This prevents future property damage and production losses. It's also required under OHS law.

What do I do with the investigation report when it's completed?

The prime contractor's, contractor's or employer's investigation report is an internal organizational document and must be kept on file for a **minimum of two years** following the incident or injury.

Can an investigation report or witness statements be used in court evidence?

Prime contractor, contractor, or employer investigation reports and witness statements must be disclosed to OHS officers upon request, but have the following legal protection.

Investigation report

The investigation report cannot be used as evidence in any legal proceeding including, but not limited to: OHS Act prosecutions, criminal prosecutions, private lawsuits and fatality inquiries.

The report can be used in evidence in a prosecution for perjury or giving contradictory evidence.

Witness statements

Witness statements collected by an OHS officer directly from the witnesses cannot be used as evidence in any legal proceeding including, but not limited to: OHS Act prosecutions, criminal prosecutions, private lawsuits and fatality inquiries. Witness statements, however, can be used as evidence in a prosecution for providing a false statement to an OHS officer or to establish (non-compliance) with the OHS officer's authority to investigate.

The report has to be available for inspection by an OHS officer if and when requested.

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Contact Us

OHS Contact Centre

Edmonton & Surrounding area

- 780-415-8690

Throughout Alberta

- 1-866-415-8690

Deaf or hearing impaired:

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

Website

work.alberta.ca/ohs-contact-us

FOR MORE INFORMATION:

[Incident Investigation E-learning Program](#) – EL011

[Occupational Health and Safety – Employer’s Guide](#) – LI009

[Building an Effective Health and Safety Management System](#) – PIR001

[Occupational Health and Safety Tool Kit for Small Business](#) – SMB001

[The Prime Contractor](#) – LI018

Get Copies of OHS Act, Regulation and Code

Alberta Queen’s Printer

www.qp.gov.ab.ca

Occupational Health and Safety

work.alberta.ca/ohs-legislation

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If in doubt with respect to any information contained within this material, or for confirmation of legal requirements, please refer to the current edition of the Occupational Health and Safety Act, Regulation and Code or other applicable legislation. Further, if there is any inconsistency or conflict between any of the information contained in this material and the applicable legislative requirement, the legislative requirement shall prevail.

This material is current to November 2017. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important imperative that you and keep yourself informed of the current law in this area.

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Sample Incident Investigation Report

- 1) Type of incident (as described under section 18 of the *Occupational Health and Safety [OHS] Act*). Check all that apply.

- Serious injury Serious incident Minor injury
 Potential for serious injury (near miss)
 Property damage Production loss Other: _____

Requires immediate reporting to the Government of Alberta, Occupation Health and Safety: Yes No **1-866-415-8690 OHS Contact Centre**

Date/time reported (if applicable): _____

- 2) Basic information

Date and time of incident: _____

Location of incident: _____

Name of employer: _____

- 3) _____ (Injured workers name, if applicable)

- 4) _____ (Witnesses name , if applicable)

Were witness statements taken? Yes (attached to report) No

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- 5) Circumstances/description of incident - Accurately describe, in chronological order, the relevant details of what happened immediately before, during, and after the incident. Attach a sketch, diagram or photographs if it will help with the description. Sketch, diagram or photographs attached?

Yes No

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6) Causes - What were the **direct, indirect and root causes** of the incident?

7) Corrective actions - What can be done to prevent a similar incident from occurring in the future? **Be sure to address the root causes.** List the actions that have already been taken (include the date) plus any additional actions that must be taken. Indicate who is responsible for seeing the actions completed and by when.

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8) Investigation team

Name (person #1): _____

Name (person #2): _____

Name (person #3): _____

Date of investigation: _____

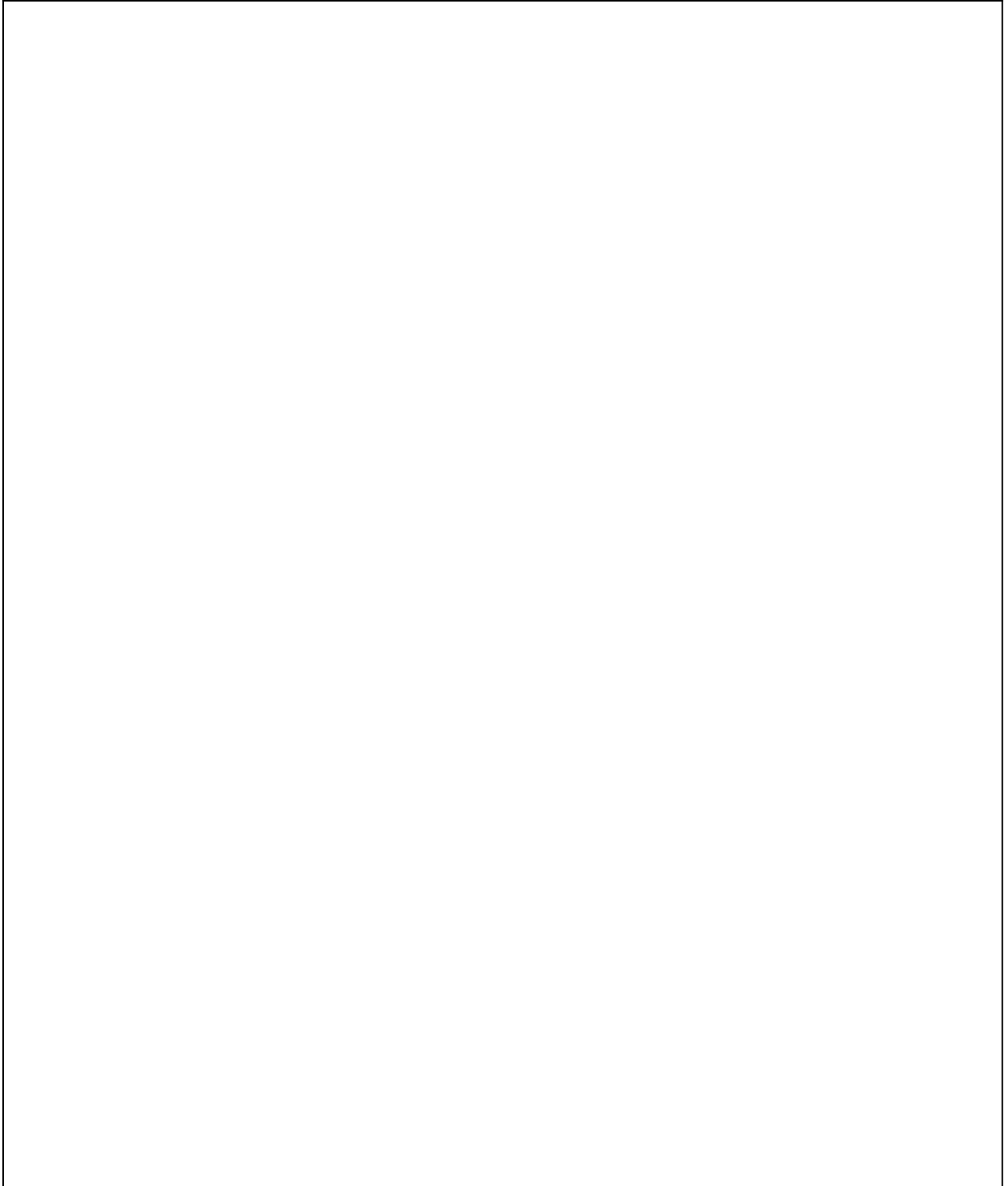
9) Follow-up

For the purpose of preventing future injuries, corrective actions must be completed in accordance with the OHS Act, Regulation and Code.

- To learn the basics of how to conduct an incident investigation, complete the Incident Investigation eLearning program, <http://work.alberta.ca/elearning/Incident/Incident.htm>

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Sketch, diagram or photos of incident scene.

A large, empty rectangular box with a thin black border, intended for a sketch, diagram, or photos of an incident scene. The box is currently blank.

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Sample Witness Statement Form

1) Basic information

Name of witness: _____

Position/title: _____

Name of employer: _____

Date of incident: _____

Date of statement: _____

2) Statement of observations and facts

Where were you when the incident occurred? Draw a sketch on the next page if it is helpful to show where you were in comparison to the incident location.

Describe what you saw, heard, smelled, felt or tasted **immediately before** the incident.

Describe what you saw, heard, smelled, felt or tasted **during** the incident.

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Name of witness: _____

Statement of observations and facts, continued

Describe what you saw, heard, smelled, felt or tasted **immediately after** the incident.

3) Sketch of incident scene - Draw a sketch if it is helpful to describe your observations or show where you were when the incident occurred.

4) Other comments about the incident?