

Incident Reporting – Know The Laws of Your Province



In Canada, incident reporting systems are in place across all provinces and territories to ensure safety, accountability, and transparency in workplaces, healthcare facilities, and public sectors. Each province may have its own reporting requirements, but they all share a common goal: to identify risks, prevent harm, and improve safety practices.

Incident reporting varies by province but remains a key pillar in promoting safer environments across Canada. Be sure to check specific guidelines in your province to ensure compliance and contribute to a safer, more transparent community.

ALBERTA

Employers in Alberta must follow the **Occupational Health and Safety (OHS) Act** for incident reporting according to **Sections 33(1) and 55(1)**.

Compliance and Enforcement – Part 7

Serious injuries, illnesses, incidents, and worker exposure to radiation

When an injury or incident described in subsection (2) occurs at a work site or an illness described in subsection (2) occurs in connection with a work site, the prime contractor

or, if there is no prime contractor, the **employer shall report** the time, place and nature of the injury, illness or incident to a Director as soon as possible.

(2) The injuries, illnesses and incidents to be **reported** under subsection (1) are:

(a) an injury, illness or incident that results in the death of a worker,

(b) an injury, illness or incident in which there is reason to believe the worker has been or will be admitted to a hospital beyond treatment in an emergency room or urgent care facility,

(c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or illness or that has the potential of causing a serious injury or illness,

(d) the collapse or upset of a crane, derrick or hoist, and

(e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

(3) If an incident specified in the OHS Code 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 the time, place and nature of the incident as soon as possible.

(4) The prime contractor or, if there is no prime contractor, the **employer shall make a report** as soon as possible to the Director of the time, place and nature of any worker exposure to radiation in excess of the maximum limits prescribed in the OHS Code.

(5) If an incident occurs where:

(a) the incident had a likelihood of causing a serious

injury or illness, and

(b) there is reasonable cause to believe that corrective action may need to be taken to prevent recurrence, the prime contractor or, if there is no prime contractor, the **employer shall** conduct an investigation in accordance with subsection (6).

(6) If an injury, illness or incident referred to in subsection (2) or (3) or worker exposure referred to in subsection (4) occurs at a work site, the prime contractor or, if there is no prime contractor, the **employer shall**:

(a) carry out an investigation into the circumstances surrounding the injury, illness, incident or worker exposure,

(b) **prepare a report** outlining the circumstances of the injury, illness, incident or worker exposure and the corrective action, if any, undertaken to prevent a recurrence of the injury, illness, incident or worker exposure,

(c) ensure that a **copy of the report** is readily available and provided to an officer on demand, and

(d) provide a **copy of the report** to a Director, the joint health and safety committee, if there is one, or health and safety representative, if there is one, or, if there is no committee or representative, make it available to workers once the investigation is complete.

(7) The prime contractor or **employer** who prepared the **report** referred to in subsection (6)(b) **shall** retain the **report** for at least 2 years after the injury, illness, incident or worker exposure at the work site.

(8) A **report prepared** under this section is not admissible as evidence for any purpose in a trial arising out of the injury,

illness, incident or worker exposure, an investigation or public inquiry under the Fatality Inquiries Act or any other action as defined in the Alberta Evidence Act, except in a prosecution for perjury or for the giving of contradictory evidence.

(9) Except as otherwise directed by a Director, an occupational health and safety officer or a police officer, a person **shall** not disturb or conduct work at the scene of an injury, illness or incident required to be **reported** under subsection (1), including the immediate area where the injury, illness or incident occurred, or alter, move or remove equipment, documents or other information that may be related to the injury, illness or incident, except insofar as is necessary in:

- (a) attending to persons that are ill, injured or killed,
- (b) preventing further injuries, illnesses or incidents, and
- (c) protecting property that is endangered as a result of the injury, illness or incident.

For more information:

- Part 10 – Posting Orders, reports, plans and procedures.
Section 55(1).

Further details on the Occupational Health And Safety Code can be found at [Alberta.ca](https://www.alberta.ca).

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BRITISH COLUMBIA

Employers in British Columbia must adhere to **WorkSafeBC** regulations for incident reporting pursuant to **Sections 68, 69, 72, 73, 82, 83 and 88.**

Division 10 – Employer Accident Reporting and Investigation

Immediate notice of certain accidents

(1) An **employer** must immediately **notify** the Board of the occurrence of any accident that:

- (a) resulted in serious injury to or the death of a worker,
- (b) involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation,
- (c) involved the major release of a hazardous substance,
- (d) involved a fire or explosion that had a potential for causing serious injury to a worker, or
- (e) was an incident required by regulation to be reported.

Section 68.

Preliminary investigation, report and follow-up action

(1) An **employer** must, immediately after the occurrence of an incident described in **section 68 and 69**, undertake a preliminary investigation.

(2) The **employer** must ensure that a **report** of the preliminary investigation is:

- (a) prepared in accordance with the policies of the board of directors,
- (b) completed within 48 hours of the occurrence of the incident,
- (c) provided to the Board on request of the Board, and
- (d) as soon as practicable after the **report** is completed, either:
 - (i) provided to the joint committee or worker health

and safety representative, as applicable, or

(ii) if there is no joint committee or worker health and safety representative, posted at the workplace.

(4) If the **employer** takes corrective action, the **employer**, as soon as practicable, must:

(a) prepare a **report** of the action taken, and

(b) either:

(i) provide the **report** to the joint committee or worker health and safety representative, as applicable, or

(ii) if there is no joint committee or worker health and safety representative, post the **report** at the workplace. **Section 71.**

Full Investigation, Report and Follow-Up Action

(1) An **employer** must, immediately after completing a preliminary investigation

(2) The **employer** must ensure that a **report** of the full investigation is:

(a) prepared in accordance with the policies of the board of directors,

(b) submitted to the Board within 30 days of the occurrence of the incident, and

(c) within 30 days of the occurrence of the incident, either:

(i) provided to the joint committee or worker health and safety representative, as applicable, or

(ii) if there is no joint committee or worker health and safety representative, posted at the workplace.

(5) If the **employer** takes corrective action under subsection (4), the **employer**, as soon as practicable, must:

(a) prepare a **report** of the action taken, and

(b) either:

(i) provide the **report** to the joint committee or worker health and safety representative, as applicable, or

(ii) if there is no joint committee or worker health and safety representative, post the **report** at the workplace. **Section 72.**

Employer or Supervisor Must Not Attempt to Prevent Reporting

(1) An **employer** or supervisor must not, by agreement, threat, promise, inducement, persuasion, or any other means, seek to discourage, impede or dissuade a worker of the **employer**, or a dependent of the worker, from **reporting** any of the following to the Board:

(a) an injury or allegation of injury, whether or not the injury occurred or is compensable under the compensation provisions;

(b) an illness, whether or not the illness exists or is an occupational disease compensable under the compensation provisions;

(c) a death, whether or not the death is compensable under the compensation provisions;

(d) a hazardous condition or allegation of a hazardous condition in any work to which the OHS provisions apply. **Section 73.**

For more information:

- The employer must post inspection **reports**. **Section 82.**
- Division 12 – Enforcement of compliance agreements with

employers. Section 83.

- Orders may require compliance **reports. Section 88.**

Further details on the WorkSafeBC can be found at [WorksafeBC](#).

MANITOBA

Employers in Manitoba must comply with the **Workplace Safety and Health Regulation** regarding incident reporting pursuant to **Sections 13.1, 14(1), 17.(3), 35(1), 41.2.**

Public reporting of orders and penalties

The director may issue public **reports** disclosing details of improvement orders, stop work orders, and administrative penalties made or imposed under this Act. **Section 13.1.**

Powers of minister – Responsibilities

(a) Authorize the director or any other person to investigate and make a special **report** to him on any accident, occurrence, or any matter of safety and health in the workplace;

(b) appoint the director or any other person to conduct a public inquiry into any matter of safety or health in the workplace, and the director or the person so appointed, for the purpose of an inquiry, has all the powers of a commissioner under Part V of The Manitoba Evidence Act; **Section 14 (1).**

Chief Prevention Officer – Responsibilities

The chief prevention officer has the following responsibilities:

(a) to provide advice to the minister:

(i) on the prevention of workplace injury and illness,
and

- (ii) on any other matter, as requested by the minister;
- (b) to develop recommendations, at the minister's request, respecting the prevention of workplace injury and illness;
- (c) to provide an **annual report** to the minister respecting the prevention of workplace injury and illness that includes
 - (i) an analysis of serious incidents at workplaces, including injury data, to identify current and emerging issues and trends respecting workplace injury and illness,
 - (ii) information on the progress being made in implementing government measures to prevent workplace injury and illness. **Section 17.1(3).**

Annual Report by Chief Prevention Officer

The minister must make the chief prevention officer's **annual report** available to the public by posting it on the department's website and by any other means the minister considers advisable. **Section 17.1(4).**

Reporting Compliance with Improvement Orders

The person against whom an improvement order is made **shall**:

- (a) within seven days after the expiry of the period specified in the order or any extension thereof prepare a **written report** on the measures taken to remedy the contravention and on any measures yet to be taken;
- (b) send a copy of the **report** to the workplace safety and health officer who made the order;
- (c) provide a copy of the **report** to the workplace safety and health committee for the workplace with respect to which the order was made or to the worker safety and health

representative, if no safety and health committee exists;
and

(d) post in a prominent place at or near the workplace a copy of the **report** if there is no safety and health committee or a worker safety and health representative for the workplace.

Achieving compliance with improvement orders 35(2) Despite the submission of a report under subsection (1), the **report** is not determinative of whether or not the improvement order has been complied with. The person against whom an improvement order is made only achieves compliance with the order when an officer determines that compliance has been achieved. **Section 35(1).**

Information on request

If requested by a committee or a representative, or a worker if there is no committee or representative, the **employer** or prime contractor must disclose the following to the committee, representative or worker:

(a) information concerning the testing of any equipment, device or chemical or biological substance used at a workplace;

(b) an inspection or investigation **report** respecting safety and health at the workplace, other than a harassment investigation report;

(c) a **report** respecting workplace safety and health monitoring or audits;

(d) a **report** providing summary information on the results of a harassment investigation, without disclosing the circumstances relating to the complaint or any information that could identify a worker or other person involved with the matter. **Section 41.2.**

For more information:

- Reporting work refusal. **Section 43(2).**
- Report of dangerous condition to an officer. **Section 43.1 (1).**
- Order by Officer. **Section 1 (3).**
- Investigation and report of needlestick injury to worker. **Section 45.1(4).**
- Physician-qualified person attending injured or ill worker. **Section 51(1).**
- Reports by hospitals. **Section 51(2).**

Further details on The Manitoba Workplace Safety and Health Act and Regulation can be found at Manitobanurses.ca.

NEW BRUNSWICK

Employers in New Brunswick must comply with the **Occupational Health and Safety (OHS) Act** regarding **incident reporting** according to **Sections 12, 43, and 44.**

Duties of Employee

Every **employee shall:**

(c) **report** to the **employer** or supervisor the existence of any hazard of which the **employee** is aware; **Section 12.**

Notices and Other Information

Notices to Commission of injury to **an employee** or accidental explosion or exposure:

(1) The **employer shall** notify the Commission immediately if an **employee** suffers an injury resulting in:

- (a) a loss of consciousness,
- (b) an amputation,
- (c) a fracture other than a fracture to fingers or toes,

- (d) a burn that requires medical attention,
- (e) a loss of vision in one or both eyes,
- (f) a deep laceration,
- (g) admission to a hospital facility as an in-patient, or
- (h) death.

(2) Where an injury is **reported** under subsection (1), the **employer shall** immediately give notification to the committee or to the health and safety representative.

(4) The **employer shall** notify the Commission immediately if:

(a) an accidental explosion or an accidental exposure to a biological, chemical or physical agent occurs at a place of employment, whether or not a person is injured, or

(b) a catastrophic event or a catastrophic equipment failure occurs at a place of employment that results, or could have resulted, in an injury. **Section 43.**

Workers' Compensation Act – Part I – Application for Compensation

(2) A physician or surgeon attending or consulted upon a case of injury to a worker **shall** furnish or cause to be furnished, from time to time such **reports** and in such form as may be required by the Commission in respect of the injury and the resulting condition of the worker.

(3) A physician in attendance upon an injured worker **shall** give all reasonable and necessary information, advice and assistance to enable that worker or his dependents, as the case may be, to make application for compensation and to furnish such proofs as may be required by the Commission.

(4) The **employer shall** notify the Commission on a form provided by the Commission of the following:

- (a) the occurrence of an accident and the nature of it;
- (b) the day and the time the accident occurred;
- (c) the name and address of the worker who suffered an injury;
- (d) the place where the accident occurred;
- (e) the name and address of the worker's attending physician or surgeon, if any; and
- (f) any other particulars prescribed by regulation.

(4.1) The **notice** under subsection (4) **shall** be made within three days after the date:

(a) a worker suffers an injury as a result of an accident that may entitle the worker or his or her dependents to:

(i) compensation under this Part including loss of earnings and medical aid expenses but excluding first aid provided by the **employer**, or

(ii) medical aid under this Part;

(b) a worker is diagnosed with an occupational disease; or

(4.2) An **employer** who fails to provide the notice under subsection (4) within the time limit in subsection (4.1) is liable to an administrative penalty imposed under **Section 82.1**.

(5) The **employer shall** make such further and other **reports** respecting such accident and worker as may be required by the Commission.

(5.01) An **employer** who fails to make a **report** required by the Commission under subsection (5) is liable to an administrative penalty imposed under section 82.1.

(5.1) Every **employer shall** establish a procedure that requires a worker to notify the **employer** of an accident that the **employer** is required to **report** to the Commission under subsection (4).

(7) The notice to the **employer** by the worker **shall** give the name and address of the worker and **shall** be sufficient if it states in ordinary language the cause of the injury and where the accident happened. **Section 44.**

For more information:

- First Aid Regulation (OHS Act) – **Report** of injury or illness. **Section 9.**
- **Report** of accident or occupational disease (Form 67) to WorkSafe NB.

Further details on the Occupational Health and Safety Act can be found at [WorksafeNB.ca](https://www.worksafeNB.ca).

NEWFOUNDLAND & LABRADOR

Employers in Newfoundland and Labrador must adhere to the **Occupational Health and Safety (OHS) Act** for incident reporting pursuant to **Sections 46, 47, 54 and 62(1).**

Reporting Accidents

(1) Where an accident takes place at a workplace:

(a) that results in serious injury to a person or results in the death of a person; or

(b) that had, or continues to have, the reasonable potential of causing serious injury to or the death of a person the **employer**, or principal contractor **shall** immediately notify the assistant deputy minister of the accident.

(2) Where an accident is **reported** under subsection (1),

notification shall immediately be given to the committee, the worker health and safety representative or the workplace health and safety designate.

(3) In this section and section 55, “serious injury” means:

- (a) a fracture of the skull, spine, pelvis, femur, humerus, fibula or tibia, or radius or ulna;
- (b) an amputation of a major part of a hand or foot;
- (c) the loss of sight of an eye;
- (d) a serious internal haemorrhage;
- (e) a burn that requires medical attention;
- (f) an injury caused directly or indirectly by explosives;
- (g) an asphyxiation or poisoning by gas resulting in a partial or total loss of physical control; or
- (h) another injury likely to endanger life or cause permanent injury but does not include injuries to a worker of a nature that may be treated through first aid or medical treatment and the worker is able to return to work either immediately after the treatment or at the worker’s next scheduled shift. **Section 54(1).**

Report to Supervisor

Where a worker exercises the worker’s right to refuse to work in accordance with section 45, or where the worker believes that a tool, appliance or piece of equipment, or an aspect of the workplace is or may be dangerous to the health or safety of the worker, other workers or another person at the workplace, the worker **shall immediately report** it to the worker’s supervisor. **Section 46.**

For more information:

- **Report to division. Section 47.**
- **Medical Reports. Section 62(1).**

Further details on the Occupational Health and Safety Act can be found at Assembly.NL.ca.

NOVA SCOTIA

In Nova Scotia, under the **Occupational Health and Safety (OHS) Act**, employers have specific responsibilities for incident reporting according to **Sections 35, 52, and 81.**

Duty of Employer to Provide Certain Information

(1) An **employer shall** notify the committee or representative, if any, of the existence of **reports** of:

(a) workplace occupational health or safety inspections;
and

(b) workplace occupational health or safety monitoring or tests, undertaken at the workplace by, or at the request of, an officer or the **employer** and, on request, the **employer shall** make the **reports** available to the committee or the representative.

(2) An **employer shall** make available to an **employee** at a workplace, on request, **reports** of:

(a) workplace occupational health or safety inspections;
and

(b) workplace occupational health or safety monitoring or tests, undertaken at the workplace by, or at the request of, an officer or the **employer**.

(3) Within twenty-one days of receiving a request in writing from the committee, representative or, where there is no committee or representative, an **employee** at a workplace for any information of a health or safety nature other than that

specified in subsection (1), the **employer shall respond in writing** and the response shall:

(a) provide the requested information; or

(b) give reasons for not providing the information, in whole or in part, and where it is not reasonably possible to provide a response before the expiry of the twenty-one day period, provide within that time a reasonable explanation for the delay, indicate to the committee, representative or **employee** when the response will be forthcoming and provide the response as soon as it is available.

(4) Where the committee, representative or **employee** makes a request pursuant to subsection (3) and is not satisfied that the explanation provided for a delay in responding is reasonable in the circumstances, the chair or co-chairs of the committee, the representative or the **employee** shall promptly **report** this fact to an officer. 1996, c. 7, s. 35. **Section 35(1).**

Power to Require Reports, Assessments, and Tests

Where:

(a) an officer determines that there may be a risk to health or safety; and

(b) an **employer**, owner, contractor or constructor fails to establish that it would not be reasonably practicable to carry out the order, the officer may order, at the expense of the **employer**, owner, contractor or constructor that the **employer**, owner, contractor or constructor, as the case may be:

(c) obtain a **report or assessment** from a person who possesses such special expert or professional knowledge or qualifications as are specified by the officer for the

purpose of determining whether any biological, chemical, or physical agent, material, equipment, machine, device, article, thing or procedure, in or about a workplace, conforms with this Act or the regulations or good professional practice; and

(d) cause any tests necessary to the production of the **report or assessment** to be conducted or taken. **Section 52.**

For more information:

- Proof of orders and other documents. **Section 81.**

Further details on the Occupational Health and Safety Act can be found at [NSlegislature.ca](https://www.nslegislature.ca).

NORTHWEST TERRITORIES & NUNAVUT

In the Northwest Territories, under the **Occupational Health and Safety (OHS) Regulations**, employers have specific responsibilities for incident reporting pursuant to **Sections 7 to 10.**

Accidents Causing Serious Bodily Injury – Reporting and Notices

(1) An **employer shall**, as soon as is reasonably possible, give **notice** to the Chief Safety Officer of an accident causing serious bodily injury.

(2) A **notice** given under subsection (1) must include:

- (a) the name of each injured or deceased individual;
- (b) the name of the **employer** of each injured or deceased worker;
- (c) the date, time and location of the accident;
- (d) the circumstances of the accident;

(e) the apparent injuries; and

(f) the name, telephone number and facsimile number of the **employer** or an individual designated by the **employer** to be contacted for additional information.

(3) An **employer shall** provide a copy of the **notice** required by subsection (1), without names of the injured or deceased individuals, to the Committee or representative. **Section 8(1)(2)(3).**

Dangerous Occurrences

(1) An **employer shall**, as soon as is reasonably possible, give notice to the Chief Safety Officer of a dangerous occurrence that takes place at a work site, whether or not a worker sustains injury.

(2) The **notice** given under subsection (1) must include:

(a) the name of each **employer**, principal contractor and owner at the work site;

(b) the date, time and location of the dangerous occurrence;

(c) the circumstances related to the dangerous occurrence; and

(d) the name, telephone number and facsimile number of the **employer** or a person designated by the **employer** to be contacted for additional information.

(3) An **employer shall** provide a copy of the **notice** required by subsection (1), without the names of the workers involved, to the Committee or representative. **Section 9(1)(2)(3).**

Medical Information

(2) A medical professional who attends or treats a worker who is suffering from or is believed to be suffering from a

medical condition that is listed in Schedule A and is related to the worker's present or past work **shall**, as soon as is reasonably possible, inform the Chief Safety Officer of:

(a) the medical condition from which the worker is suffering or is believed to be suffering; and

(b) the name and address of the most recent work site where exposure related to the medical condition is believed to have occurred. **Section 10(2).**

For more information:

- New Operations. **Section 7(1).**
- Increased Risk Level. **Section 7.1(1).**

Further details on the Occupational Health and Safety Regulations can be found at Gov.NT.ca.

ONTARIO

In Ontario, under the **Occupational Health and Safety Act (OHSA)**, employers have specific responsibilities for incident reporting pursuant to **Section 51 to 53.**

Notice of Death or Injury

(1) Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the **employer shall** notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone or other direct means and the **employer shall**, within forty-eight hours after the occurrence, send to a Director and to the committee, health and safety representative and trade union, if any a written **report** of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.

Preservation of wreckage

(2) Where a person is killed or is critically injured at a workplace, no person **shall**, except for the purpose of:

(a) saving life or relieving human suffering;

(b) maintaining an essential public utility service or a public transportation system; or

(c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector. **Section 51(1)(2).**

Notice of accident, explosion, fire, or violence-causing injury

(1) If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the **employer shall**, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:

1. The committee, the health and safety representative and the trade union, if any.
2. The Director, if an inspector requires notification of the Director.

Notice of occupational illness

(2) If an **employer** is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the **employer shall** give notice in writing, within four days of being so advised, to a Director, to the committee or a

health and safety representative and to the trade union, if any, containing such information and particulars as are prescribed.

(3) Subsection (2) applies with all necessary modifications if an **employer** is advised by or on behalf of a former worker that the worker has or had an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker. **Section 52(1)(2)(3).**

For more information:

- Accidents at projected site or mine. **Section 53(1).**
- Additional Notices, **Records** and Electronic form. **Section 53.1.**

Further details on the Occupational Health and Safety Act can be found at [Ontario.ca](https://www.ontario.ca).

PRINCE EDWARD ISLAND

Employers in Prince Edward Island have specific responsibilities for incident reporting under the **Occupational Health and Safety (OHS) Act** pursuant to **Section 27 and 36.**

Information Responsibilities – Reports Officer

(3) If the committee or a representative, if any, considers that the explanation provided by the **employer** under clause (2)(c) is unacceptable or unreasonable, the committee or representative shall promptly **report** that fact to an officer.

Report to committee

(4) An **employer shall** notify the committee or representative of the existence of reports of occupational health and safety inspections, monitoring or tests undertaken at the workplace by, or at the request of, an officer or the **employer** and the

employer shall make the **reports** available on request to the committee or the representative.

Report to worker

(5) An **employer shall**, on the request of a worker at the workplace, make available to the worker **reports** of occupational health or safety inspections, monitoring or tests undertaken at the workplace by, or at the request of, an officer or the **employer**.

Inspection reports, etc.

(6) An officer **shall** provide the **employer** at a workplace with **reports** of inspections, monitoring and tests undertaken at the workplace by, or at the request of, an officer.

Posting

(7) An **employer shall**:

(a) **post** the names of the current committee members or the representative and the means of contacting them; and

(b) promptly **post** the minutes of the most recent committee meeting and ensure that they remain posted until superseded by the minutes of the next committee meeting.

Duties of Employers

(8) An **employer shall**:

(a) make available for examination at the workplace information and **reports** that an officer considers advisable to enable workers to know their rights and responsibilities under this Act and the regulations; and

(b) **post**, and ensure that they remain posted in the workplace:

(i) a code of practice required under this Act or the

regulations,

(ii) a current telephone number for reporting occupational health or safety concerns, and

(iii) the occupational health and safety policy where the **employer** is required by this Act to have a policy.

Section 27.

For more information:

▪ **Reporting of accidents. Section 36.**

Further details on the Employment Standards Act can be found at Princeedwardisland.ca.

QUÉBEC

Employers in Québec must adhere to the **Occupational Health and Safety Act (LSST)** for incident reporting pursuant to **Section 62, and 162 to 165.**

Reporting

The fiscal period of the Commission ends on 31 December each year. **Section 162.**

Each year, the president and chief executive officer shall submit to the Minister the financial forecasts of the Commission relating to pay equity matters for the following fiscal year, in accordance with the form and content and on the date determined by the Minister. The forecasts, which must provide for the continuation of the activities and mission of the Commission relating to pay equity matters, are submitted to the Minister for approval. **Section 162.1.**

Before 30 June each year, the Commission **shall** submit to the Minister a **report** stating the results achieved measured against the objectives fixed in the strategic plan referred to in **section 161.4.**

In addition, the report must state:

- (1) The mandates conferred on the Commission ;
- (2) The service statement referred to in section 161.1 ;
- (3) The programs placed under the administration of the Commission ;
- (4) The personnel turnover ;
- (5) A statement by the president and chief executive officer concerning the reliability of the information and of the monitoring mechanisms.

The Minister must table the **report** without delay before the National Assembly if it is in session or, if it is not, within fifteen days after the opening of the next session or resumption. **Section 163.**

The president and chief executive officer is, as provided by law, in particular as concerns the exercise of the authority and powers of the minister under whose authority he falls, accountable to the National Assembly for his administrative management.

The competent parliamentary committee of the National Assembly **shall** hear the minister at least once each year, if the minister considers it appropriate and, where applicable, shall also hear the president and chief executive officer to examine their administrative management.

The parliamentary committee may examine:

- (1) The service statement and the results achieved in relation to the administrative aspects of the strategic plan;
- (2) The results achieved in relation to the objectives of an affirmative action program or hiring plan for handicapped persons that is applicable to the Commission;

(3) Any other matter of an administrative nature under the authority of the Commission that is noted in a **report** of the Auditor General or the Public Protector. **Section 163.1.**

For more information:

- Accidents. **Section 62(1) to (4).**

Further details on the Act respecting occupational health and safety can be found at [QC.ca](http://qc.ca).

SASKATCHEWAN

In Saskatchewan, employers must comply with the **Saskatchewan Employment Act** regarding incident reporting pursuant to **Sections 1-4(2), 3-30, 3-62(1) and 3-65(1).**

Responsibilities of Minister Re: Act

(2) For the purposes of carrying out the minister's responsibilities pursuant to this Act, the minister may:

(a) collect, assimilate and publish in suitable form statistical and other information relating to conditions of labour and employment in Saskatchewan;

(b) make inquiries into and **report** on the labour and employment legislation in force in any jurisdiction in or outside Canada and, on the basis of those inquiries and **reports**, make any recommendations that the minister considers advisable with regard to the labour and employment law of Saskatchewan; and

(c) consider and **report** on any petition or recommendation for a change in the labour and employment law of Saskatchewan that is presented or made by a union, an **employer** or any other person. **Section 1-4(2)(a)(b)(c).**

Provision of Reports by Occupational Health Officer

If an occupational health officer provides an **employer** with a **report or other communication** related to the health and safety of workers, the occupational health officer **shall**, at the same time, provide a copy of the **report or communication** to:

- (a) the occupational health committee;
- (b) the occupational health and safety representative; or
- (c) if there is no occupational health committee and no occupational health and safety representative, the employer's workers. **Sections 3-30.**

Reports to be provided by physician, hospital, etc.

This section applies to:

- (a) a worker or self-employed person who became ill or injured while employed at a place of employment or while being otherwise engaged in an occupation; or
- (b) a worker who has been examined pursuant to section 3-59.

(2) Every physician or other qualified person who is attending or who has been consulted respecting a worker or self-employed person mentioned in subsection (1) shall, on the request of the chief occupational medical officer, provide the chief occupational medical officer with any **reports** concerning the condition of the worker or self-employed person that the chief occupational medical officer may require for the purposes of this Part.

(3) Notwithstanding any other Act or law, if a worker or self-employed person mentioned in subsection (1) is or has been a patient in a hospital, the person in charge of the administrative affairs of that hospital **shall**, on request and without charge, provide to the chief occupational medical officer any **reports** concerning the condition of the worker or self-employed person that the chief occupational medical

officer may require for the purposes of this Part. **Section 3-62(1).**

Report re: condition of plant

If the director of occupational health and safety is of the opinion that the health and safety of a worker may be at risk as a consequence of the condition of a plant, the director may issue a **written direction** to an **employer**, contractor, owner or supplier requiring the **employer**, contractor, owner or supplier:

(a) to have, at the employer's, contractor's, owner's, or supplier's own expense, a person with the qualifications that the director may specify in the direction conduct those tests or examinations that the director may require in the direction; and

(b) to provide the director with a **written report** by the qualified person mentioned in clause (a) setting out the results of those tests or examinations. **Section 3-65(1).**

For more information:

- Conciliation board report. **Section 6-29(1).**
- Progress Report re compliance undertaking. **Section 3-43(1).**
- Annual report. **Section 6-101(1).**
- Content of annual report. **Section 6-102.**

Further details on the Saskatchewan Employment Act can be found at [Saskatchewan.ca](https://www.saskatchewan.ca).

YUKON

Employers in the Yukon must follow the **Occupational Health and Safety (OHS) Act** regarding incident reporting pursuant to **Sections 9, 30, 41, and 43.**

(1) In this section, **“serious accident”** means:

- (a) an uncontrolled explosion,
- (b) failure of a safety device on a hoist, hoist mechanism, or hoist rope,
- (c) collapse or upset of a crane,
- (d) collapse or failure of a load-bearing component of a building or structure regardless of whether the building or structure is complete or under construction,
- (e) collapse or failure of a temporary support structure,
- (f) an inrush of water in an underground working,
- (g) fire or explosion in an underground working,
- (h) collapse or cave-in, of a trench, excavation wall, underground working, or stockpile,
- (i) accidental release of a controlled product,
- (j) brake failure on mobile equipment that causes a runaway,
- (k) any accident that likely would have caused serious injury but for safety precautions, rescue measures, or chance.

“Serious injury” means:

- (a) an injury that results in death,
- (b) fracture of a major bone, including the skull, the spine, the pelvis, or the thighbone,
- (c) amputation other than of a finger or toe,
- (d) loss of sight of an eye,

(e) internal bleeding,

(f) third degree burns,

(g) dysfunction that results from concussion, electrical contact, lack of oxygen, or poisoning, or

(h) an injury that results in paralysis (permanent loss of function).

(2) If a serious injury or a serious accident takes place at or on any work, undertaking, or business, the **employer** or person responsible for that place of work, undertaking, or business **shall** immediately, or as soon as reasonably practicable, give notice to a safety officer, or the office of a safety officer, of the injury or accident.

(3) No person may, except insofar as is necessary for the purpose of saving life or relieving suffering and protecting property that is endangered as a result of the accident, interfere with anything connected with a serious injury or a serious accident until a safety officer or a member of the Royal Canadian Mounted Police has completed an investigation into the accident or authorizes the interference.

(4) If a serious injury or a serious accident has not resulted in death, a safety officer may authorize a health and safety representative from the workplace to conduct the investigation on the safety officer's behalf.

(5) If no safety officer is available to receive notice from the **employer** or if, as a result of an inadequacy in the system provided by the Government of the Yukon for communication with a safety officer, the **employer** is unable to give notice to a safety officer or if a safety officer has advised that an immediate investigation cannot be made, the **employer** may move or permit to be moved anything at the scene connected with a serious injury or a serious accident, if details of the scene are first recorded by photographs, drawings, or other means.

Section 30.

For more information:

- Employee's **Section 9.**
- Posting of orders and distribution of copies. **Section 41.**
- Reports of doctors. **Section 43.**

Further details on the Occupational Health And Safety Act can be found at Yukon.Ca.