

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.

Reporting to OHS

Any incidents where a worker at the work site is exposed to a suspected or confirmed case of COVID-19 [must be reported to OHS](#) and an internal investigation conducted.

Incidents that require reporting to OHS include where:

- a worker is confirmed to have COVID-19 and the employer has reason to believe that the exposure occurred at work;
- 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; or
- any work site with a confirmed COVID-19 outbreak.

An internal investigation into the incident must be conducted with the participation of the joint work site health and safety committee (HSC) or health and safety (HS) representative.

Once the investigation is complete, the employer must write a report and provide that report to OHS and the HSC, HS representative or workers.

Serious injuries and incidents

Serious injuries and incidents 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](#).

Investigating an incident

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 HSC or 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 once the investigation is complete.
- 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, the report must also be submitted to OHS using the online reporting service.

For more information

Reporting and investigating injuries and incidents (LI016)

ohs-pubstore.labour.alberta.ca/li016

Reporting and investigating potentially serious incidents (LI016-1)

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

Go to alberta.ca/covid19 for the most up-to-date information on restrictions pertain to COVID-19.

COVID-19 INFORMATION

COVID-19 INCIDENTS REPORTING TO ALBERTA OCCUPATIONAL HEALTH AND SAFETY

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

File a complaint online

ohscomplaintsportal.labour.alberta.ca

Online incident reporting

Potentially serious, mine or mine site incidents

oir.labour.alberta.ca

OHS website

alberta.ca/ohs

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alberta.ca/covid19

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