

# COVID-19 INCIDENTS – INVESTIGATION AND REPORTING

This bulletin describes an overview of employers' and prime contractors' investigation and reporting responsibilities with respect to reportable incidents involving COVID-19.

### Potentially serious incidents

Potentially serious incidents involving COVID-19 are incidents where:

- a worker is exposed to a confirmed case of COVID-19 at the work site, and
- the work site did not adopt and enforce COVID-19 hazard controls as outlined in their required hazard assessment, or the controls have failed.

The prime contractor, or if there is no prime contractor, the employer must carry out internal investigations of potentially serious incidents involving COVID-19.

The prime contractor or employer must provide the incident report to Alberta Occupational Health and Safety (OHS) using the [online incident reporting service](#).

### Serious illnesses or incidents

Serious illnesses involving COVID-19 are incidents where:

- a worker has contracted COVID-19 at the work site, and
- the illness has resulted in hospitalization or a fatality.

The prime contractor, or if there is no prime contractor, the employer must report to OHS as soon as possible through the OHS Contact Centre at 1-866-415-8690.

Information that must be provided to OHS includes the time, place and nature of the incident.

### Incident investigation process

To identify the cause of the incident and prevent it from happening again, the prime contractor, or if there is no prime contractor, the employer must conduct an investigation when any of the COVID-19 incidents set out in this bulletin occur.

To meet their obligations under the *OHS Act*, the prime contractor or employer must:

1. **Investigate** the circumstances surrounding the incident (e.g. how worker was exposed to a confirmed case of COVID-19 at the work site and applicable controls).
2. **Prepare** a report that outlines the circumstances of the incident and corrective actions taken, if any.
3. **Provide** a copy of the report to the health and safety committee (HSC) or representative (HS representative) if applicable. If there is no HSC or HS representative, a copy must be made available to workers.
4. **Retain** a copy of the report for at least two years after the incident and make it available to an OHS officer upon request.
5. **Submit** a copy of the potentially serious incident investigation report to OHS using the [online incident reporting service](#).

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## Contact us

### OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton & surrounding area

- 780-415-8690

Deaf or hard of hearing (TTY)

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

### Notify OHS of health and safety concerns

[alberta.ca/file-complaint-online.aspx](https://alberta.ca/file-complaint-online.aspx)

### Report a workplace incident to OHS

[alberta.ca/ohs-complaints-incidents.asp](https://alberta.ca/ohs-complaints-incidents.asp)

### OHS website

[alberta.ca/ohs](https://alberta.ca/ohs)

## For more information

Incident reporting and investigation

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

Go to [alberta.ca/covid19](https://alberta.ca/covid19) for the most up-to-date information on restrictions pertaining to COVID-19.

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