

# Report on compliance

## OHS information for employers

This bulletin explains when an OHS officer (officer) might require a report on compliance and how to meet the requirement.

### KEY INFORMATION

- Officers have authority to monitor and enforce OHS legislation.
- As part of their work, officers may require a report on compliance.
- A report on compliance documents how a work site party has complied with an OHS order.

### Verifying compliance

Officers have authority to conduct inspections and investigations at Alberta work sites. Officers document their inspections and investigations in contact reports that they provide to work site parties.

Officers can take a range of actions to enforce OHS legislation. These actions can include issuing orders. Orders are documented in the officer's contact report, along with:

- the section of OHS legislation that must be addressed
- any measures the officer considers necessary to ensure compliance
- the required date for completion

Officers also have a range of options to verify that a work site party has achieved compliance by the required date. On a case-by-case basis, officers choose the most appropriate means to verify compliance. Options include:

- re-inspection
- reviewing documents
- requiring a report on compliance

If you are required to complete a report on compliance, that requirement will be in the officer's contact report.

The contact report will also state the timeline for completing your report on compliance.

### How to complete a report on compliance

#### 1) Record your actions

As you meet the compliance requirements, document what you've done.

- keep receipts if you have to purchase anything
- take pictures if you have to repair, build or install anything
- make notes and keep clear, accurate records

#### 2) Confirm you've met all requirements

Reference your contact report to verify that you have complied with the legislation and any measures specified by the officer for each order issued.

You will be asked to have a health and safety committee (HSC) or representative (HS representative), if applicable, verify the information in the report on compliance is true.

#### 3) Write and submit the report on compliance

There are three ways to do this. In some cases, an officer may specify which option to use.

##### Option 1: Use the Report on Compliance online feature – this is the recommended approach

You can document your compliance directly in the OHS Report on Compliance [online feature](#). The feature:

- gives you fields that you enter information into
- allows for attachment uploads
- has checkboxes that an HSC member or your HS representative can mark to confirm they validated your actions, if applicable
- provides an email receipt and an option to print the report

##### Option 2: Use the OHS report on compliance form

The OHS report on compliance form can be downloaded from the [OHS Resource Portal](#). When using the form:

- complete (fill out, sign and date) the form
  - make sure to include validation from your HSC or HS representative, if applicable

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- submit the form and any attachments either:
  - as uploads to the Report on Compliance online feature
  - or by email or mail to the officer who issued the order

### **Option 3: Write your own report**

You can write your own report and submit it and any attachments as you would the OHS report on compliance form (above).

Your report must contain all the elements included in the OHS report on compliance form (option 2).

Compliance reports should not include any personal information, such as the names or identity of workers.

Privacy laws govern information sharing. If you believe personal information is necessary in your report, make sure it is authorized under privacy law.

If you have any questions about completing a report on compliance, contact either the officer who issued the order or the Alberta OHS Contact Centre.

## **After the report is complete**

After you complete your report on compliance, the issuing officer reviews the report. After their review, the officer can either change the status of the order(s) to 'complied' or request more information. The officer can also – at any point in the process – conduct an inspection.

The officer documents these actions in a new contact report that is provided to the work site parties.

## **Failure to complete a report on compliance**

If an officer has required a report on compliance from you and you do not submit it within the stated timeline, the officer can issue an order for the report.

## Contact us

### OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton and surrounding area

- 780-415-8690

Deaf or hearing impaired

- 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)

Call the OHS Contact Centre if you have concerns that involve immediate danger to a person on a work site.

### Report a workplace incident to OHS

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

### Website

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

## Get copies of the OHS Act, Regulation and Code

### Alberta Queen's Printer

[qp.gov.ab.ca](https://qp.gov.ab.ca)

### OHS

[alberta.ca/ohs-act-regulation-code.aspx](https://alberta.ca/ohs-act-regulation-code.aspx)

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