CALGARY SAFETY CONSULTANTS

Incident First-Hour Response Record

Fill in during and after the first hour

How to use this record

Use this record to capture what happened, and what you did, in the first minutes and hours after a workplace incident. Start it as soon as people are safe and help is on the way, ideally with one person assigned to keep it while others respond. Write times as you go; memories fade fast. Fill it in on screen or print it and keep copies with your first aid kits and in vehicles.

- **Part A** records the basic facts. **Part B** is the SCENE step log with times.
- **Parts C and D** record injured persons, care given and emergency services. **Part E** is the notifications log, with a jurisdiction table of reporting rules.
- **Parts F to H** record scene preservation and release, witnesses, and photos and evidence. **Part I** hands everything to the investigation. Sign off on the last page.
- **Safety first:** never delay first aid or a 911 call to fill in this form. Life safety always comes before paperwork.
- **Privacy:** keep medical details to what responders and the investigation need, and store the completed record securely.

Key terms

Term	What it means
Incident	Any unplanned event that caused, or could have caused, injury, illness or damage. It includes accidents and near misses.
Near miss	An event that didn't cause harm but had the potential to cause injury or ill health.
Serious incident	An incident the law requires you to report to the OHS regulator, such as a death, a serious injury or hospital admission, or a dangerous occurrence. Each jurisdiction defines its own list (see Part E).
Prime contractor	The party in charge of a multi-employer work site. In Alberta and Yukon the prime contractor, where there is one, reports serious incidents.
Scene release	Permission from the regulator or officer to disturb or clean up the scene and resume work.
Interim control	A temporary measure that keeps people safe until the investigation's permanent corrective actions are in place.

Part A: Incident details

Date of incident

Time of incident

Time this record started

Record kept by

Employer

Prime contractor or owner (if any)

Phone

Site name

Address, legal land location or GPS

Exact area

Jurisdiction

- ☐ Alberta
- ☐ British Columbia
- ☐ Saskatchewan
- ☐ Manitoba
- ☐ Ontario
- ☐ Quebec
- ☐ New Brunswick
- ☐ Nova Scotia
- ☐ PEI
- ☐ Newfoundland and Labrador
- ☐ Yukon
- ☐ NWT or Nunavut
- ☐ Federal

Type of incident (tick all that apply)

- ☐ Injury
- ☐ Illness or exposure
- ☐ Near miss
- ☐ Property or equipment damage
- ☐ Fire or explosion
- ☐ Hazardous release
- ☐ Vehicle incident
- ☐ Structural or equipment failure
- ☐ Violence
- ☐ Other

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What happened (facts only: who, what, where, when; no blame or guesses)

Is this likely a serious incident that must be reported to the regulator? (see Part E)

☐ Yes ☐ No ☐ Not sure yet: call the regulator to check

Part B: SCENE step log

Record the time each step was done and who did it. Steps often happen at the same time on a crew.

SCENE step	Time	Done by	Done	Notes
S: Work stopped and equipment shut down			☐	
S: Area secured and people kept back			☐	
S: Hazard controlled (only if safe)			☐	
S: Everyone accounted for			☐	
C: First aider at the injured person			☐	
C: AED brought and used (if needed)			☐	
C: Care handed over to paramedics			☐	
E: 911 or site emergency number called			☐	
E: Emergency response plan activated			☐	
E: Person sent to guide responders in			☐	
E: Responders arrived on site			☐	
E: Injured person left site (to where)			☐	
N: Supervisor and employer told			☐	
N: Regulator notified (see Part E)			☐	
N: Prime contractor or owner told			☐	
E: Scene barricaded and guarded			☐	
E: Photos and witness names taken			☐	
E: Scene released (see Part F)			☐	

Part C: Injured persons and care given

Name	Employer	Injury or illness and body part	Care given and by whom	Time	Taken to

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Care checklist

- ☐ First aid given
- ☐ CPR given
- ☐ AED used
- ☐ Oxygen given
- ☐ Person not moved
- ☐ Moved because of danger (explain below)

First aider(s)

First aid record entry made (date and by)

Medical aid or hospital

Notes on care, condition and anything moved to give care

Part D: Emergency services

Services called

- ☐ Ambulance or paramedics
- ☐ Fire
- ☐ Police or RCMP
- ☐ Site rescue team
- ☐ Air ambulance
- ☐ Utility or hazmat

Service	Time called	Called by	Time arrived	Unit, officer or contact	Time left

Who met responders and where

Police file or incident number

Part E: Notifications log

Record every notification: who was told, when, by whom, how and any reference or file number. If you aren't sure whether the incident is reportable, call the regulator and ask.

Who	Person or agency	Date and time	By whom	Method	Reference no.
Supervisor					
Employer or manager on call					
OHS regulator					
Prime contractor or owner					
Committee or representative					
Union (if any)					
Workers' compensation board					
Injured worker's family (through the right person)					
Insurer or client (if required)					

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Regulator reporting rules by jurisdiction

Summary as of October 2026. Each law has definitions, exceptions and extra rules for mines and some industries. Check the current law and your regulator's reporting page.

Jurisdiction	Report to the OHS regulator (summary)	How fast	Leave the scene alone, except to
Alberta	Prime contractor, or employer: death; hospital admission (not ER or urgent care alone); unplanned or uncontrolled explosion, fire or flood that causes, or could cause, a serious injury or illness; crane, derrick or hoist collapse or upset; building or structure failure (OHS Act s. 33). Potentially serious incidents online after the investigation (s. 33(6)).	As soon as possible	Attend to the ill, injured or killed; prevent further injuries or incidents; protect endangered property; or as a Director, OHS officer or police officer directs (s. 33(9)).
British Columbia	Serious injury or death; major structural failure or collapse; major hazardous substance release; dangerous fire or explosion; blasting incident causing injury (WCA s. 68).	Immediately	Attend to the injured or killed; prevent further injuries; protect endangered property; unless an officer instructs otherwise.
Saskatchewan	Accident that causes or may cause death, or 72 hours or more as an in-patient (Regs s. 2-2); dangerous occurrences, injury or not (s. 2-3). Copy to the co-chairs or representative.	As soon as reasonably possible	Fatal accidents: only to save life or relieve suffering until an officer completes the investigation (s. 3-19).
Manitoba	Serious incidents in the WSH Regulation: death, listed serious injuries, collapses, explosion, fire, flood, hazardous spill, respirator failure.	Immediately, fastest means	Not disturbed until WSH is notified and releases it (may be held at least 24 hours); free a trapped person, avoid more hazards, give critical care.
Ontario	Death or critical injury of a worker (or in some cases a non-worker): employer, and constructor on construction projects, notify the inspector, JHSC or representative, union (OHSA s. 51). Disabling or medical attention injuries: written notice to the JHSC or representative and union within 4 days (s. 52).	Immediately; written report in 48 hours	Save life or relieve suffering; maintain utilities or public transit; prevent unnecessary damage; or with an inspector's permission (s. 51(2)).
Quebec	Death; loss of a limb or its use; significant physical trauma; 2 or more workers seriously hurt; damage of $150,000 or more, indexed yearly (Act respecting OHS s. 62). Notify the committee and representative.	Most rapid means; written report in 24 hours	Scene unchanged until the inspector investigates, except to prevent the consequences getting worse, or with the inspector's authorization.
New Brunswick	Listed injuries (unconsciousness, amputation, most fractures, burns needing medical attention, deep cuts, loss of vision, hospital admission, death); accidental explosion or exposure; catastrophic event or equipment failure (OHS Act s. 43). Tell the JHSC or representative.	Immediately	Attend to the injured or killed; prevent further injuries; protect endangered property; unless an officer orders otherwise (s. 43(3)).
Nova Scotia	Death or injury likely to prove fatal; listed serious injuries; accidental explosion, major structural failure, major hazardous release, qualifying fall (OHS Act s. 63).	Deaths and likely fatal injuries immediately; others within 24 hours	Scene of a death or likely fatal injury must not be disturbed (s. 64); check the Act for exceptions.
Prince Edward Island	Serious workplace injuries (fatal or may be, loss of a limb, unconsciousness, major blood loss, fracture, major burns, loss of sight). Tell the JOSH committee.	Immediately (WCB guide: 24 hours)	Offence to disturb before the OHS officer arrives, except to prevent further injury or damage.
Newfoundland and Labrador	Employer or principal contractor: accident causing serious injury or death, or with reasonable potential to (OHS Act s. 54). Tell the committee or representative.	Immediately	Attend to the injured or killed; prevent further injuries; protect endangered property; unless directed otherwise (s. 55).

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Jurisdiction	Report to the OHS regulator (summary)	How fast	Leave the scene alone, except to
Yukon	Prime contractor, or employer: serious injury or death; in-patient admission; major structural failure; major hazardous release; dangerous explosion or fire (WSCA s. 57).	Immediately	Attend to the injured or killed; prevent further injuries; protect endangered property; unless the board or RCMP direct otherwise.
NWT and Nunavut	Accident causing serious bodily injury (could cause death, or 24 hours or more in hospital); dangerous occurrences (NWT OHS Regs ss. 8, 9). Check Nunavut's matching regulations.	As soon as reasonably possible	Fatal accidents: only to save life or relieve suffering until a safety officer investigates (NWT s. 29).
Federal	Death; disabling injury to 2 or more; loss of a body part or its use; permanent impairment; explosion; listed boiler, pressure vessel or elevating device failures (COHSR s. 15.5; other federal sector regulations have their own rules).	As soon as feasible, within 24 hours	Save a life, prevent injury or relieve suffering; maintain an essential public service; prevent unnecessary damage (Canada Labour Code s. 127).

Reporting lines and WCB deadlines (confirmed October 2026)

Jurisdiction	Reporting line	How fast	WCB injury report
Alberta	1-866-415-8690	As soon as possible	72 hours
British Columbia	1-888-621-7233 (604-276-3100)	Immediately	72 hours
Saskatchewan	1-800-567-7233, option 1	As soon as reasonably possible	5 days
Manitoba	1-855-957-7233 (204-957-7233), option 1	Immediately	5 business days
Ontario	1-877-202-0008	Immediately; written report 48 hours	3 business days
Quebec	1-844-838-0808 (CNESST)	Most rapid means; written report 24 hours	Employer's notice online
New Brunswick	1-800-999-9775	Immediately	3 days (Form 67)
Nova Scotia	1-800-952-2687	Deaths and likely fatal injuries immediately; others 24 hours	2 business days
Prince Edward Island	902-628-7513 (24 hours)	Immediately (WCB guide: 24 hours)	3 days
Newfoundland and Labrador	709-729-4444 (24 hours)	Immediately	3 days (Form 7)
Yukon	867-667-5450 or 1-800-661-0443	Immediately	3 days
NWT and Nunavut	NWT 1-800-661-0792; Nunavut 1-877-404-4407	As soon as reasonably possible	3 business days
Federal (Labour Program)	1-800-641-4049	As soon as feasible, within 24 hours	Check with your board

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Part F: Scene preservation and release

- ☐ Scene barricaded or taped off, with a guard posted.
- ☐ Nothing moved, cleaned, repaired or restarted except to save life, give care or prevent further harm.
- ☐ Anything moved was noted, and photographed first where possible (record below).
- ☐ Equipment locked out or tagged out of service and kept as found.
- ☐ Entries to the scene logged below.

Time scene secured

Secured by

Guard(s) assigned

Items moved before or during the response, why, and their original position

Name	Organization	Time in	Time out	Reason for entry

Scene released by (name and agency)

Officer or file number

Date and time released

Conditions or instructions given on release, and interim controls before work restarts

Part G: Witnesses

Name	Employer	Phone or email	Where they were	Separated	Statement
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Ask each witness for a short written account in their own words while it's fresh. Don't coach or compare stories. Check on how they're doing, too.

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Part H: Photos and evidence log

Photo no.	What it shows and direction taken	Taken by	Time

Evidence item (equipment, tool, PPE, document, footage)	Where stored	Secured by	Time

Records secured

- ☐ Permits
- ☐ Hazard assessments or FLHA
- ☐ Logbooks
- ☐ Camera footage
- ☐ Vehicle or equipment data
- ☐ Training records
- ☐ Inspection records
- ☐ Maintenance records
- ☐ Sketch of the scene

Part I: Hand-off to the investigation

Investigation lead

Handed over by

Date and time

- ☐ This record, with the timeline and step log
- ☐ Photos and video
- ☐ Witness list and written accounts
- ☐ Notifications log and reference numbers
- ☐ Evidence log and storage locations
- ☐ First aid record and paramedic hand-over notes

Interim controls in place before the same work restarts

Investigation deadlines (for example, B.C.: preliminary 48 hours, full 30 days)

Committee or worker representative involved

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Worker support and recovery

- ☐ Injured worker checked on
- ☐ Employee assistance program offered
- ☐ Witnesses and crew checked on
- ☐ Follow-up check-in scheduled
- ☐ Crew briefed with facts
- ☐ First aid kit and AED restocked

Worked prompts

If this happens	Do this
You're not sure whether the incident is reportable	Call the regulator's line and ask. Record the call in Part E. An unnecessary call costs minutes; a missed one can't be undone.
A worker is trapped and must be moved to give care	Move only what's needed to free them. Note the original position in Part F and photograph it first if you can do so without delay.
You're a contractor on someone else's site	Tell the prime contractor or owner right away. They may hold the legal duty to report.
The injured person is a visitor or member of the public	Respond the same way. Some laws, such as Ontario's, can cover a non-worker killed or critically injured at a workplace.

Common mistakes to avoid

- Rushing in before the hazard is controlled, and creating a second casualty.
- Assuming someone else called 911.
- Waiting until all the facts are known before calling the regulator.
- Treating the WCB injury report as the OHS report.
- Cleaning up, repairing or restarting before the scene is released.
- Writing guesses or blame instead of facts.

Sign-off

Record completed by	Signature	Date

Supervisor	Signature	Date

Manager or employer representative	Signature	Date

Free guide. Read How to Respond to a Workplace Incident at calgarysafetyconsultants.ca/safety-guides/incidents/incident-response/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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