CALGARY SAFETY CONSULTANTS

Incident Reporting Quick Reference

Incident reporting requirements across Canada

This quick reference summarizes the two outside reports that follow a workplace incident in every province, territory and federally regulated workplace: the **OHS report** to the regulator for serious incidents and dangerous occurrences, and the **employer injury report** to the workers' compensation board. One never replaces the other. Fill in your own numbers on each page, keep a copy in every site office, vehicle and first aid station, and check it against your regulator's current reporting page when you review it.

How to use it

- [ ] Fill in your organization's details below and the contacts on each page for every jurisdiction where you work.
- [ ] Confirm each phone number and deadline with the regulator or board, write the date you confirmed it, and review the sheet every year.
- [ ] When an incident happens, make people safe first, then ask: is it reportable to OHS? Did a worker need treatment, lose time or pay?
- [ ] If you aren't sure, call the regulator and ask. Record every call on the Reporting Decision Worksheet and Log.
- [ ] Where you work in more than one jurisdiction, build your procedure around the strictest timeline that applies.

Our organization

Company name

Prepared by

Date

Jurisdictions where we work

Next review date

Person authorized to report to regulators (days)

Backup for nights, weekends and holidays

Their phone

Backup phone

Where completed reports are kept

The two questions, every time

Question	If yes
1. Reportable to the OHS regulator? Death, serious or critical injury, hospital admission, listed dangerous occurrence	
2. Treatment, lost time or pay? Medical aid beyond first aid, time off, modified work, occupational disease	
3. Every incident	

Use the right-hand cells to write your own quick instruction, for example: "Call OHS now, hold the scene, tell the co-chairs", "WCB report within 72 hours, copy to the worker" and "Internal report and investigation, log every call".

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Alberta

Report to OHS	Death at work or from an illness connected to the work site; a worker admitted or to be admitted to hospital (ER or urgent care alone doesn't count); unplanned or uncontrolled explosion, fire or flood that causes or could cause serious injury or illness; crane, derrick or hoist collapse or upset; collapse or failure of a building or structure component. OHS Act s. 33.
Who, how fast, how	Prime contractor, or employer if none. As soon as possible. OHS Contact Centre 1-866-415-8690. Mine incidents (OHS Code s. 544) online, plus a call for a death or serious injury.
Scene and follow-up	Don't disturb the scene, equipment or documents except to aid the injured or killed, prevent further incidents, protect endangered property, or with an OHS or police officer's permission. Investigate with the committee or representative; written report to them, and to OHS on request or online where required; keep 2 years. Potentially serious incidents: submit online after the investigation (s. 33(6)).
WCB employer report	WCB-Alberta within 72 hours of becoming aware: lost time or modified work beyond the day of the accident, treatment beyond first aid, death or permanent disability, occupational disease.

Our AB regulator line (confirmed)	Our WCB account number	Who reports for us

British Columbia

Report to OHS	Serious injury or death; major structural failure or collapse; major release of a hazardous substance; fire or explosion with potential for serious injury; blasting incident causing injury. Workers Compensation Act s. 68.
Who, how fast, how	Employer. Immediately. WorkSafeBC Prevention Information Line 604.276.3100 or 1.888.621.7233, 24 hours.
Scene and follow-up	Don't disturb the scene except as an officer directs, or to attend to the injured or killed, prevent further injury or protect endangered property (s. 68(2)). Preliminary investigation report within 48 hours (s. 71) and full report within 30 days (s. 72), to the committee or representative or posted; full report to WorkSafeBC.
WCB employer report	WorkSafeBC within 3 days of the injury (WCA s. 150); occupational disease within 3 days of learning of it.

Our BC regulator line (confirmed)	Our WCB account number	Who reports for us

Saskatchewan

Report to OHS	Accident that causes or may cause death, or will need in-patient admission for 72 hours or more (OHS Regulations, 2020, s. 2-2); dangerous occurrences listed in s. 2-3, injury or not.
Who, how fast, how	Employer or contractor. As soon as is reasonably possible, to the ministry: 1-800-567-7233, option 1 (24 hours). Copy to the committee co-chairs or representative.
Scene and follow-up	Fatal accident scene held until an officer finishes (s. 3-19). Written investigation report for accidents causing or possibly causing death or 24 hours or more in hospital (s. 3-18) and dangerous occurrences (s. 3-20). Lost-time injuries reported to the co-chairs (s. 3-21).
WCB employer report	Saskatchewan WCB, E1 form, within 5 days for injuries needing medical attention.

Our SK regulator line (confirmed)	Our WCB account number	Who reports for us

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Manitoba

Report to OHS	Serious incidents in the Workplace Safety and Health Regulation, Part 2: death; electrical contact injury; unconsciousness from a concussion; listed fractures and amputations; third degree burns; loss of sight; cut needing hospital treatment; asphyxiation or poisoning; collapses and structural failures; explosion, fire, flood or uncontrolled hazardous spill; atmosphere-supplying respirator failure.
Who, how fast, how	Employer. Immediately, fastest means. 1-855-957-7233 or 204-957-7233 (option 1). Call back right away if information was wrong or incomplete.
Scene and follow-up	Scene held until the branch releases it, possibly for at least 24 hours, except to free a trapped person, avoid more hazards or give critical care. Internal investigation with the co-chairs, reportable or not.
WCB employer report	WCB Manitoba within 5 business days for injuries needing medical attention or time off.

Our MB regulator line (confirmed)	Our WCB account number	Who reports for us

Ontario

Report to OHS	Death or critical injury of a worker, or of a non-worker in some cases (OHSA s. 51; critical injury defined in O. Reg. 420/21). Disabling injury from an accident, explosion, fire or workplace violence (s. 52). Occupational illness. Prescribed incidents in the construction, mining, diving and X-ray regulations, injury or not.
Who, how fast, how	Employer, and the constructor on construction projects. Death or critical injury: immediately, Health and Safety Contact Centre 1-877-202-0008, plus the committee or representative and the union; written report within 48 hours.
Other notices	Disabling injury: written notice within 4 days to the committee or representative and union. Occupational illness: within 4 days to the ministry, committee or representative and union. Prescribed incidents: within 2 days. Keep copies 3 years.
Scene	Don't disturb except to save life or relieve suffering, keep utilities or transit running, prevent unnecessary damage, or with an inspector's permission.
WCB employer report	WSIB within 3 business days: health care beyond first aid, time off, lost pay, or modified work over 7 days. Give the worker a copy.

Our ON regulator line (confirmed)	Our WCB account number	Who reports for us

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Nova Scotia

Report to OHS	Immediately: a death, or an injury likely to prove fatal. Within 24 hours: unconsciousness, listed fractures, amputation, third degree burn, loss of sight, asphyxiation or poisoning, hospital admission or a life-endangering injury (unless treatable by immediate first aid or medical treatment with return to work the next day); accidental explosion, major structural failure, major hazardous release or fall where fall protection is required, injury or not. OHS Act s. 63.
Who and how	Employer, to the Director: 1-800-952-2687. Notify the committee or representative.
Scene	Scene of any accident covered by s. 63(1) held except to attend to the injured or killed, prevent further injuries or protect endangered property, unless an officer directs otherwise (s. 64).
WCB employer report	WCB Nova Scotia must receive it within 2 business days of the injury being reported to you.

Our NS regulator line (confirmed)	Our WCB account number	Who reports for us

New Brunswick

Report to OHS	Loss of consciousness, amputation, fracture other than fingers or toes, burn needing medical attention, loss of vision, deep laceration, in-patient admission or death; accidental explosion or exposure; catastrophic event or equipment failure. OHS Act s. 43.
Who, how fast, how	Employer. Immediately, WorkSafeNB 1 800 999 9775. Immediately notify the committee or representative.
Scene and WCB	Scene of serious injury or death held unless an officer orders otherwise. Form 67 employer report within 3 days.

Our NB regulator line (confirmed)	Our WCB account number	Who reports for us

Prince Edward Island

Report to OHS	Serious injuries, such as one that is or may be fatal, a fracture, unconsciousness, substantial blood loss, amputation, major burns or loss of sight. Within 24 hours to the Director of OHS, 902-628-7513, and tell the committee. Scene held until the officer arrives, except to prevent further injury or damage. WCB Employer's Report within 3 days.

Newfoundland and Labrador

Report to OHS	Employer or principal contractor, immediately: an accident causing serious injury or death, or with a reasonable potential to (OHS Act s. 54). Notify the committee or representative. Scene held (s. 55). WorkplaceNL Form 7 within 3 days.

Our PE or NL regulator line (confirmed)	Our WCB account numbers	Who reports for us

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Yukon

Report to OHS	Serious injury or death; in-patient hospital admission; major structural failure or collapse; major hazardous release; explosion or fire with potential to cause serious injury or death. Workers' Safety and Compensation Act ss. 57 and 58.
Who, how fast, how	Prime contractor, or employer if none. Immediately, 24-hour line 867-667-5450 or 1-800-661-0443.
Scene and follow-up	Scene held unless the board or RCMP directs otherwise. Investigate with the committee or representative; board advises keeping the report 2 years.
WCB employer report	Within 3 days of learning of any work-related injury; late reports can draw an administrative penalty.

Our YT regulator line (confirmed)	Our WCB account number	Who reports for us

Northwest Territories and Nunavut

Report to OHS	Accident causing serious bodily injury: causes or could reasonably be expected to cause death, or needs in-patient admission for 24 hours or more (OHS Regulations s. 8). Dangerous occurrences, injury or not (s. 9).
Who, how fast, how	Employer, to the Chief Safety Officer, as soon as is reasonably possible. WSCC incident line 1-800-661-0792. Copy to the committee or representative, names removed.
Scene and follow-up	Investigate and prepare a written report with causes and corrective action (s. 28). Fatal accident scene held until a safety officer investigates (s. 29). Mines follow the Mine Health and Safety Act.
WCB employer report	Employer's Report of Incident on WSCC Connect within 3 business days.

Our NT or NU regulator line (confirmed)	Our WSCC account number	Who reports for us

Quebec

Report to OHS	Death; loss of a limb or its use, or significant physical trauma; serious injuries to 2 or more workers likely to keep them off for a working day; material damage of $150,000 or more (indexed each January, s. 62.0.1). Act respecting occupational health and safety, s. 62.
Who, how fast, how	Employer, to the CNESST, by the most rapid means; written report within 24 hours. Scene unchanged until the inspector investigates, except to prevent the consequences getting worse.

Our QC line (confirmed)	Our CNESST file number	Who reports for us

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Federal (Canada Labour Code Part II, COHS Regulations Part XV)	
Applies to	Federally regulated workplaces, such as banks, interprovincial trucking and bus lines, airlines, railways, telecommunications and federal Crown corporations. Some sectors have their own regulations, so check yours.
Without delay	Appoint a qualified person to investigate, notify the work place committee or representative and who is investigating, and take measures to prevent a recurrence (s. 15.4).
Within 24 hours	By telephone or fax to the Head of Compliance and Enforcement: death; disabling injury to 2 or more employees; loss of a body member or its use; permanent loss of a body function; explosion; boiler or pressure vessel damage causing fire or rupture; elevating device damage or free fall (s. 15.5).
Written report	On the prescribed form, without delay, for a disabling injury, loss of consciousness from electric shock or a toxic or oxygen-deficient atmosphere, rescue or revival, or fire or explosion: copy to the committee without delay and to the Head within 14 days (s. 15.8).
Annual report	To the Head by March 1 each year (s. 15.10).
Scene	Don't disturb the scene of a death or serious injury without authorization except to save a life, prevent injury, keep an essential public service running or prevent unnecessary damage (Code s. 127).
Compensation	Injury claims usually go to the provincial or territorial board where the worker works.

Labour Program contact (confirmed)	Board and account number	Who reports for us

Notice to the committee, representative and union

Jurisdiction	Who must be told, or get copies
AB, BC, YT	
SK, NT, NU	
NS, NB, PE, NL	
ON	
Federal	
Our sites	

Suggested entries: AB, BC and YT: the committee or representative takes part in the investigation and gets the reports. SK, NT and NU: copy of the regulator notice. Atlantic provinces: notify at the same time. ON: committee or representative and union. Federal: without delay, with the investigator's name.

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Written follow-up deadlines we must meet

Report	Deadline	Sent to	Who prepares it
ON written report after a death or critical injury			
BC preliminary investigation report			
BC full investigation report			
QC written report			
Federal hazardous occurrence report			
AB investigation report			

Published deadlines: ON 48 hours; BC 48 hours and 30 days; QC 24 hours; federal 14 days to the Head. AB, SK, NT, NU and YT require a written investigation report without a fixed day count; Alberta requires at least 2 years (Yukon's board advises the same) and Ontario 3 years.

Occupational disease and delayed-onset conditions

- ☐ We report work-related diseases and mental health injuries to the board, as well as physical injuries.
- ☐ In Ontario, we give written notice of an occupational illness to the ministry, committee or representative and union within 4 days of learning of it.
- ☐ We investigate the exposure behind any diagnosis the same way we investigate an injury.
- ☐ Former workers' claims are routed to the person who files our board reports.

Shared sites: who reports

- ☐ Subcontractors tell the prime contractor or owner immediately, and the prime contractor confirms who is calling the regulator.
- ☐ Alberta and Yukon: the prime contractor reports. Ontario construction: employer and constructor. SK: employer or contractor. NL: employer or principal contractor.
- ☐ The compensation board report always stays with the injured worker's own employer.
- ☐ Reporting responsibilities are written into contracts and covered at site orientation.

Prime contractor or owner contact on our current sites

Their phone

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Annual check of this quick reference

- [ ] Every phone number on this sheet was called or checked against the regulator's website, and the date recorded.
- [ ] Deadlines were checked against the current Act, regulation and board pages for each jurisdiction where we work.
- [ ] Supervisors and backups have a copy and know the two questions.
- [ ] Our incident reporting procedure matches this sheet.
- [ ] Last year's reporting log was reviewed for late or missed reports, and the causes were fixed.

Changes made at this review

Sign-off

Name	Role	Signature or initials	Date

Reviewed on

Next review date

Version

Read the full guide. How to Report Workplace Incidents Across Canada explains each jurisdiction's rules, with links to the legislation, at calgarysafetyconsultants.ca/safety-guides/incidents/incident-reporting-requirements/. Summary current as of November 2026; laws change, so confirm before relying on it.

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