

7.4 Documentation Submitted to the Boards

The operator must submit a completed Incident investigation report with all the required information to the respective Board as soon as possible, and in any event, no later than fourteen days following an Incident for a safety related Incident and no later than twenty-one days for all other types of Incidents.¹²⁰ In addition, the completed Incident investigation report with all the required information must be submitted to the workplace committee or coordinator as soon as possible, and in any event, no later than fourteen days following a health and safety related Incident.¹²¹

For the purposes of submitting investigation reports, the Boards have prescribed a standard Incident Summary¹²² form, which is to be submitted in conjunction with the investigation report.¹²³ The [Incident Summary](#) form, combined with the investigation report, must include all of the prescribed information below and the report(s) must be submitted in an electronic format that is searchable (i.e. text can be searched, copied and pasted).¹²⁴ If the investigation report does not include all of the prescribed information then supplementary information will have to be provided. The [Incident Summary](#) form and investigation report may be submitted by electronic mail to the respective Board, to either the C-NLOPB at incident@cnlopb.ca or to the CNSOPB at incident@cnsopb.ns.ca. To ensure receipt of information sent to the above email accounts, emails should be no greater than 8 MB in size.

In addition, if the hazardous occurrence is an accident involving a ship or aircraft, the employer must investigate the accident by obtaining from the appropriate police or other investigating authority a copy of the report made by that authority in respect of the accident.¹²⁵ In addition, the employer must within 14 days after receipt of the investigation report of the accident made by the police or other investigating authority submit a copy of the report to the respective Board and to the committee or the coordinator.¹²⁶

The [Incident Summary](#) form and the investigation report must include, but not be limited to the following information and should correct, if

¹²⁰ C-NLAAIA 205.017(2); CNSOPRAIA 210.017(2); OHS 265(2); DPR 76(2); INST 70(2); DVR 5(1)(j)

¹²¹ C-NLAAIA 205.017(2); CNSOPRAIA 210.017(2); OHS 265(2); DPR 76(2); INST 70(2); DVR 5(1)(j)

¹²² <https://www.cnlopb.ca/information/forms/>

¹²³ C-NLAAIA 49, 126, 189-192, 205.016, 205.017, 205.073, 205.077 & 205.078; CNSOPRAIA 52, 129, 194-197, 210.016, 210.017, 210.074, 210.078 & 210.079

¹²⁴ C-NLAAIA 49, 126, 189-192, 205.016, 205.017, 205.073, 205.077 & 205.078; CNSOPRAIA 52, 129, 194-197, 210.016, 210.017, 210.074, 210.078 & 210.079

¹²⁵ OHS 264(2) & (3)

¹²⁶ OHS 264(2), 265(1) & 266