

If a change is to be made to the investigation report following management review, workplace committee (or coordinator) review, operator or employer review, the changes should be reviewed with and accepted by either the investigation team or the workplace committee. The updated investigation report following review and acceptance by the investigation team must be provided to the respective Board and the workplace committee.<sup>132</sup>

## 8.0 Quarterly Statistics Reports for the Boards

The Board requires that Operators submit a quarterly statistics report within 15 days of the end of each quarter throughout the calendar year. In addition, the operator must submit a final statistics report within 15 days of the date of completion of work or activities under an authorization.<sup>133</sup> However, for diving program authorizations, operators are required to submit a monthly report.<sup>134</sup>

This report must contain a list of Major Injuries, lost/restricted workday injuries, Occupational Illnesses and minor injuries along with exposure hours.<sup>135</sup> The report must also contain a summary report of the number of lost/restricted workdays associated with a particular injury/illness by Incident date and the marine installation or structure, passenger craft, vessel or aircraft.<sup>136</sup> These statistics must be recorded on the report prescribed by the Boards and emailed to either the C-NLOPB at [incident@cnlopb.ca](mailto:incident@cnlopb.ca) or to the CNSOPB at [incident@cnsopb.ns.ca](mailto:incident@cnsopb.ns.ca).<sup>137</sup> The [Quarterly Statistics Report](#)<sup>138</sup> form is posted on C-NLOPB's website at [www.cnlopb.ca](http://www.cnlopb.ca) and CNSOPB's website at [www.cnsopb.ns.ca](http://www.cnsopb.ns.ca).

Exposure hours are to be reported as follows for each type of marine installation, structure, vessel and aircraft on the report prescribed by the Boards, including:

- Total Exposure Hours for each Marine Installation or Structure based on a normal working day (i.e. 12 hours)
- Total Exposure Hours on all vessels operating under an authorization (excluding passenger exposure hours) based on a normal working day (i.e. 12 hours)
- Total Exposure Hours for all aircraft operating under an authorization (excluding passenger exposure hours)
- Total Exposure Hours for Passengers on a vessel (excluding crew)
- Total Exposure Hours for Passengers on an aircraft (excluding pilots)

<sup>132</sup> C-NLAAIA 205.017(2); CNSOPRAIA 210.017(2); OHS 265(2); DPR 76(2); INST 70(2); DVR 5(1)(j)

<sup>133</sup> C-NLAAIA 49, 126, 189-192, 205.017(3)(4); CNSOPRAIA 52, 129, 194-197, 210.017(3)(4); MOU with Federal and Provincial Governments for Part III and Part III.I of the Accord Acts

<sup>134</sup> DVR 5(1)(k)

<sup>135</sup> C-NLAAIA 49, 126, 189-192, 205.017(3)(4); CNSOPRAIA 52, 129, 194-197, 210.017(3)(4); DVR 5(1)(k)

<sup>136</sup> C-NLAAIA 49, 126, 189-192, 205.017(3)(4); CNSOPRAIA 52, 129, 194-197, 210.017(3)(4); DVR 5(1)(k)

<sup>137</sup> C-NLAAIA 49, 126, 189-192, 205.017(3)(4); CNSOPRAIA 52, 129, 194-197, 210.017(3)(4); DVR 5(1)(k)

<sup>138</sup> <https://www.cnlopb.ca/information/forms/>

For clarification on what constitutes a marine installation or structure, passenger craft, vessel or aircraft refer to Section 3.0.

## 9.0 Annual Reports

### 9.1 Annual Safety Reports

In accordance with the *Accord Acts*, operators must ensure that no later than March 31 of each year, an annual safety report based on the preceding year is submitted to the Chief Safety Officer and to the workplace committee.<sup>139</sup> The report must set out data on all Occupational Illnesses, and all accidents, Incidents and other hazardous occurrences, that have occurred at any of the operator’s workplaces or on a passenger craft going to or from any of those workplaces during the calendar year covered by the report, including the number of deaths, the number of serious injuries and the number of minor injuries.<sup>140</sup>

Detailed guidance on the scope of this report for drilling and production installations is provided in Section 88 of the Drilling and Production Guidelines.

### 9.2 Annual Environmental Reports

In accordance with the Drilling and Production Regulations, operators of drilling and production installations must ensure that no later than March 31 of each year, an annual environmental report<sup>141</sup> based on the preceding year is submitted to the respective Board. Detailed guidance on the scope of this report is provided in Section 87 of the Drilling and Production Guidelines.

<sup>139</sup> C-NLAAIA 205.017(3); CNSOPRAIA 210.017(3); DPR 88

<sup>140</sup> C-NLAAIA 205.017(4); CNSOPRAIA 210.017(4)

<sup>141</sup> DPR 87