

5.3.1 Immediate Verbal Notification

Immediately after the operator and employer have taken actions to ensure the safety of personnel and the environment, the operator must contact the respective Board’s on-call Duty Officer for Incidents or events that require immediate verbal notification as described in Section 6.0 to the respective Board:

- **C-NLOPB Duty Officer at (709) 682-4426**
- **CNSOPB Duty Officer at (902) 496-4444**

Duty Officers are on call 24 hours a day, seven days a week.

Upon request, the operator must provide the Duty Officer with their contact information, a brief description of the Incident and the consequences of the incident, immediate (and ongoing) response efforts, any further actions planned, and any other relevant information the Duty Officer requests.⁴¹

As soon as reasonably practicable following all verbal notifications, the operator must provide written notification to the C-NLOPB or to the CNSOPB as described in Section 5.3.2.⁴²

5.3.2 Written Notification

For all Incidents or events, the operator must provide a written notification to the respective Board as soon as reasonably practicable but no later than 24 hours after the operator becomes aware of any Incident.⁴³ The written notification may be submitted to the C-NLOPB by email to incident@cnlopb.ca or to the CNSOPB by email to incident@cnsopb.ns.ca.

E-mailed notifications should contain a short descriptive title and any reference number assigned by the operator. In accordance with the *Accord Acts*, the Boards have prescribed the form of the written notification to include the following information⁴⁴:

- Date and time of the Incident or event
- Operator
- Operator’s contact name and phone number

⁴¹ OHS 265; INST 70; DPR 76(1); GR 27; DVR 5(1)(i)&(j); C-NLAAIA 191-192, 205.017, 205.073, 205.077 & 205.078; CNSOPRAIA 196-197, 210.017, 210.074, 210.078 & 210.079

⁴² C-NLAAIA 205.017; CNSOPRAIA 210.017; OHS 265; DPR 76, INST 70, DVR 5(1)(i)&(j), GR 27

⁴³ C-NLAAIA 205.017; CNSOPRAIA 210.017; OHS 265; DPR 76, INST 70, DVR 5(1)(i)&(j), GR 27

⁴⁴ C-NLAAIA 49, 126, 189-192, 205.017, 205.073 & 205.077; CNSOPRAIA 52, 129, 194-197, 210.017, 210.074 & 210.078