

5.3.1 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

- Operator's internal reference number
- The name of the marine installation or structure, passenger craft, vessel or aircraft
- Location (latitude and longitude)
- Well/Field (if applicable)
- List of other agencies notified
- Actual and potential Incident classifications (as per Section 6.0)
- Description of the Incident or event (including events prior to and any other relevant information)
- Description of site operations and relevant environmental conditions at time of Incident or Event
- Immediate response action(s) taken, including statement regarding implementation of emergency response procedures
- Planned response action to be taken
- For injuries/illnesses and non-occupational medevacs, the name of affected worker⁴⁵, nationality⁴⁶, occupation and employer. For injuries/illnesses details of the nature and severity of injury/illness is to be provided and if the injury/illness is determined to be non-occupational (i.e. the result of a medical condition not related to the injured person's employment), a statement to this effect and the individual's name is to be provided.
- For hydrocarbon releases, leaks of hazardous substances, unauthorized discharges and spills, information on materials released, volumes released and information / observations of environmental impact
- For Incidents onboard diving installations, the supplementary [Diving Incident Report Form](#)⁴⁷ is required to be completed and submitted⁴⁸

An operator must use the [Written Notification Form](#)⁴⁹ posted on the C-NLOPB website (www.cnlopb.ca) and the CNSOPB website (www.cnsopb.ns.ca) for this purpose.⁵⁰ Further information on the classification of Incidents and other reportable events is located in Section 6.0.

⁴⁵ Pursuant to C-NLAAIA 119 and CNSOPRAIA 122, providing the name of the affected worker is not a violation of privacy legislation, and it is necessary to allow the Board to monitor and follow-up on reported injuries and potential injuries. All injury reports are privileged pursuant to the Accord Acts. If the operator has concerns of internet security, the names of affected workers may be submitted to the Board via means other than email. Pursuant to C-NLAAIA 205.041(2) and CNSOPRAIA 210.041(2), operators must edit the report to protect medical information before providing it to the workplace committee.

⁴⁶ Applicable jurisdiction for workers compensation

⁴⁷ https://www.cnlopb.ca/information/forms/diving_incident.doc

⁴⁸ DVR 1, definition of "accident" and "incident" and 5(1)(i)&(j), SCHEDULE III

⁴⁹ https://www.cnlopb.ca/information/forms/incident_notification.doc

⁵⁰ C-NLAAIA 49, 126, 189-192, 205.017, 205.073 & 205.077; CNSOPRAIA 52, 129, 194-197, 210.017, 210.074 & 210.078