

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 Summary](#)¹²² 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 cnsopb.ns.ca/sites/default/files/resource/incident_summary_report.doc

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

necessary, any erroneous information submitted in the Incident Notification report¹²⁷:

- Date and time of the Incident
- Operator
- Operator's internal reference number
- The name of the marine installation or structure, passenger craft, vessel or aircraft
- The type of marine installation or structure, passenger craft, vessel or aircraft (e.g. MODU, fixed installation, standby/supply vessel, helicopter, etc)
- Location (e.g. field, well or subsea manifold/gathering facility)
- Operation in progress (e.g. drilling/workover, geophysical survey, hydrocarbon production, ice management, maintenance, sea transport/standby)
- Actual and Potential Incident Classifications (as per Section 6.0)
- For injuries/illnesses:
 - Name of affected worker¹²⁸
 - Nationality
 - Occupation
 - Employer
 - Duration of lost/restricted workdays (known or anticipated). The final number of lost /restricted workdays must be reported on the quarterly statistics report
 - Nature and severity
 - Indicate if a medevac was provided
- For hydrocarbon releases, leaks of hazardous substances, unauthorized discharges and spills:
 - Material(s) spilled / released and volume and for ongoing releases, associated leakage rate
 - Source of spill/release
 - Post Incident monitoring (environmental receptors/endpoints at risk)
 - Mitigation or response measures and their effectiveness
 - Environmental impacts
- For damages:
 - Type of equipment involved

¹²⁷ 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

¹²⁸ 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. If the operator has concerns of internet security, the names of affected workers may be submitted to the Board via means other than email.

- Severity of damage (no impairment, impairment to Critical Equipment, impairment to Critical Equipment system, shutdown required)
- Time to repair and mitigative measures in place until repaired
- Description of Incident (including events leading up to the incident, the incident and events following the incident, including emergency response). The description should also include a summary of review of similar Incidents (refer to Section 7.3 for further guidance)
- Description of causal factors (refer to Section 7.3.3 for further guidance)
- Name, titles and signatures of the following:
 - Investigation Team Lead
 - Operator's representative
 - Workplace Committee member or Coordinator for a safety related incident
- Names and titles of other individuals who investigated the occurrence
- Relevant environmental factors at the time of the Incident (maximum combined seas, significant wave height, temperature, visibility, wind, precipitation)
- Work schedule contributors (e.g. extensive overtime, fatigue, stress) for individuals involved in the Incident)
- Experience contributors (e.g. training, competency, onshore/offshore experience, collective competency) for individuals involved in the Incident)
- Description of the root cause(s) (refer to Section 7.3.4 for further guidance)
- Corrective and preventive actions taken to address root cause(s) (refer to Section 7.3.5 for further guidance)
- Identification if further investigation is required
- For Diving Incidents:
 - The supplementary [Diving Incident Report](#)¹²⁹ form is also required to be completed and submitted¹³⁰

If further investigation is required (e.g. metallurgical analysis of a failed component), an Incident investigation report is still required within fourteen or twenty-one days depending on the nature of the incident. Operators are required to submit the results of the investigation completed by that date along with details of any corrective or preventive actions that have been taken. Any information left to be investigated and the associated reason for deferral must be noted on the investigation report. Following completion of the further investigation, the final information regarding the root cause(s) and additional preventive actions to be taken must be submitted.¹³¹

¹²⁹ [cnsopb.ns.ca/sites/default/files/resource/diving_incident_form.pdf](https://www.cnlopb.com/cnlopb/sites/default/files/resource/diving_incident_form.pdf)

¹³⁰ DVR 5(1)(i)&(j), SCHEDULE III

¹³¹ C-NLAAIA 205.017(2); CNSOPRAIA 210.017(2); OHS 265(2); DPR 76(2); INST 70(2); DVR 5(1)(j)

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.¹³²

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.¹³³ However, for diving program authorizations, operators are required to submit a monthly report.¹³⁴

This report must contain a list of Major Injuries, lost/restricted workday injuries, Occupational Illnesses and minor injuries along with exposure hours.¹³⁵ 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.¹³⁶ These statistics must be recorded on the report prescribed by the Boards and emailed to either the C-NLOPB at incident@cnlopb.ca or to the CNSOPB at incident@cnsopb.ns.ca.¹³⁷ The [Quarterly Statistics Report](#)¹³⁸ form is posted on C-NLOPB's website at www.cnlopb.ca and CNSOPB's website at 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)

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

¹³³ 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

¹³⁴ DVR 5(1)(k)

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

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

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

¹³⁸ cnsopb.ns.ca/sites/default/files/resource/quarterly_statistics_report.xls