

# Reporting and investigating Potentially Serious Incidents (PSI)

*OHS information for workers, employers, and prime contractors*

## KEY INFORMATION

- The types of incidents and injuries reportable to government are:
  - 1) Serious injury or incident
  - 2) Incident at a mine or mine site
  - 3) **Potentially Serious Incident (PSI)**
- It is the responsibility of the prime contractor, or if there isn't one, the employer of the work site to report the PSI to the Director of Inspections.
- Reports are to be submitted using the [PSI Online Reporting Service](#)

## What information is required for the report?

Prime contractors or employers will be asked to provide but are not limited to the following information:

- The location of the PSI.
- A description of what happened.
- The time and date when the PSI occurred.

PSI investigation reports are not admissible as evidence for any purpose in a trial arising out of the injury or incident, except in specific instances.



## What is a PSI?

A Potentially Serious Incident or a PSI is any incident where:

- the injury sustained requires medical attention beyond first aid;
- an incident could have caused serious injury and
  - the hazard was not identified in the hazard assessment; or
  - the identified hazard had not been reasonably controlled.

The investigation must be conducted with the participation of the health and safety committee or representative, if there is one at the work site. *OHS Act 40(6)*



## Who is responsible for investigating the PSI?

To meet their obligations under the *Act*, the employer or prime contractor must:

- carry out an investigation of the incident with the participation of the joint work site health and safety committee or health and safety representative, if there is one at the work site
  - prepare a report that summarises their investigation, including any corrective actions taken
  - provide a copy of the report to the Director of Inspection,
  - provide a report to the joint work site health and safety committee or representative, if applicable. If there is no committee or representative, a copy must be made available to workers
- 1) retain a copy of the report for at least two years after the PSI occurred

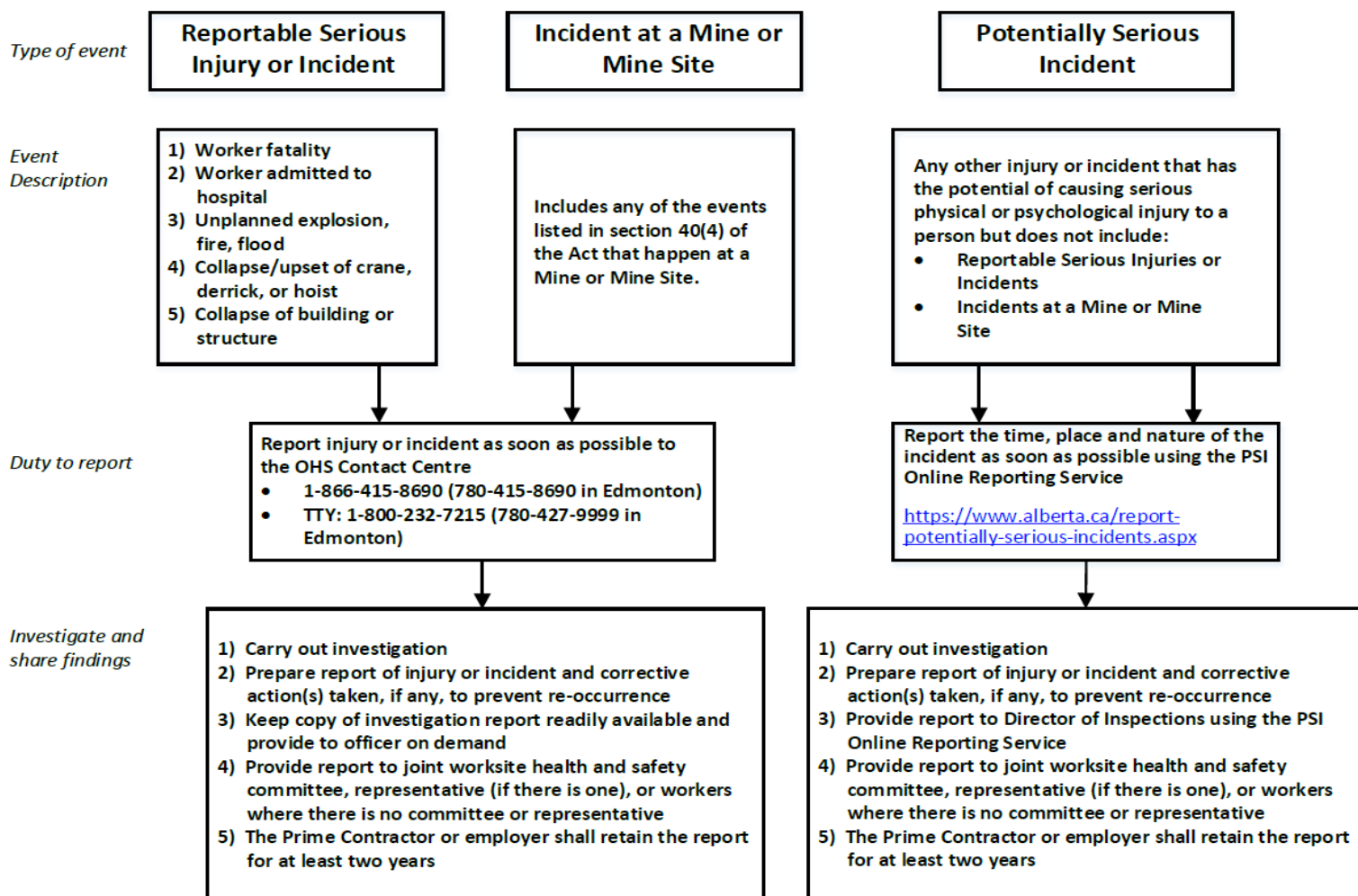
## What happens after a PSI has been reported?

- An OHS officer may contact the employer/prime contractor and/or attend the work site to conduct an inspection. They have the authority but are not limited to the following activities:
  - collect information including electronic documents that relate to the health and safety of workers, as well as statements from witnesses to the incident,
  - request documents, seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident
- The employer is required to conduct its own independent investigation. A link to the Sample Incident Investigation Report template is provided in the resource section.

### PSI Online Reporting Service

<https://www.alberta.ca/report-potentially-serious-incidents.aspx>

### Flowchart for reporting serious injuries, incidents and potentially serious incidents



**Get Copies of OHS Act,  
Regulation and Code**

**Alberta Queen's Printer**  
[qp.gov.ab.ca](http://qp.gov.ab.ca)

**Occupational Health and  
Safety**

[work.alberta.ca/ohs-legislation](http://work.alberta.ca/ohs-legislation)

**Contact Us**

**OHS Contact Centre**

Throughout Alberta

- 1-866-415-8690

Edmonton & Surrounding area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

**PSI Online Reporting Service**

[alberta.ca/report-potentially-serious-incidents.aspx](http://alberta.ca/report-potentially-serious-incidents.aspx)

**Website**

[work.alberta.ca/ohs-contact us](http://work.alberta.ca/ohs-contact-us)

**FOR MORE INFORMATION:**

**Occupational health and safety information**  
[www.alberta.ca/ohs-changes.aspx](http://www.alberta.ca/ohs-changes.aspx)

**Joint work site health and safety committees (LI036)**  
[www.alberta.ca/assets/documents/ohs-joint-worksite-health-safety-committees.pdf](http://www.alberta.ca/assets/documents/ohs-joint-worksite-health-safety-committees.pdf)

**Leading Indicators for Workplace Health and Safety (BP019)**  
<http://work.alberta.ca/documents/ohs-best-practices-BP019.pdf>

**Reporting and investigating serious injury and incidents (LI016)**  
<https://ohs-pubstore.labour.alberta.ca/reporting-and-investigating-injuries-and-incidents>

**Sample Investigation Report Template (LI016TMP)**  
<https://ohs-pubstore.labour.alberta.ca/sample-investigation-report-template>

**The role and duties of the prime contractor (LI018)**  
<https://www.alberta.ca/assets/documents/ohs-prime-contractors.pdf>

**The role and duties of an officer (LI046)**  
<https://ohs-pubstore.labour.alberta.ca/the-role-and-duties-of-an-officer>

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