



Reporting and Recording Workplace Hazardous Occurrences

For employers and employees who work on board aircraft while in operation



To help make your workplace safer, as an employee, you must report all accidents, incidents, safety hazards or possible safety hazards.

If you're hurt, or know of a co-worker who's hurt, tell your supervisor right away so they can:

- give aid where needed, and
- reduce or remove the risk of injury to others

Employers have responsibilities, too.

Once they're aware of accidents, disease, or other occurrences that have caused (or could cause) workplace injuries that do not arise from workplace violence, they must:

- keep records for all minor injuries that were treated with first aid
- assign a qualified person to investigate the situation
- tell the workplace health and safety committee or health and safety representative about the incident, so they can investigate. This will let them participate in the investigation, as required by the *Canada Labour Code, Part II*, and
- take steps to prevent a repeat occurrence

Employers must also:

- **contact** their Regional Civil Aviation Safety Inspector, Occupational Health and Safety (CASI-OHS) within 24 hours of learning of an occurrence that results in:
 - death
 - disabling injury to two or more employees
 - the loss of, or complete loss of the use of, a body member or part of a body member by an employee, or
 - a fire
- **complete** a Hazardous Occurrence Investigation Report if their investigation reveals the event led to:
 - a disabling injury
 - loss of consciousness or fainting from an electric shock, toxic atmosphere or oxygen-deficient atmosphere, or
 - the need for emergency procedures such as rescue or revival

Then the employer must forward:

- the report to the workplace health and safety committee or health and safety representative, as soon as possible, and
- a copy of the report to the Regional Civil Aviation Safety Inspector, Occupational Health and Safety (CASI-OHS) within 14 days of the employer learning about the occurrence

To learn more about ensuring the health and safety of crew members on board aircraft, or to locate your nearest Regional CASI-OHS, please visit: [Aviation occupational health and safety](#)

Disclaimer: The information provided in this publication is intended to be general in nature. It does not replace the *Canada Labour Code, Part II* or its pursuant *Aviation Occupational Safety and Health Regulations*.

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