



Maritime Occupational Health and Safety Regulations – Part 21 Reporting requirements

Transport Canada- Marine Safety and Security
NAOHS week of May 2022



Overview – MOHS Reporting Requirements

- Duties of the parties
- Immediate report
- Part 21 – Hazardous Occurrence Investigation Report (HOIR)
- How to submit HOIR for onboard employees
- Part 21 – Employer Annual Hazardous Occurrence Report (EAHOR)
- How to submit EAHOR
- Records and access

Duties of Parties

- Employee must, without delay, report the accident or occurrence to the employer (section 275)
- Employer must, without delay, (section 276) :
 - A) appoint a qualified person to conduct investigation
 - B) notify work place committee or representative
 - C) take necessary measures to prevent a recurrence

Immediate Report to Head of Compliance and Enforcement

- No later than 24 hours after becoming aware:
(section 277)
 - (a) death of an employee
 - (b) missing employee
 - (c) disabling injury to 2 or more employees
 - (d) loss of consciousness (electric shock or oxygen-deficient)
 - (e) loss of a body part

Immediate Report (Cont'd)

- No later than 24 hours after becoming aware:
(con't section 277)
 - (f) permanent impairment of body function
 - (g) fire or explosion
 - (h) damage to boiler or pressure vessel (fire or rupture)
 - (i) damage or free fall to a person transfer apparatus

Part 21 – Written Report – Hazardous Occurrence Investigation Report (HOIR)

- Subsection 279(1):
- Investigation in section 276 that resulted in :
- Death of employee;
- Missing employee;
- Disabling injury;
- Loss of consciousness.

Part 21 – HOIR

Definition (Part 1)

- ***disabling injury*** means an employment injury or an occupational disease that
 - **(a)** *prevents an employee from reporting for work or from effectively performing all the duties connected with their regular work on any day after the day on which the injury or disease occurred, whether or not that later day was a work day for that employee;*
 - **(b)** *results in an employee's loss of a body member or part of one or in the complete loss of the usefulness of a body member or part of one; or*
 - **(c)** *results in the permanent impairment of a body function of an employee.*

Part 21 - HOIR (con't)

- Completeness and quality of information
- Comments for preventing recurrence
- Sign off and comments from both parties
- Deadline submission : 30 days to Head (TC) and TSB

How to submit- HOIR for onboard employee

- **FORM TC HOIR # 82-0703**
- Once completed, sent it to TC regional offices:
<https://tc.canada.ca/en/corporate-services/contact-transport-canada>

Find a Transport Canada office

Choose a topic:

Marine

Choose service:

Marine Safety and Security

Choose a region:

Make your selection...

Part 21 – Employer Annual Hazardous Occurrence Report (EAHOR)

Background

- Each year, federally regulated employers are required to submit annual reports to the Labour Program.
- The EAHOR must state the total number of hazardous occurrences in your workplace between January 1st and December 31st.
- A report must submit by March 1st even if they have no incidents to report.

Part 21 –EAHOR (con't)

- Canadians registered vessels have to submit an **onboard EAHOR** for ship's crew and **regular EAHOR** for shore employees
- Stevedore employers have to submit an **onboard EAHOR** for loading/unloading operations and **regular EAHOR** for longshoring operations

EAHOR (CON'T) SECTION 280

- Date submission: **March 1**
- CONTENT:
- # of disabling injuries and minor injuries
- # of deaths
- # of other hazardous occurrences
- # of employees
- # of hours worked
- Coordinates of the person submitting the report

How To Submit

Labour Program sent a package with the 2021 EAHOR templates in January 2022.

You can also visit their website:

Canada.ca/workplace-health-safety-annual-reports

EAHOR SECTION 281 of the MOHSR

- Every employer must keep a copy of each report and record referred to in this Part for a period of 10 years after the day on which they are made.

- **CLC Part II- Access to report**

OHS committees or representative *shall have full access to all of the government and employer reports, studies and tests relating to the health and safety of the employees, or to the parts of those reports, studies and tests that relate to the health and safety of employees.*

Questions & Contact

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