

LEGISLATION

Administrative Items Regulation

SUBJECT: Section 15 - Reporting Electrical Incidents

Section 15 of the *Administrative Items Regulation* requires that electrical incidents, as well as fires which are suspected to be of an electrical origin, be reported as soon as practicable to the technical Administrator for the electrical discipline: either directly or via a safety codes officer. The regulation also requires that nothing be tampered with at the scene of an incident until a safety codes officer has granted permission and determined whether further investigation is required (see excerpt of regulation on next page).

Incidents should be reported to a safety codes officer representing the inspection authority having jurisdiction (i.e., accredited municipality, accredited corporation or Alberta Municipal Affairs for non-accredited areas of the province).

In addition to reporting an electrical incident, Section 48 of the Safety Codes Act also requires that when an incident is investigated, the corresponding investigation report must be submitted to the technical Administrator for the electrical discipline.

Purpose

The main purpose for reporting an incident is to ensure that a safety codes officer representing the jurisdiction in which the incident occurred has an opportunity to determine whether further investigative action is required. The purpose of an incident investigation is to determine whether the cause is the result of non-compliance with the Safety Codes Act.

Alberta Municipal Affairs collects electrical incident information to publish an annual statistical report. This statistical report, and investigations reports submitted by investigating authorities, helps the Administrator identify situations where changes to the appropriate codes, standards or regulations may be necessary.

Reporting

To facilitate the reporting of incidents, Alberta Municipal Affairs has prepared a form to gather basic information. The information will be used in the development of the annual statistics report. The form also provides valuable information for the investigating authority to assist in deciding whether further investigation is warranted and for contacting persons involved in the incident.

Where an incident involves the suspected failure of certified electrical equipment or products, another form is also used to gather additional information. The completed form is sent directly to the appropriate certification organization to initiate suitable action.

Both forms are attached and are available electronically from Alberta Municipal Affairs – Safety Services as an MS Word ‘template’.

Excerpt of Regulation

15 (1) Subject to subsection (2), any person who knows of

- (a) an accident to a person, a fatal accident to livestock or a power line contact involving an electrical installation or electrical equipment, or
- (b) a fire of electrical origin or suspected electrical origin

must, as soon as practicable, report the accident, contact or fire to an Administrator for the electrical discipline or to a safety codes officer and the safety codes officer must notify an Administrator for the electrical discipline.

(2) Subsection (1) does not apply to a person who knows or has reasonable grounds to believe that the accident, contact or fire has already been reported to a safety codes officer or an Administrator for the electrical discipline.

(3) After an accident described in subsection (1), no person shall remove or interfere with anything in, on or about the place where the accident occurred until permission has been granted by a safety codes officer for the electrical discipline, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

DETAILS OF ACCIDENT	Human Fatality (click one) <input type="checkbox"/> Yes <input type="checkbox"/> No	Human Injury (click one) <input type="checkbox"/> Yes <input type="checkbox"/> No	Animal Fatality (click one) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Date of Accident		Time of Day			
	Exact Location of Accident					
		LSD	Section	Township	Range	West of
	Name of Person Injured or Involved		Occupation	Age	Phone No.	
	Address				Postal Code	
	Description of Injury (if any)					
	Employer				Phone No.	
	Address				Postal Code	
	Description of Accident (state facts only)					

ELECTRICAL EQUIPMENT INVOLVED	Description of Electrical Equipment Involved in Accident (including power lines)	
		Voltage (to gnd. or ∅-∅)
	Owner of Equipment	Operator of Equipment (if different from owner)

OTHER EQUIPMENT INVOLVED	Description of Other Equipment Involved in Accident	
	License No. of Equipment (if applicable)	Make and/or Type of Equipment (if applicable)
	Owner of Equipment	Phone No.
	Address	Postal Code
	Operator of Equipment	Phone No.
	Address	Postal Code

Reported By	Firm Name	Location	Phone No.
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SUBMIT COPIES TO:
 Technical Administrator for the Electrical Discipline
 16th Floor, 10155 – 102 Street, Edmonton, Alberta T5J 4L4
 Email: pierre.mcdonald@gov.ab.ca Fax: (780) 427-8686 Tel: 1-866-421-6929

Government of Alberta

PRODUCT INCIDENT Field Report Information Sheet

DATE:

A. PRODUCT INFORMATION:

Generic Name of Product:

Model or Cat. No.:

Manufacturer:

Electrical Ratings:

Name of Certification Organization:

Control or Listing #:

Prod. Cat.:

Certification mark is on: (mark all that apply)

Product

Package

Literature

Comments:

B. LOCATION OF PRODUCT:

Name:

Address:

and/or Legal Description:

LSD:

Sec:

Twp:

Rge:

W

Mer.

C. SUBMITTED BY:

Name:

Title:

Employer:

Tel:

Address:

Fax:

D. NATURE OF THE PROBLEM:

E. HAS PRODUCT BEEN REJECTED BY THE INSPECTION AUTHORITY?

Yes

No

FOR OFFICE USE:

CO REPLY: Yes

No

DATE:

COMMENTS: