

# ACCIDENT REPORTING FORM

**Head Office****ABSA, the pressure equipment safety authority**

9410 – 20 Avenue  
Edmonton, AB T6N 0A4  
Telephone: (780) 437-9100  
Fax: (780) 437-7787

**Grande Prairie District Office****ABSA, the pressure equipment safety authority**

#203, 10109 – 97 Avenue  
Grande Prairie, AB T8V 0N5  
Telephone: (780) 538-9922  
Fax: (780) 538-9400

**Fort McMurray District Office****ABSA, the pressure equipment safety authority**

39C Suncor Energy Industrial Campus  
Keyano College  
160 MacKenzie Boulevard  
Ft McMurray, AB T9H 4B8  
Telephone: (780) 714-3067  
Fax: (780) 714-2380

**Calgary District Office****ABSA, the pressure equipment safety authority**

Deerfoot Atria South  
Suite 380, 6715 - 8 Street NE  
Calgary, AB T2E 7H7  
Telephone: (403) 291-7070  
Fax: (403) 291-4545

**Lethbridge District Office****ABSA, the pressure equipment safety authority**

Unit 19, 1274 - 3 Avenue South  
Lethbridge, AB T1J 0J9  
Telephone: (403) 394-1011  
Fax: (403) 329-0089

**Medicine Hat District Office****ABSA, the pressure equipment safety authority**

#103, 346-3<sup>rd</sup> Street S.E.  
Medicine Hat, AB T1A 0G7  
Telephone: (403) 529-3514  
Fax: (403) 529-3632

**Red Deer District Office****ABSA, the pressure equipment safety authority**

#304, 4406 Gaetz Avenue  
Red Deer, AB T4N 3Z6  
Telephone: (403) 341-6677  
Fax: (403) 341-3377

**A**ccidents do occur. And when they do, the result is injury, loss of life or damage to property. Keeping accidents to a minimum, especially where boilers, pressure vessels and pressure piping systems are concerned should be everyone's safety objective. But when a boiler, pressure vessel or pressure piping system accident does occur, the owner or the person in charge must report the accident to ABSA, the pressure equipment safety authority.

The first step is to telephone the nearest ABSA office listed on this page. Until an ABSA Safety Codes Officer completes an investigation of the accident scene, or the ABSA Safety Codes Officer advises otherwise, nothing should be touched or removed from the accident site or the surrounding area, unless it is absolutely necessary to prevent further injury, loss of life or property damage.

The ABSA Safety Codes Officer will investigate an accident scene, and file a report. However, Section 35 of the Pressure Equipment Safety Regulation under the Safety Codes Act requires that, as soon as possible, the owner or person in charge must also send a full report in writing to the Administrator. This report is required whenever injury, death or property damage results from an accident involving boilers, pressure vessels, power plants, heating plants, pressure plants or pressure piping systems.

For your convenience, a format for completing this written accident report is provided on the following pages. Your report may be in a different format however, the report must include the required information.

To report an accident, or to obtain further information about ABSA, the pressure equipment safety authority, please contact one of the offices listed.

# ACCIDENT REPORT

To be completed by the owner or person in charge whenever injury, loss of life or property damage results from an accident involving a boiler, pressure vessel or pressure piping system. (Please Print).

<b>Contact Information</b>	
Name of owner/person in charge:	_____
Title:	_____
Mailing address:	_____
Telephone number:	_____
E-mail address:	_____

Chief Inspector/Management Representative (if applicable):	
Name:	_____
Mailing address:	_____
Telephone number:	_____
E-mail address:	_____
Site Contact:	
Name:	_____
Phone Number:	_____

<b>Synopsis of Accident</b>	
Name and address of plant:	_____
Type of Plant:	_____
Specific location of accident:	_____
Date of accident:	_____
Time:	_____

**Name Of Victims**  
(if possible, please describe injuries or cause of death.)

**Damage To Property**  
(list all pressure equipment involved including title description of items, "A" Number, model number, CRN, service, description, severity of damage, etc.)

**Description of Accident**  
Brief plant description, chronological sequence of events; clear understanding of what happened; root cause; preventative measures taken.  
(Sequence of events before, during and after the event.)

**Supporting Material**  
Please list all appropriate drawings, sketches, photographs, signed statements, Engineer Reports, Root Cause Analysis, etc, that you have included with this report.

**Notification**

The following relevant authorities have been notified.

**Probable Cause Of Accident**

List major contributing causes in order of their importance.

**Actions and Preventative Measures Taken by Owner**

Steps to prevent occurrence of similar accidents.

**Accident Notification Details**

Reported to ABSA by: \_\_\_\_\_

Name of ABSA Contact: \_\_\_\_\_

Date and Time of Notification: \_\_\_\_\_

**When completed, this form must be submitted to:**

Administrator (Chief Inspector)  
ABSA, the pressure equipment safety authority  
9410 – 20<sup>th</sup> Avenue  
Edmonton, AB T6N 0A4