



# Quarterly work health and safety report guide

WHS (Mines and Petroleum Sites) legislation

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**This guide assists mine operators complete the quarterly work health and safety report form.**

**Petroleum sites, underground small gemstone mines, opal mines and tourist mines are not required to submit a quarterly work health and safety form.**

## About quarterly reports

Clause 130 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014 requires the mine operator to give the regulator a quarterly work health and safety report. The report must provide certain information, including details of incidents and injuries at the mine during the reporting periods set out below. This type of information is used, among other things, for preparing key statistical data on injuries and illness in the mining sector.

## When to submit quarterly reports

The mine operator **must** submit a quarterly work health and safety report by the deadlines specified in the table below. NSW Mine Safety recommends that you prepare and submit your reports at the end of each quarter.

Reporting period		Submission deadline
September quarter	1 July to 30 September	No later than 31 January the following year.
December quarter	1 October to 31 December	
March quarter	1 January to 31 March	No later than 31 July in that year
June quarter	1 April to 30 June	

It is mandatory to send the reports by the dates above, but mine operators are encouraged to prepare and submit the report as soon as possible after the end of the quarter.

## Instructions

Complete the form and submit it to the regulator by the due date. Online notification is preferred.

You must list all mines at which work was performed during the reporting period, including any mines which were worked intermittently.

### Completing the form online

If we have an email address for you as the mine operator, you can go to the link supplied to you and complete a form for each mine operated by the same legal entity. The link is unique to you as the mine operator.

You can report for all mines operated by you from the same link. Please contact us if a mine you operate is not included in the menu.

You must complete a report for each mine. If the mine did not operate during the quarter, you will only be asked to make a declaration that the mine did not operate during the reporting period.

### Completing a paper copy of the form

If you are unable to complete the form online, please contact NSW Mine Safety to have a paper form sent to you by fax or post. Complete the form and return it to us so that we receive it by the due date. If you are submitting a paper form for multiple mines, please ensure that you number each page.

Send the completed form to the fax number or postal address shown on the form.

## Terms used in the form

**Incident** means (a) a notifiable incident referred to in section 14 of the *Work Health and Safety (Mines and Petroleum Sites) Act 2011* or (b) an incident referred to in clause 128 of the *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014*. For more information, refer to the *Notification of Incident and Injury Guide* available at <http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/safety-and-health/publications/legislation-guidance>.

**Worker** means an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work in the person's business or undertaking, an outworker, an apprentice or trainee, a student gaining work experience, or a volunteer.

**Employee** means a worker who is a direct employee of the mine operator. The term **other** means all other workers at the mine, during the reporting period.

**Number of workers** means the average number of workers who worked at the mine during the reporting period, regardless of the number of hours worked or employment status. Do not adjust to full time equivalents. Do not include people who are absent from work on paid or unpaid leave for the entire reporting period. Mine operators with employment levels that do not vary could record the number of workers at the start or end of the reporting period, rather than calculating an average.

**Number of hours worked** means the total number of hours (including additional shifts and overtime) worked at the mine during the reporting period.

**Number of deaths** means the total number of deaths that occurred during the reporting period as a result of incidents.

**Number of permanent incapacities** means the total number of incidents that resulted in permanent incapacity that occurred during the reporting period.

**Number of lost time injuries and illnesses** means the total number of injuries and illnesses of workers during the reporting period that resulted in the inability of a worker to work for one day or more (not including the day on which the injury was sustained or the illness first became apparent).

**Number of days lost from work** means the total number of days lost (not including the day on which the injury was sustained or the illness first became apparent) from work by workers during the reporting period as a result of injury or illness, including any which resulted from injuries or illnesses in a prior reporting period.

**Number of new restricted duties injuries and illnesses** means the total number of injuries and illnesses of workers during the reporting period that resulted in a worker being placed on restricted duties (not including the day on which the injury was sustained or the illness first became apparent), but not injuries or illnesses already counted as lost time injuries and illnesses.

**Number of days on restricted duties** means the total number of days (not including the day on which the injury was sustained or the illness first became apparent) on which workers carried out restricted duties during the reporting period as a result of incidents, including any which resulted from injuries or illnesses in a prior reporting period.

**Number of new medical treatment injuries** means the total number of injuries and illnesses of workers during the reporting period that resulted in a worker requiring medical treatment, but not injuries or illnesses already counted in the number of lost time injuries and illnesses or number of new restricted duties injuries and illnesses.

**Medical treatment** means the management or care of a patient including: (a) the suturing of a wound, (b) the treatment of fractures, (c) the treatment of bruises by drainage of blood, (d) the treatment of second and third degree burns, but does not include diagnostic procedures, observation, counselling, first aid or therapeutic measures taken solely for preventative purposes. For more information, refer to the [Guide for notification of incident and injury](http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/safety-and-health/publications/legislation-guidance) available at <http://www.resourcesandenergy.nsw.gov.au/miners-and-explorers/safety-and-health/publications/legislation-guidance>.

**Number of incidents means** the total number of incidents that occurred during the reporting period.

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**Disclaimer**

This publication provides a general summary of some of the provisions of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014* as interpreted by the Department of Industry, Skills and Regional Development at the time of writing (January 2016). This publication does not provide or purport to provide legal advice. Users are reminded of the need to ensure that the information upon which they rely is up to date by checking the currency of the information at the Department of Industry, Skills and Regional Development website or with the user's independent legal adviser.

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