

GUIDE

How to submit work health and safety reports

Work health and safety reports

Certain mine operators must provide a work health and safety report to the Resources Regulator for each financial year (under clause 130 of the Work Health and Safety (Mines and Petroleum Sites) Regulation (2014)). Work health and safety reports contain information on injuries and illness as well as other information such as the total number of hours worked at the mine. This information is used for preparing key statistical data on injuries and illness in the mining sector.

Exemptions

Operators of the following classes of mines are **not** required to give the NSW Resources Regulator annual work health and safety reports:

- non-coal mines (metalliferous and extractives mines) with total number of hours worked at each mine by workers (including employees and others) is less than 10,000 hours during the 12-month financial year reporting period OR exploring for minerals is the only mining operation carried out at the mine during the reporting period
- petroleum sites
- opal mines and
- tourist mines.

Important note: Operators of non-coal (metalliferous and extractives mines) will receive an email request to log into the [Resources Regulator Portal](#) so that they can either make a declaration about meeting the exemption criteria or submit a work health and safety report.

When to submit reports

Mine operators are required to submit a work health and safety report once a year. The mine operator must submit a report for each mine no later than 31 July each year for the period 1 July to 30 June in the preceding financial year.

Previously submitted quarterly reports will be available in the [Resources Regulator Portal](#) as read-only.

Completing the form online

Please follow the following steps to submit your work health and safety report or declare that you meet the exemption criteria.

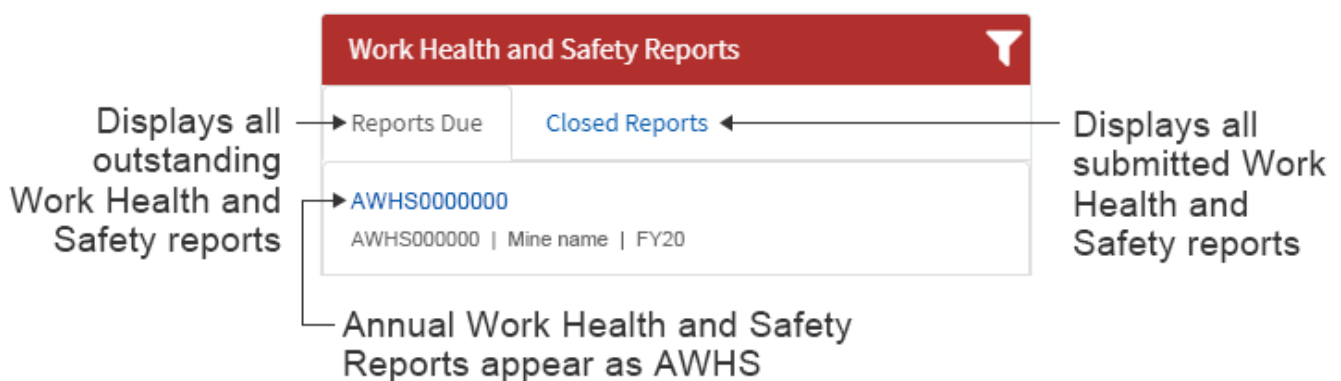
1. Logging into the [Regulator Portal](#)

You will need a user account for the portal in order to view reports for all mines operated by you.

Should you require a user account set up for the portal or to add a mine you operate to your existing user account then please submit a request to us via [email](#). Your request should be made by an authority/statutory position holder and include:

- name and position title of representative/s requiring a user account
- contact phone number (mobile preferred) of representative
- email address of representative (must be a unique email address) and a
- list of all the mines for which Regulator Portal access is required by the representative.

2. All due and closed reports are visible in the portal in a central place



Things to note:

- Previously submitted quarterly reports will appear as read-only under the 'Closed Reports' tab
- Outstanding reports are listed under the 'Reports Due' tab and
- Annual work health and safety report will be listed for each mine with the prefix 'AWHS'.

Clicking on the blue AWHS link will take you to the form for submitting your outstanding work health and safety report. Please contact cau@planning.nsw.gov.au if the work health and safety report for your mine is not listed and you are required to submit a report.

3. The Annual Work Health and Safety Report – online form in the Regulator Portal

The work health and safety report form will be prefilled with the mine and report details. The blue message boxes contain important information about the report.

☰ AWHS0000000
📎

Work Health and Safety Report

Number

AWHS0000000

This is an ANNUAL Work Health and Safety Report - the report information is for the FINANCIAL YEAR

Note that after completing all required information, clicking on the Save button at the bottom of this form will submit your responses to the Regulator and close the report. Please contact the regulator on 1300 814 609 if you require any assistance.

Location

📘 Mine location ▼

State

📘 Open ▼

Location Contact

📘 Mine location contact ▼

Short description

AWHS000000 | Mine name | FY20

Description

Annual Work Health and Safety Report from 01 Jul 2019 to 30 Jun 2020

4. Report information – completing the online form

Certain mines are exempt from having to submit work health and safety reports for the 12-month reporting period. The online form will help mine operators determine whether a report is required. Based on your response to two queries relating to mining activities undertaken at the mine and the total hours worked (contractors and employees) during the 12-month reporting period, mine operators will be prompted to either submit a report or declare the mine exempt from the report requirements. Importantly, please select ‘No’ if the only mining activities undertaken during the 12-month reporting period were exploration activities.

Report Information

* Mining activities were conducted. If the only mining activities undertaken were exploration, select No

-- None --
▼

* 10,000 hours or more worked ← Applies to non-coal mines only

-- None --
▼

Please read the information in the blue message box carefully before ticking the Declaration and Authority to submit.

Declaration

I declare that: I have authority from the operator of the mine or petroleum site to complete and submit this form on their behalf, and to the best of my knowledge, the information provided in this form, is true and correct in every detail. NOTE: It is an offence under section 268 of the Work Health and Safety Act 2011 to make a false or misleading statement in this form. Heavy penalties apply.

Authority to submit

I am the mine operator, or I am authorised by the mine operator to make this declaration.

Call us on 1300 814 609 if you have any enquiries about completing your report.

Terms used in the form

Mining operations are defined in Section 7 of the *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and includes any activities carried out in connection with construction, exploration, extraction, processing and storing, and closure at the mine site.

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](#).

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 (contractors and employees) 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 [Notification of incident and injury guide](#).

Number of incidents means the total number of notifiable incidents and incidents referred to in clause 128 of the Work Health and Safety (Mines and Petroleum Sites) Regulation 2014.

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