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# Accident and incident reporting

To effectively manage accident and incident data, you require a simple documented system that collects, analyses, reports and reviews information. The primary objective of the system will be to ensure that the information is collected accurately and allows the user to review the control measures to confirm they are appropriate, implemented to plan and that the likelihood of the incident occurring again is reduced to the lowest level practicable.

**The attached template is in Word format for you to customise for your site.**

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation’s needs.
2. **WHAT:** Refer to the list of accidents and incidents that must be reported.
3. **WHO:** Nominate the person who will be responsible for managing the accident and incident reporting system.

Record your workers compensation insurer.

1. **HOW:** Copy or print out Form 12A or use the register that your insurance broker has provided and work out where it will be located.

Obtain copies of relevant government accident and incident forms and record where they are going to be located.

The mine operator has the ultimate responsibility for informing the regulator. However, he or she may need to delegate that function to another person if they are not at the site.

1. **WHEN:** Determine who is responsible for reviewing the accident and incident reports at the next safety meeting.
2. **ACTION:** The site manager must decide which accidents and incidents are going to be investigated. Consideration should be given to the potential of the incident to result in a serious accident (e.g. are you going to investigate everything or only major incidents).

Document who is going to investigate the accidents/incidents e.g. manager, supervisor, employees or outside professionals.

1. **DOCUMENT CONTROL:** Determine where the completed accident and incident reports are going to be filed. Remember a copy of any incident forms must be kept in the ‘Mine record’.

## References:

*Mine Health & Safety (Mines and Petroleum Sites) Act 2013* Part 3 incident Notification

Work Health and Safety Regulation 2017 clause 376 Duty to give health monitoring report to regulator

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 section 124 Duty to notify regulator of certain incidents

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 section126 Work health and safety reports

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 section127 Ancillary reports

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 section 189 Serious Injury or Illness & section 190 Dangerous Incidents

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 Schedule 8 Notification of incidents

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2022 Schedule 9 Work health and safety reports

Health and Safety in Quarries – Section 2 - Safety Management Systems