

GUIDE

Quarterly work health and safety report

August 2019

Quarterly work health and safety report

WHS (MINES AND PETROLEUM SITES) LEGISLATION

This guide assists mine operators to 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 NSW Resources 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 period 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

Mine operators are now only required to submit their four quarterly work health and safety reports once a year. The mine operator must submit reports for each quarter by 31 July that year. However, mine operators may continue to submit their respective quarterly reports prior to this deadline.

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

Completing the form online

Quarterly work health and safety reports can be submitted through the NSW [Resources Regulator portal](#). You should have account details to the portal to be able to report for all mines operated by you.

Should you require a user account to be set up for the portal, or to add a mine you operate to your existing user account, then please submit a [request to add a PCBU or operator](#).

You must complete a report for each mine. If no work was carried out at a mine during the quarter, you will only be asked to make a declaration confirming that it did not operate.

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](#).

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

Number of incidents means the total number of notifiable incidents and incidents referred to in clause 128.

© State of New South Wales through Department of Planning, Industry and Environment 2019. You may copy, distribute, display, download and otherwise freely deal with this publication for any purpose, provided that you attribute the Department of Planning, Industry and Environment as the owner. However, you must obtain permission if you wish to charge others for access to the publication (other than at cost); include the publication in advertising or a product for sale; modify the publication; or republish the publication on a website. You may freely link to the publication on a departmental website.

Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (August 2019) and may not be accurate, current or complete. The State of New South Wales (including the NSW Department of Planning, Industry and Environment), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries and rely on their own advice when making decisions related to material contained in this publication.

DOC19/18601