

Incident reporting

To effectively manage 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 incidents that must be reported.
3. **WHO:** Nominate the person who will be responsible for managing the incident reporting system.
Record your workers compensation insurer.
4. **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 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.
5. **WHEN:** Determine who is responsible for reviewing the incident reports at the next safety meeting.
6. **ACTION:** The site manager must decide which incidents are going to be investigated. (e.g. are you going to investigate everything or only major incidents).
Document who is going to investigate the incidents e.g. manager, supervisor, employees or outside professionals.
7. **DOCUMENT CONTROL:** Determine where the completed 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

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2014 clause 178 Serious Injury or Illness & 179 Dangerous Incidents

Mine Health & Safety (Mines and Petroleum Sites) Regulation 2014 clause 128 High Potential Incidents & clause 130 Quarterly Reports

Health and Safety in Quarries