



Government
of South Australia
SafeWork SA

MINING OPERATIONS: NOTIFIABLE INCIDENT AND MINING INCIDENT REPORT FORM

FOR REPORTING A SERIOUS INJURY OR ILLNESS, DANGEROUS INCIDENTS, HIGH POTENTIAL INCIDENTS AND MEDICAL TREATMENT UNDER THE *WORK HEALTH AND SAFETY ACT 2012 (SA)*

SafeWork SA

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INSTRUCTIONS:

1. This form must only be used for **Mining Operations**.
2. It is the duty of the **Mine Operator** (as the Person Conducting a Business or Undertaking (PCBU)) to report incidents arising from mining operations.
3. This form should be completed accurately with as **much detail as is available**.
4. A separate form must be completed for each affected individual.
5. Send this form to SafeWork SA by email or fax.

DO NOT USE this form to report an immediately life threatening issue or the death of a person. Please call SafeWork SA on our emergency line - 1800 777 209. This service operates 24 hours a day, 7 days a week.

**WHS SPECIFIC:
SERIOUS INJURY OR ILLNESS
DANGEROUS INCIDENT**

**MINING SPECIFIC:
ILLNESS OR INJURY REQUIRING MEDICAL TREATMENT
HIGH POTENTIAL INCIDENT**

DETAILS OF INCIDENT

Date and Time of the incident:	Mine Site:	Specific Location:	
Mine Address:	Suburb:	State:	Post Code:
What work was being performed at the time of, or just before, the incident?			
Incident description:			
What plant, substances or processes were being used at the time?			
Apparent cause of the incident:			

INJURED PERSON

Name:	Occupation:	Work Experience:	
Address:	Suburb:	State:	Post Code:
Sex:	Date of Birth:	Phone Number:	Mobile Number/Other:
Illness or injuries (if known):		Condition of Person (if known):	
Immediate treatment location:	Was the person admitted to hospital?	Hospital name (if applicable):	
Date and time first reported (if illness):	Mechanism of incident?		
Consequences of incident:			
Nature of engagement of Injured Person:			
Usual start time:	Usual finish time:	Start time on day of incident:	Number of hours worked before incident:

MINE OPERATOR

Business/Entity Name:		ABN/ACN:	
Address:	Suburb:	State:	Post Code:
Phone Number:	Fax Number:	Mobile Number:	Other Number:

Name:	Position:	Involvement/Relationship to the site:
Phone Number:	Mobile Number:	Email:
IMPORTANT NOTICE (IF NOTIFIABLE INCIDENT) Pursuant to Section 39 of the <i>Work Health and Safety Act 2012 (SA)</i> , you are advised that the person with management or control of the workplace must ensure that the site or any plant, substance, structure or thing where the incident occurred is not disturbed, so far as is reasonably practicable, until an inspector arrives at the site or any earlier time that the inspector directs, unless it is required to assist an injured person, remove a deceased person, to make the area safe, or are directed by police.		
Date form completed:	Signed:	I have submitted this form electronically (signature is not required)

WHAT INCIDENTS NEED TO BE NOTIFIED TO SAFEWORK SA?**Work Health and Safety Act 2012 (SA)****Section 35 – notifiable incident****notifiable incident** means—

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

Regulation 675V – mining incident**incident** means—

an incident (other than a notifiable incident) that:

- (a) results in illness or injury that requires medical treatment within the meaning of item 13.2 of Schedule 24; or
- (b) is a high potential incident.

WHAT IS A SERIOUS INJURY OR ILLNESS?**Work Health and Safety Act 2012 (SA)****Section 36 – What is a serious injury or illness****serious injury or illness** of a person means an injury or illness requiring the person to have—

- (a) immediate treatment as an in-patient in a hospital; or
- (b) immediate treatment for—
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) a serious burn; or
 - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations; or
- (c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Work Health and Safety Regulations 2012 (SA)**Regulation 699 – Incident notification – prescribed serious illnesses**

For the purposes of section 36 of the Act, each of the following conditions is a serious illness:

- (a) any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work –
 - (i) with micro-organisms; or
 - (ii) that involves providing treatment or care to a person; or
 - (iii) that involves contact with human blood or body substances; or
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products;
- (b) the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - (i) Q fever;
 - (ii) Anthrax;
 - (iii) Leptospirosis;
 - (iv) Brucellosis;
 - (v) Hendra Virus;
 - (vi) Avian Influenza;
 - (vii) Psittacosis.

WHAT IS A DANGEROUS INCIDENT?**Work Health and Safety Act 2012 (SA)****Section 37 – What is a dangerous incident****dangerous incident** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed by the regulations, (Regulation 699A)

WHAT IS A PRESCRIBED DANGEROUS INCIDENT?**Work Health and Safety Regulations 2012 (SA)****Regulation 699A – Incident notification – prescribed dangerous incident**

For the purposes of section 37 of the Act the unplanned loss of control of heavy earthmoving machinery (including failure of braking or steering) at a mine is a dangerous incident.

WHAT IS MEDICAL TREATMENT?**Work Health and Safety Act 2012 (SA)****Schedule 24 – What is medical treatment****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.

WHAT IS A HIGH POTENTIAL INCIDENT?**Work Health and Safety Act 2012 (SA)****Regulation 675V – What is a high potential incident****high potential incident** means—

an incident or event referred to in section 37(a) to (l) of the Act that would have been a dangerous incident under section 37 if a person were in the vicinity at the time when the incident or event occurred and in usual circumstances a person could have been in that vicinity at that time;

ELECTRICAL INCIDENTSIf the incident being notified is related to **an electric shock, gas infrastructure, or gas fitting** also please call the **Office of the Technical Regulator (OTR)** on: **1800 558 811**