

HOW TO COMPLETE THE MINING, TUNNELLING, QUARRYING AND ALLUVIAL OPERATIONS QUARTERLY REPORT FORM:

STEP ONE: SELECT THE LINK BELOW

[Mining, tunnelling, quarrying and alluvial operations quarterly report form | WorkSafe](#)

STEP TWO: READ THE TEXT THAT IS PROVIDED WITHIN THE PAGE AND THEN PRESS CONTINUE

Mining, quarrying and tunnelling notifications

Mining, tunnelling, quarrying and alluvial operations quarterly report form

When to use this report:

Use this report at the end of each quarter to tell us information about your operation, workers, and any notifiable events that occurred.

You need to submit a report even if your operation has been inactive or dormant during the reporting period.

Who can submit this report?

This report can be submitted by any staff member working for your mining or tunnelling operation.

Notes:

- All fields are required, unless marked "Optional".
- Working across more than one operation? You need to submit one report for each operation.



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STEP THREE: FILL OUT THE REPORTING PERIOD FIELDS – OPERATION DETAILS

Reporting period

Which quarter are you reporting for?

Quarries and Alluvial mines need to complete this in January 2023 for the quarter Oct 2022 – Dec 2022

- Mining and Tunnels should already be completing this report.

Were there any workers on-site during the reporting period?

Workers includes both your employees and other workers (for example, contractors).

- Workers were on-site during the reporting period
- No workers were on-site at any time during the reporting period

Operation details

Name of mine, tunnel, quarry or alluvial mine

Type of operation

Type of operation

Quarry	▼
Underground mine	
Opencast mine	
Alluvial mine	
Quarry	
Tunnel	
Coal exploration	

Address of operation

The address of the operation needs to be specifically where the material is being extracted from or processed.

Dependant on the type of operation selected you will also be required to select the Primary material extracted during reporting period.

Primary material extracted during the reporting period

Primary material extracted during the reporting period

Other	▼
Aggregate	
Basalt	
By-product	
Clay	
Limestone	
Sand	
Other	

operation

Company details

Name of Company

The company who operates the mine/tunnel/quarry.

Company Name as per the New Zealand Companies Register.

[New Zealand Companies Register \(companiesoffice.govt.nz\)](http://companiesoffice.govt.nz)

Trading name (optional)

The public-facing/trading name, if different to legal name.

Company address

New Zealand Business Number NZBN (optional)

To find your companies New Zealand Business Number (NZBN):

[New Zealand Companies Register \(companiesoffice.govt.nz\)](http://companiesoffice.govt.nz)

Permit number (if applicable) (optional)

To find your Permit number:

<https://data.nzpam.govt.nz/permitwebmaps/?commodity=minerals>

Continue

Press Continue

Mine/Tunnel/Quarry Manager details

This is the appointed manager of the operation who must have a Certificate of Competence.

Manager name

First name

Last name

Appointed manager of the operation must hold a relevant Certificate of Competence for the operation they are managing.

Manager work email

Manager primary work phone

Mobile number preferred.

Please let WorkSafe New Zealand know if this information changes before the next quarterly report.

Relevant Manager Certificate of Competence

This is the Certificate of Competence the Manager has for their current role.

Person submitting report

We may need to contact you about your report. Please provide your contact details.

Who is submitting this report?

- Mine/Tunnel/Quarry Manager
 Other

If you select Other, the below fields are populated.

Press Continue

Person submitting report

We may need to contact you about your report. Please provide your contact details.

Who is submitting this report?

- Mine/Tunnel/Quarry Manager
 Other

Your name

First name

Last name

Your work email

Your primary work phone

Mobile number preferred.

Workers and notifiable events

Workers

Number of workers at the operation

The average number of workers at the operation each day during the reporting period.

Employees	Other workers
<input type="text" value="0"/>	<input type="text" value="0"/>

Number of hours worked

The total number of hours worked at the operation by all workers during the reporting period (including additional shift and overtime hours).

Employees	Other workers
<input type="text" value="0"/>	<input type="text" value="0"/>

Notifiable events

This includes incidents, injuries or illnesses and fatalities that you are [required to notify us of](#). For an additional list of extractives-specific notifiable event types, refer to [Schedule 5 of the Health and Safety at Work \(Mining Operations and Quarrying Operations\) Regulations 2016](#).

Were there any notifiable events during the reporting period?

- Yes
- No

IF yes is selected under notifiable events the below is populated.

Number of notifiable events

The total number of notifiable events that occurred during the reporting period.

Categorise these by number of:

notifiable events involving **only** your employees

notifiable events involving **only** other workers

notifiable events involving **both** your employees and other workers

Press Continue

<input type="button" value="Back"/>	<input type="button" value="Continue"/>
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IF No is selected under notifiable events in this section, the next section "Injuries & illnesses" you just need to press continue

IF yes is selected under notifiable events in this section the next section "Injuries & illnesses" is populated as per the below

Injuries & illnesses

Notifiable injuries or illnesses

Were there any notifiable injuries or illnesses during the reporting period?

These are injuries or illnesses that occurred as a result of a notifiable event.

- Yes
 No

If the answer to this question is **No**, press continue. If **Yes**, follow the below steps.

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Continue

Press Continue

Injuries & illnesses

Notifiable injuries or illnesses

Were there any notifiable injuries or illnesses during the reporting period?

These are injuries or illnesses that occurred as a result of a notifiable event.

- Yes
 No

Please read each question and definitions/guides carefully and complete accordingly.

Types of injuries or illnesses

Each injury or illness should belong to one category only.

Number of lost-time injuries or illnesses

The total number of injuries or illnesses to workers, as a result of a notifiable event, that resulted in those workers being unable to work for 1 day or more (not including the day of the event) during the reporting period. This applies whether the worker was rostered on that day or not.

Employees	Other workers
0	0

Number of alternative duty injuries or illnesses

The total number of illnesses or injuries to workers, as a result of a notifiable event, that resulted in those workers being on alternative duties during the reporting period, **but** did not result in any days lost from work (not including the day of the event).

Employees	Other workers
0	0

Number of medical treatment injuries

The total number of injuries to workers, that occurred while the worker was working at the operation, and needed medical treatment during the reporting period, **but** did not require a day lost from work or alternative duties (other than the day of the event).

Note: Medical treatment here means the management or care of a patient. It does not include diagnostic procedures (like tests or examinations), observation, counselling, first aid or therapeutic measures taken to prevent injury or illness in the future.

Employees	Other workers
0	0

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Continue

Press continue

Days lost from work and alternative duties days

Please read each question and definitions/guides carefully and complete accordingly.

Total number of days lost from work (for all injuries and illnesses)

The total number of days workers were unable to work, as a result of a notifiable injury or illness. Do not include the day of the event.

Note:

- Lost days should be counted even if the injury happened or illness began in a previous reporting period.
- Lost days should be counted whether the worker was rostered on or not.

Employees	Other workers
<input type="text" value="0"/>	<input type="text" value="0"/>

Total number of alternative duty days (for all injuries and illnesses)

The total number of days workers were on alternative duties, as a result of a notifiable injury or illness. Do not include the day of the event.

Employees	Other workers
<input type="text" value="0"/>	<input type="text" value="0"/>

Back	Continue	→	Press continue
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IF you have answered No for Notifiable events than the section “fatalities” will not generate, and you can just press Continue

IF you have answered Yes for Notifiable events than the section “fatalities” will generate as per the below

Fatalities

These are fatalities that occurred as a result of a notifiable event.

Were there any fatalities during the reporting period?

Yes

No

If no, press Continue

If you answered Yes the below will populate under Fatalities:

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Continue

Fatalities

These are fatalities that occurred as a result of a notifiable event.

Were there any fatalities during the reporting period?

Yes

No

Total number of fatalities

The total number of fatalities that occurred during the reporting period.

Employees

0

Other workers

0

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Continue

Review your information

Please check your information is correct before submitting your report.
To make changes, select an 'Edit this section' button below.

Once you have reviewed the information you are submitting, at the bottom of the page you will see:


Reference: 06f95c46-ece3-49c7-93ac-725fa127ae69

Leave a comment (optional)

Please let us know if something was not clear or if you were not sure how to complete any sections.

Application
Reference Number

Ability to leave a
comment

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Tick the box

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Submit

Click submit

Please ensure that you complete the quarterly report via the online portal.

IF WorkSafe NZ receive the report in another format, you may be asked to complete again through the on-line portal.

The on-line portal is how WorkSafe collect the quarterly reports.