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



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.



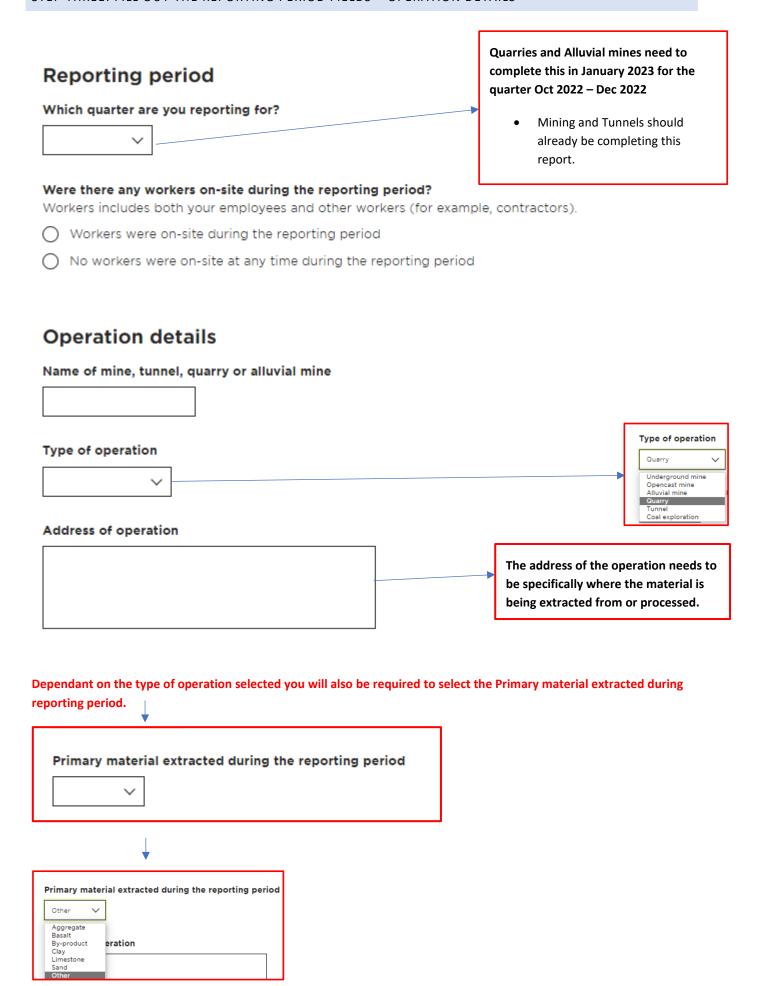
Who can submit this report?

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.



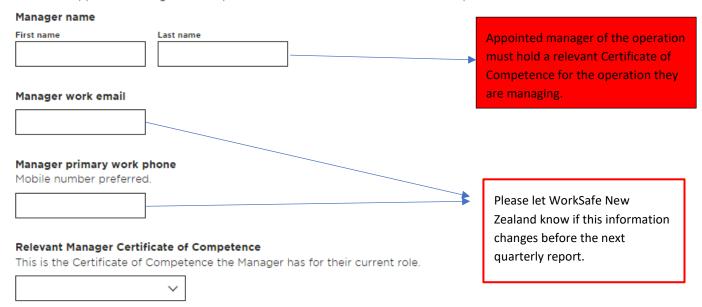


Company details

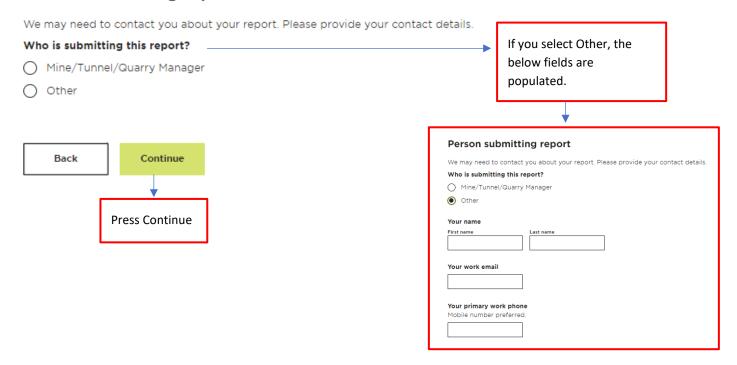
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Continue		L		
			Press Continue	

Mine/Tunnel/Quarry Manager details

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



Person submitting report



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.



Number of hours worked

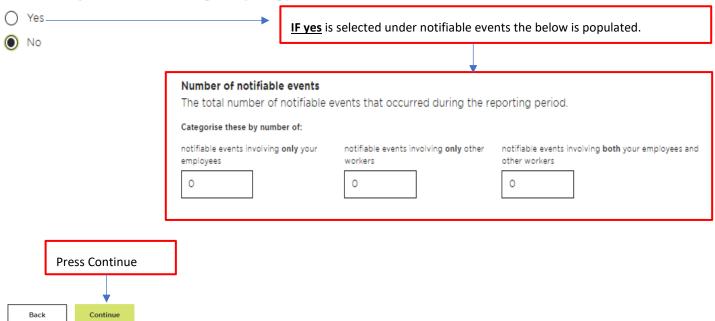
The total number of hours worked at the operation by all workers during the reporting period (including additional shift and overtime hours).

Employees	Other workers		
0	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 a.

Were there any notifiable events during the reporting period?



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? If the answer to this These are injuries or illnesses that occurred as a result of a notifiable event. question is No, press Yes continue. If Yes, follow No the below steps. **Press Continue Injuries & illnesses** Please read each question Notifiable injuries or illnesses and definitions/guides Were there any notifiable injuries or illnesses during the reporting period? carefully and complete These are injuries or illnesses that occurred as a result of a notifiable event. accordingly. Yes O No

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.



Number of alternative duty injuries or illnesses

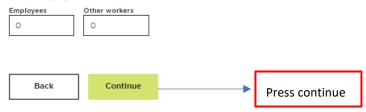
The total number of illnesses or injuries to workers, as a result of a notifiable event, that resulted in those workers being on alternative duties during the reporting period, **but** did not result in any days lost from work (not including the day of the event).



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.



Days lost from work and alternative duties days 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			
0	0			
	er of days workers	days (for all injuries a were on alternative of	•	tifiable injury or illness. Do not
Employees O	Other workers			
Back	Continue	\	Press continue	

<u>IF you have answered No for Notifiable events than the section "fatalities" will not generate, and you can just press Continue</u>

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 If you answered Yes the below will populate under Fatalities: No-If no, press Continue Continue Back **Fatalities** These are fatalities that occurred as a result of a notifiable event. Were there any fatalities during the reporting period? Yes O No Total number of fatalities The total number of fatalities that occurred during the reporting period. Employees Other workers 0 **‡** 0 Back 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:



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.