



Government of **Western Australia**  
Department of **Mines and Petroleum**  
Resources Safety

**Guide to the electronic submission of  
AXTAT Mining Injury Report Forms and  
AXTAT Monthly Status Report Forms**

**April 2009**

Level 1, 303 Sevenoaks Street (cnr Grose Ave), Cannington WA 6107  
Postal address: Mineral House, 100 Plain Street, East Perth WA 6004  
Telephone: (08) 9358 8002 Facsimile: (08) 9358 8000  
[ResourcesSafety@dmp.wa.gov.au](mailto:ResourcesSafety@dmp.wa.gov.au)

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## Introduction

The electronic (PDF) versions of the Mining Injury Report Form (MIRF) and the Monthly Status Report Form (MSRF) provide a more convenient way to complete and submit the forms using Adobe Acrobat

A useful feature of the new forms is the in-built error checking, which will help you complete the reports correctly. With earlier versions of the Mining Injury Report Form and Monthly Status Report Form it was relatively easy for people to overlook filling in items of essential information or enter information incorrectly. This resulted in many follow-up queries from Resources Safety. The new forms should help eliminate this.

This guide will assist you in using the enhanced PDF form.

Full instructions on what information to enter in any MIRF or MSRF can be found on-line at [http://www.dmp.wa.gov.au/documents/MSH\\_Proc\\_AXTATReportFormsProcedures080607.pdf](http://www.dmp.wa.gov.au/documents/MSH_Proc_AXTATReportFormsProcedures080607.pdf)

## Software requirements and terminology

### Adobe Acrobat Reader

The forms utilise the free Adobe Acrobat Reader software. If your computer does not already have this installed, it can be downloaded from the internet at <http://www.adobe.com/acrobat>. Check with your company's IT section regarding installation.

Acrobat Reader version 8 or higher is recommended.

*Note: Acrobat Reader versions 7.0.5 or earlier will not work.*

### 'Fields' on the form

The term 'field' is used in this guide. Fields are places in the form where you enter data. They include lines of text, check boxes and lists of choices. To highlight fields on the form that need to be completed, click on the 'Highlight Fields' button at the top right of the form.

### 'Tool tips' – on-screen help

When you place your mouse pointer over a field on the form, a small box appears with a brief description of what should be entered there. In some cases, this tip will be the same as the prompt on the form. However, for many others the tip will provide additional information about what to enter and what format to use.

### Backing up forms

Make a back-up copy of your blank form before you first use it, always use a blank form to begin each session. If you wish, you can fill in your contact details at the top of the form before saving it. These details will then appear every time you use the form.

Saving a back-up copy covers you if you accidentally save a filled-in form over your working area's original copy.

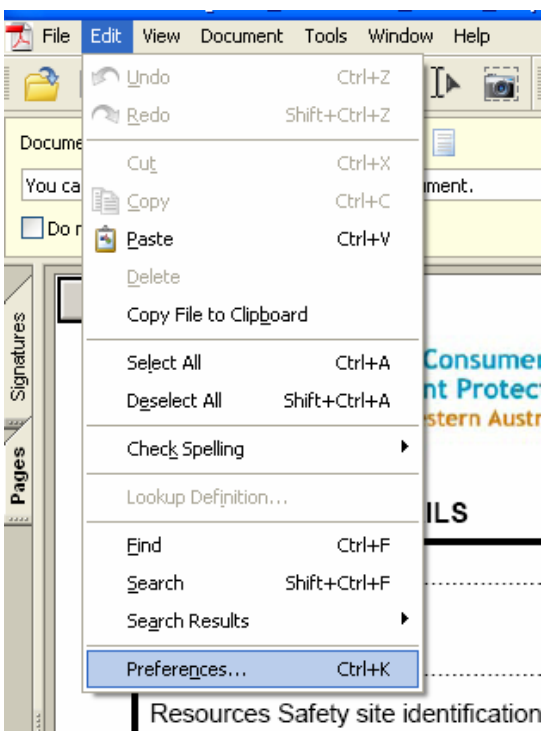
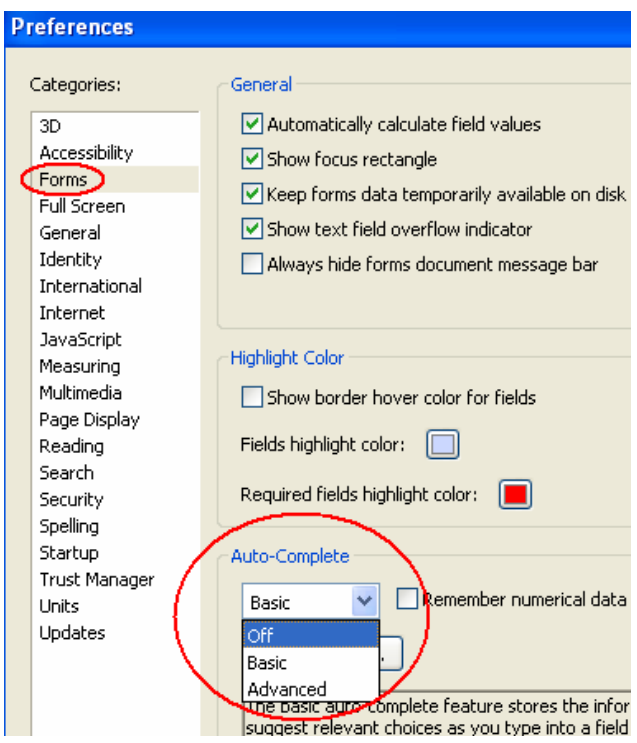
## Customising Adobe Acrobat

With its standard settings Adobe Acrobat will occasionally display items in ways that can be useful for some jobs but which may be distracting for filling in MIRFs or MSRFs.

If you are using Version 7, it will show a pale yellow panel across the top of the viewing area telling you that you may add comments to documents, a feature you can't use on this form. To remove this panel right-click anywhere in the yellow strip and then left-click on 'Hide document message bar'.

Another possibly distracting feature present in all versions of Acrobat is 'auto-complete'. Adobe Acrobat comes pre-set to suggest possible endings to what you have just begun to type, based on the words or numbers used in previous sessions.

If you wish to turn off auto-complete, you or an IT staff member will need to do the following:

<p>1.</p>  <p>Resources Safety site identification</p> <ul style="list-style-type: none"> <li>• Single Left Click "Edit"</li> <li>• In the drop down Edit menu Single Left Click "Preferences"</li> </ul> <p>A "Preferences" menu screen will appear.</p>	<p>2.</p>  <ul style="list-style-type: none"> <li>• In the "Categories" list to the left of the Preferences screen Single Left Click "Forms"</li> <li>• In the Auto-complete section Single Left Click on the "v"-shaped down arrow</li> <li>• In the drop down list that appears Single Left Click "Off"</li> <li>• Single Left Click "OK"</li> </ul>
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## Using the Mining Injury Report Form (MIRF)

### Getting started

Open the *blank* Mining Injury Report e-Form with Adobe Acrobat.

### Moving around the form

You have the choice of using your mouse or your keyboard to move about the form.

#### *Using the mouse*

Left click on the line of dots next to the prompt where you wish to type (a vertical line text cursor will appear ready for you to begin typing). Start with "Company Name".

#### *Using the keyboard*

Press the 'Tab' key on your keyboard and the cursor will appear next to the "Company Name" prompt. After that each press of the 'Tab' key will move you to the next field. To go back to the previous field, press 'Shift' and 'Tab' together.

### Check boxes

#### *Using the mouse*

You can select a 'check box' by simply left clicking on the box with your mouse.

#### *Using the keyboard*

Press the 'Tab' key until the required 'check box' is selected (It will appear with a dotted border). Press 'enter'.

#### *Changing your choice of check box*

Where the boxes offer a choice (eg male/female, company employee/contract employee, part time/full time, am/pm, Yes/No) you can change your choice by either left-clicking with your mouse on the other box or using the keyboard's left or right 'arrow' keys to move between them. The tick will move to your new choice.

If you select an incorrect *single* check box (e.g. accidentally selecting the wrong work status box) you can undo your choice by clicking on the box a second time or by pressing "Enter".

### Location (Exploration forms only)

The exploration version of the MIRF has a *Location* field. This is where the incident occurred and should give the distance and direction from the nearest town (e.g. "100km NE of Meekatharra")

### Dates

Dates are in the d/m/yyyy format and require a "forward slash" to separate the numbers (eg 2/12/2008 ). The form will not accept any other characters as separators, including dashes.

Enter the month as a number from 1 to 12 rather than by name and enter the year as a 4 digit number.

Dates must be in the correct format and range. Here are some examples:

- *Date of birth* must be after 1/1/1900 and cannot be in the last 15 years.
- *Date reported* must be on or after the date of the accident.
- *Work status effective dates* and the *date ceased work* must be later than the date of the accident.

### Times

Times may be entered in either 12 or 24 hour formats, using a colon to separate the hours and minutes (e.g. 8:00 or 20:00). You will still need to select the appropriate *am* or *pm* checkbox regardless of whether the 12 or 24 hour format is used.

### Work Status 'Effective Dates'

If you select a check box for a particular work status (e.g. *Alternative duties part time*) then, with the single exception of *Still Off Work (S)*, the form requires that you enter an 'Effective date' for that status – and will prompt you if that date is missed.

### Days lost

The form will check if the number entered is larger than the number of days left in the month after the *Date ceased work*. If so it will prompt you to enter the correct number.

Do not leave the *Number of full days lost this month* box blank. If no days were lost enter a zero.

### Maximum length of an accident description

The form limits you to 9 lines of text or 1000 characters (including blank spaces and punctuation).

## Using the Monthly Status Report Form (MSRF)

### Getting started

Open the *blank* Monthly Status Report e-Form with Adobe Acrobat.

### Moving around the form

You have the choice of using your mouse or keyboard to move about the form.

#### *Using the mouse*

Left click where you wish to enter information and follow the appropriate instructions for text, check box or drop-down menu.

#### *Using the keyboard*

Press the 'Tab' key until the required 'check box' is selected (It will appear with a dotted border). Press 'enter'. To go back to the previous field, press 'Shift' and 'Tab' together.

To entering data into a new form press 'Tab'. This will highlight the first box (*Month*)

### Drop-down lists

The Monthly Status Report Form contains drop down lists – lists of choices that appear when you click on the small button to the right of the box.

#### *Using the mouse*

Click on the button marked with the downward pointing triangle to the right of the box. The drop-down list will appear. Click on the appropriate item. If the value you want is further down the list than is displayed, use your mouse to drag down the slider bar to the right of the list.

#### *Using the keyboard*

Use the 'Tab' key to go to the empty box. The box will remain blank but will be highlighted. Use the down arrow key to scroll through the choices. They will appear one at a time in the box. If you go too far down the list use the up arrow key to go back.

Use 'Tab' to leave the box when the correct choice is showing.

### Check boxes (*Does the site have underground operations?*)

In the mining MSRF there is only one item that uses check boxes – choosing whether your site has underground operations. n.b. These check boxes do not appear on the Exploration forms.

#### *Using the mouse*

You can select a check box by simply left clicking on the appropriate box with your mouse.

#### *Using the keyboard*

When you use the 'Tab' key to move down to the check boxes the first box (*Yes*) will be highlighted with a dotted border but no tick or cross will appear. (n.b. In version 7 this highlighting border will appear only briefly.)

If *Yes* is correct for your site and the box is still blank press *Enter* then use the 'Tab' key to move on to the next field.

#### *Changing your choice of check box:*

You can change your choice by either left clicking with your mouse on the other box or by using the keyboard's left or right arrow keys to move between them. The tick or cross will move to your new choice.

### Employment Status Details

This section of the MSRF is in two parts: Part I is for the surface operations of the mine, Pt II is for the underground operations.

If you have answered *Yes* to *Does the site have underground operations* the form will expect some data to be entered in the underground Pt II section (although zeroes are acceptable). If you have selected *No* the form will not expect anything to be entered in Pt II.

*n.b. The exploration version of the form has no underground section.*

## Entering company and contractor employee numbers and hours worked

Enter the numbers of employees and the hours that they worked rounded off to the nearest whole number. Numbers with decimal points or commas will not be accepted by the form.

Lines in the contractor parts of each section may be left blank - but if one is started it must be completed (Contractor name, number of employees and hours worked)

Don't forget to also fill in the totals of company and contractor employee numbers and hours in the *Total Contractor Employees*, *Total Surface Employees* and (if appropriate) *Total Underground Employees* boxes.

## Carry Over Injuries Details

This is the section where you report the progress of people whose lost time or changed work status continued into or beyond the month after their injury.

If a person has a number of work status changes during the reported month then you will need to enter a line for each work status.

### *Mandatory Fields*

In the *Injured person's details* area of the carry over section the surname, given name and date of accident must be entered (i.e. they are "mandatory"). These are necessary to identify the exact injury to which the carry over refers. The *Date ceased work* field is not mandatory.

In the *Injured person's work history for this month* area the person's work status is mandatory. It is chosen from a drop-down list which displays the various statuses in abbreviated form (e.g. AP, AF, NP etc). If you need a reminder of what these mean a list of the abbreviations and their meanings is at the bottom of the form.

Although the effective date is not mandatory for carry over statuses that are continuing unchanged from the previous month, if you are reporting a change of work status then you will need to supply the date when this new status came into effect by filling in the field.

The number of work days lost (*i.e. lost time*) in the reported month is also mandatory – simply enter a zero if the person did not have any lost time days in that month.

## Extra space for carry over cases

### *Mining*

If your site employs a large number of people it is possible that the 14 lines provided on the form will not be enough to list all the carry over information. If you have filled in all the lines in the carry over box and need to enter more click on the *More Carry Overs* button at the bottom left of the form.

A second page of the form will open below the first.

The top of this second page has the same *Reporting details* box as the first page and the information you have already entered will automatically appear on this page too.

Below the "*Reporting details*" section there is another *Carry over injuries details* box containing an additional 40 lines.

### *Exploration*

The exploration version of the MSRF does not have this second page. Since the form contains no underground section its carry over table has been expanded to accommodate 25 lines.

## Submitting the forms & final checking

After all of the information has been entered into an e-form click on the "Submit By Email" button located near the top right of the screen. The form's error checking will then check the data before it creates the email to submit the information to Resources Safety.

### The checking process

The form will first check if any essential ("mandatory") fields that have been left blank.

If it finds any blanks it will display a message listing the blanks and will then return you to the form with those missed fields highlighted with red boxes to help you find them.

When you have filled in the missed empty fields click on the "Submit By Email" button again.

The form will then restart its checking.

Once the form has confirmed that all mandatory fields have been filled in it will perform its next check, looking for fields containing unacceptable values or incorrectly formatted data.

If it finds a problem it will display a message identifying where the error has occurred and will then return you to the form to correct it. As before, when you have made the necessary corrections click on the "Submit By Email" button again.

*n.b. The error checking will not allow a form to be submitted until all errors are corrected.*

When no problems are encountered Acrobat will open an email with the appropriate Resources Safety address already filled in. The email's subject line will automatically contain details about the form being submitted.

### **Please do not edit the email subject line**

The email will have the completed and checked form as an attachment. You can then type any explanatory text you wish into the email or attach further documents before clicking on "Send".

### Saving a copy of the completed form

If you wish to keep an electronic copy of the MIRF or MSRF that you have just submitted make sure that you use *Save as* to avoid over-writing your blank original form.

Wait until the *Submit by email* checking process is complete before saving a form. This will guarantee that the copy you are making is the same as the report sent to Resources Safety.

### Printing a copy of the form

If you wish to have a paper copy of the completed form wait until the '*Submit by email*' process is done (including sending the email) and you have returned to the form - then click on the '*Print Form*' button at the top right.

By waiting until the submitting and checking process is complete you guarantee that you are printing the final checked version – and have a record of what you have supplied to Resources Safety.

### Starting another form

The forms submit MIRFs and MSRFs one at a time - one form per email.

The best way to begin a new form is to open your blank original form.

### Finishing up and shutting down

Remember, **do not** agree to save the document when Acrobat asks. This will over-write your template.