



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

## **Guide to the electronic submission of Occurrence Report Forms**

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## Introduction

The electronic (PDF) version of the Occurrence Report Form provides a more convenient way to complete and submit occurrence reports using Adobe Acrobat

A useful feature of the new form is the in-built error checking, which will help you complete the report correctly. With earlier versions of the Occurrence forms 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 Occurrence form can be found on-line at [http://www.dmp.wa.gov.au/documents/MSH\\_IP\\_ProcedureOccurReportForm200406.pdf](http://www.dmp.wa.gov.au/documents/MSH_IP_ProcedureOccurReportForm200406.pdf)

## Software requirements and terminology

### Adobe Acrobat Reader

The Occurrence e-form utilises 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 the 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

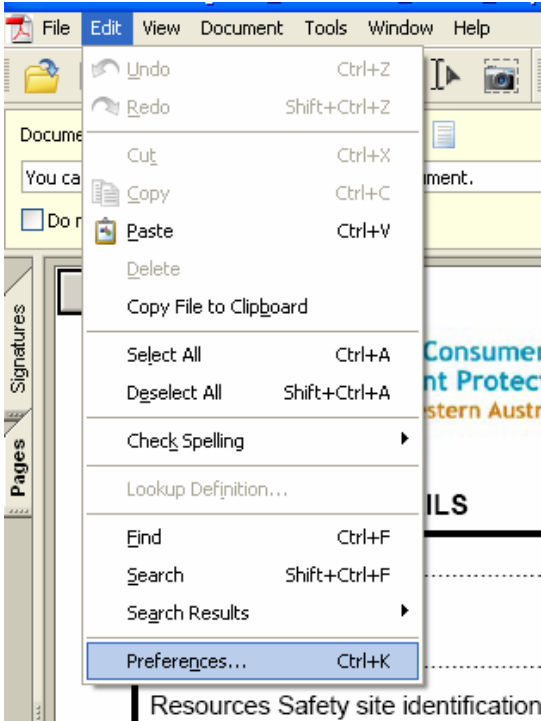
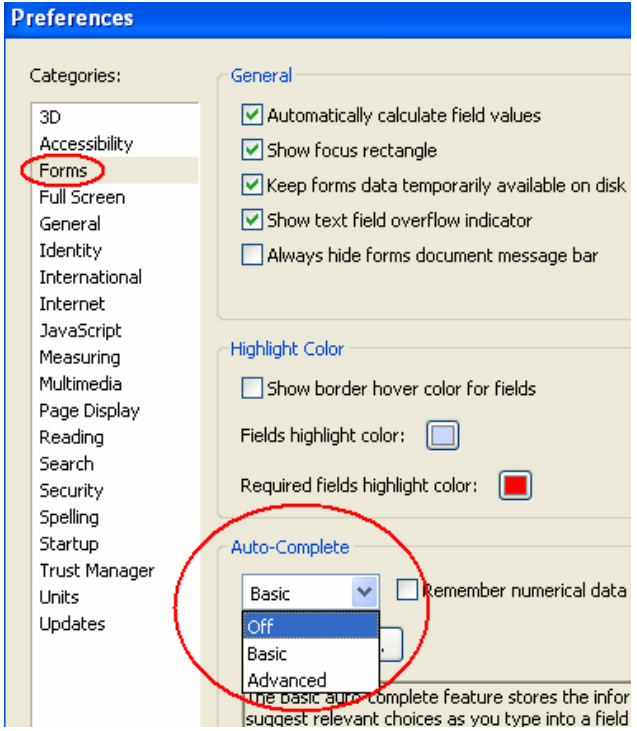
With its standard settings Adobe Acrobat will occasionally display items in ways that can be useful for some jobs but which may be distracting for filling in Occurrence forms.

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'.

### Auto-complete

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>  <p>Preferences</p> <p>Categories:</p> <ul style="list-style-type: none"><li>3D</li><li>Accessibility</li><li><b>Forms</b></li><li>Full Screen</li><li>General</li><li>Identity</li><li>International</li><li>Internet</li><li>JavaScript</li><li>Measuring</li><li>Multimedia</li><li>Page Display</li><li>Reading</li><li>Search</li><li>Security</li><li>Spelling</li><li>Startup</li><li>Trust Manager</li><li>Units</li><li>Updates</li></ul> <p>General</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Automatically calculate field values</li><li><input checked="" type="checkbox"/> Show focus rectangle</li><li><input checked="" type="checkbox"/> Keep forms data temporarily available on disk</li><li><input checked="" type="checkbox"/> Show text field overflow indicator</li><li><input type="checkbox"/> Always hide forms document message bar</li></ul> <p>Highlight Color</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Show border hover color for fields</li><li>Fields highlight color: <input type="text"/></li><li>Required fields highlight color: <input type="text"/></li></ul> <p>Auto-Complete</p> <ul style="list-style-type: none"><li>Basic <input type="checkbox"/> Remember numerical data</li><li><b>Off</b></li><li>Basic</li><li>Advanced</li></ul> <p>The basic auto-complete feature stores the information about words and numbers you have typed in the past to suggest relevant choices as you type into a field.</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 Occurrence Report Form

### Getting started

Open the *blank* Occurrence 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*.

#### *Using the keyboard*

Press the 'Tab' key on your keyboard and the cursor will appear next to the *Company* 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 Occurrence form has a *Location* field. This is where the incident occurred and should give the distance and direction of the site from the nearest town (e.g. "100km NE of Meekatharra")

### Incident Type

This section displays the various types of incidents which must be reported. You may select more than one type if necessary to describe the incident being reported, but you must select at least one.

If you select the *Outbreak of fire above or below ground* incident type the form will open a second page (*Fire details*) and will notify you that this must also be filled out.

### Date of incident

Dates are in the d/m/yyyy format and require a "forward slash" to separate the numbers (e.g. 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. The form will only accept dates in the correct format and range.

### Time of incident

Times can 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 after the times regardless of whether the 12 or 24 hour format is used.

### Did the incident result in injury or death?

You must select one of the *no injury*, *minor injury*, *potentially serious injury* or *fatal injury* boxes. If a box other than *No injury* is selected you will need to fill in the *Injured person's details* section. If more than one person was injured then a separate form will be needed for each injured person. See the section *If more than one person was injured* on the final page of this guide for details about how to do this without needing to retype the entire form.

Note that Resources Safety considers all **electric shocks or burns** and **exposure to toxic gas or fumes where persons are affected** to be injuries which must be reported as such on this form.

### **Age**

The form will only accept ages between 15 and 79.

### **How long can the *incident* description be?**

The form limits you to 5 lines of text or 585 characters (including blank spaces and punctuation).

### **Injured person's details**

If you have selected a box other than *No injury* in answer to *Did the incident result in injury or death?* you will need to provide details of the person injured and the nature of the injury he or she suffered.

### **Injured person's address**

The address field has two lines. To get to the second line from the first line simply press the *Enter* key.

### **How long can the *injury* description be?**

The injury description is limited to 2 lines or 180 characters (including blank spaces and punctuation).

## Fire details

If you selected *Outbreak of fire above or below ground* in the earlier *Incident type* section the Fire details page will have opened.

This page is a table where each section (*Self rescuers used, Mine rescue deployed, Refuge chamber used* etc) has an area to the left of the table where check boxes allow you select a short answer (e.g. Self rescuers used: yes, no or unknown) and an area to the right of the table with text fields or further checkboxes to enter detailed information where required.

### ***Self rescuers used, Mine rescue deployed and Refuge chamber used***

If you select *Yes* for these sections the form will require you to enter a brief description in the *Details* area to the right of those boxes.

This description is limited to 3 lines or 180 characters (including blank spaces and punctuation).

No details can be entered if *No* or *Unknown* is selected.

### **Number of persons injured**

If you select *Known* the form will require you to enter the number of people injured.

Type the number on the dotted line in the area to the right of the table.

If there were no injuries select *Known* and enter a zero.

nb *Number of persons injured* requires *numeric* data, not text (e.g. 5 not “five”, 0 not “zero” or “nil”)

If you select *Unknown* the form will prevent any details from being entered..

If more than one person was injured then a separate form will be needed for each injured person. See the section *If more than one person was injured* on the final page of this guide for details about how to do this without needing to retype the entire form.

### **Cause of fire**

If you select *Known* the form will require further details.

The details area to the right contains check boxes for various common causes of fire plus an *other* box.

If *Other* is selected you need to name the cause in the space to the right of the check box.

A brief description of the cause of the fire must then be entered after *Details*: in the space below.

This description is limited to 3 lines or 180 characters (including blank spaces and punctuation).

If you select *Unknown* the form will prevent any check boxes from being selected or details from being entered.

### **Vehicle fire**

If you select *Yes* you will need to enter details about the vehicle involved (type, make and model) and select check boxes to identify the fire ignition point on the vehicle (fuel, hydraulic fluid, exhaust, etc). You may select more than one box where appropriate (e.g. hydraulic fluid and exhaust).

If the check boxes do not describe the ignition point adequately select *Other* and name the actual ignition point.

As with the other sections of the form, there is a *Details* area below the boxes where you must provide a brief description (limited to 2 lines or 125 characters, including blanks and punctuation).

## Methods of Extinguishment

If you select Yes in the left area the form will require details about how the fire was extinguished.

The area to the right has questions arranged in three groups – the top group concerns the use of AFFF systems, the middle group details the use of portable extinguishers and the bottom group provides space for specifying another method not covered by the previous two groups. You will need to fill in at least one of these groups.

### **AFFF**

The first line of check boxes asks how the AFFF system activated, while the second line asks whether it was successful in extinguishing the fire.

### **Portable extinguisher**

This group has check boxes identifying the various types of portable extinguisher commonly available, plus an *Other* box and text field.

You may select more than one type of extinguisher.

If a type is selected you must enter the number of that type of extinguisher used and the number that failed to operate.

nb The *Num. used* and *Num. failed to operate* fields require numeric data rather than text (e.g. enter 2 not “two”, 0 not “zero” or “nil”)

This group ends with check boxes asking whether the portable extinguishers were successful at extinguishing the fire.

**Other method (specify):** The third group allows space to identify any other method not covered by “AFFF” or “portable extinguisher” that was employed (e.g. fire hose, sand, etc).

Type in text (a maximum of 45 characters) naming the method and then click on the appropriate check box below to say whether the method was successful in extinguishing the fire.

Note that more than one group may be selected (e.g. AFFF and portable extinguisher).

## 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 e-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 and the form will 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 (e.g. In the case of a mining occurrence this is company name, site name, site ID code number and the date of the occurrence).

***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 Occurrence form 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.

### If more than one person was injured

The Occurrence Report Form has space for only one injured person's details. If the occurrence being reported resulted in more than one person being injured then separate forms will need to be submitted for each person. In this special situation the simplest method which avoids the need to retype the entire form is to submit and save the form normally for the first injured person and then edit the injury severity buttons (eg *Minor injury*, *Serious Injury* etc) and the *Injured person's details* section (e.g. *Name*, *Age*, *Address* etc) to display the second injured person's information. The form can then be submitted for the second person.

### Starting another form

The forms submit Occurrence forms 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.