



Points to consider when creating a Summary for Industry Awareness

Unlike your Incident Description, the Summary for Industry Awareness will be publicly available following quality checking by the Department. The summary will be the only information that the public can access about the incident.

As you will be using your Incident Description to create the summary there are some important factors to keep in mind.

1 Privacy

It is important to maintain the confidentiality of those involved in the incident, be it:

- Company
- Mine site or operation
- Person(s) involved

This means removing text from the summary that could directly or indirectly identify those involved.

Example 1

A haul truck, loaded with gold ore, was driving out of the Snow Ball pit ramp. The truck lost control at the intersection with the haul road, colliding with a light vehicle driven by Bob Jones, a contract driller. The light vehicle driver was taken to the local hospital at Kalgoorlie where they had to amputate his index finger and thumb that were crushed in the incident. The haul truck driver, Ken Smith, tested positive for alcohol and drugs.

From this fictional example you can determine:

- Company X is a gold company that owns the Snow Ball pit somewhere near Kalgoorlie
- Bob Jones works as a driller for a drilling company and now is missing an index finger and a thumb
- Ken Smith is a haul truck driver who appears to have a substance abuse problem.

If you can determine the site, often your knowledge of the industry can help you join the dots on other points. For instance, Big Gold Inc. owns the Snow Ball pit and contracts work to Always Drilling Pty Ltd and uses Keep on Truckin' personnel.

Keep it generic and remove the names of people, places and companies (e.g. Bob Jones, Mesa X pit, nickel mine, Laverton Fault, Broome hospital, Sandstone to Mount Magnet Road, tenement E456/78910 was drilled in 1995 by XYZ mining company).

2 Audience

Your Summary for Industry Awareness should be understood by everyone, not just those working in that field of expertise. Acronyms or abbreviated mining terminology may require further clarification, either by writing the acronym or abbreviation in full.

e.g. Main control cabinet (MCC), waste management plant (WMP), 9987 level, 1080 stope, stock pile (S/P).

The example below has been taken from an actual incident report, with minor alterations.

Example 2

A stope blast was carried out at 18:25 almost immediately above this area, XL9882. At 19:54 a 1.9 metre event occurred at the 9970 in the HW. Inspection of the XL9882 by the re-entry crew, after the blast, as per the re-entry procedure. At 21:45, found the fall of ground in the 9905 HTD08. The fall was approximately 15 tonnes. This level was barricade with a no entry sign.

What is XL9882 exactly, the stope or something above the stope?

What is 1.9 metre event, a typo or a fault displacement?

Similarly what exactly are the 9970, 9905 HTD08?

3 Naming equipment and vehicles

The brand name, original equipment manufacturers name, model number, or fleet number is not important in the summary. This should only be mentioned if there was a global issue with that piece of equipment/make/model (brake problems specific to a model of light vehicle that has triggered a recall).

Refer to the equipment by its generic name. Below are examples taken from incident reports.

Equipment

- Normet 605W sprymec machine = shotcrete machine, concrete spraying machine
- Bell Moxy = articulated dump truck
- Hiab = vehicle or truck mounted loader/hook lift/tail lift etc.
- Komatsu PC1250 excavator (EX03) = excavator
- CV 001 = conveyor
- 135 tonne Kobelco crane = 135 tonne crane
- Caterpillar 988 loader = loader
- Kress slag hauler = slag hauler
- Atlas Copco 1257 Simba long hole drill rig = long hole drill rig

Brand names

- 'Warman' waste fines pump = waste fines pump
- 'John Deere' tractor = tractor
- 'Rotabest' magnetic drill = magnetic drill
- 'Nonel' = detonator

4 Employment status

Generally there is no need to specify in the summary the employment status of the person(s) involved (i.e. contractor vs sub-contractor vs staff position). Just refer to people by their job type or general job description (e.g. truck driver, geologist, medic, process technician, apprentice boilermaker, employee, worker).

The only time that the employment status would be of interest in a summary is if it directly impacted on the incident; such as a contract boilermaker who brought his own equipment to site for a shut down and used it without getting it checked by the site electricians.

5 Tone of the summary

Keep it neutral. Often a tone of blame or disbelief can come across in a summary.

Example 3

A contract haul truck driver complained of back pain at the end of shift after driving the truck. Another operator drove the truck on the next shift without incident, after adjustments to the seat.

When the contractor saw the site medic he was deemed fit for work. On his R&R the driver saw his own doctor over an unrelated matter. The GP has given him a four week medical certificate for restricted duties. As such this is greater than 2 weeks the injury is now deemed a 'serious incident'.

For information about Safety Regulation System, contact:

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