



## Mining Injury – Work Status Scenarios

### Scenario 1 – Lost Time

Lost Time is where the injured person is rostered to work a shift but is unable to attend due to the injury.

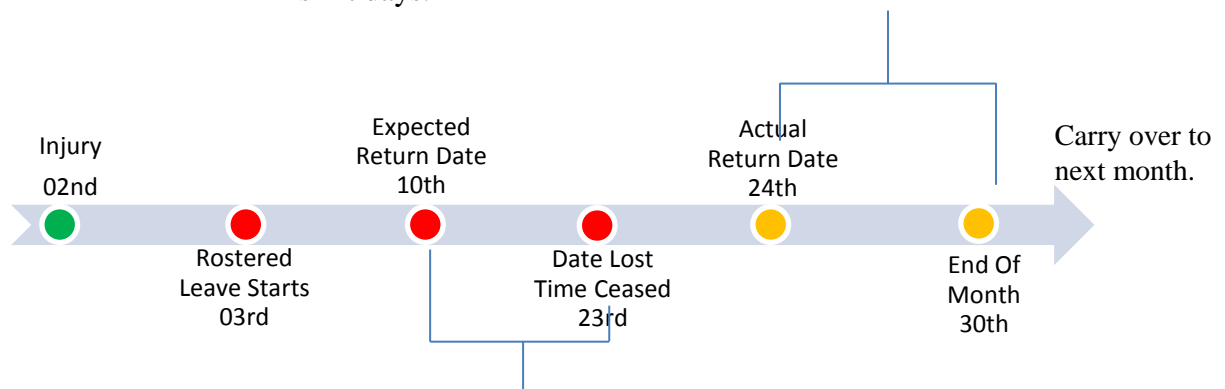
The definition for the **start date** of ‘L-Lost Time’ is taken from the first day of ‘L-Lost Time’. The actual number of days ‘Lost Time’ is **calculated** on the number of days they were unable to perform their duties and didn’t have any other work status.

Injury Date – 02/11/2015

Injured person goes on rostered leave from 03/11/2015 and was due to return on the 10/11/2015 but does not. He returns to work on the 24/11/2015 having missed 8 rostered shift days.

Upon return he is assigned to ‘A-Alternative Duties’ for 4 days – this takes him to the end of the month. This injury will now show as a ‘carry over’ on the monthly status report for the next month – December 2016.

Alternate Duties 24<sup>th</sup> November till 30<sup>th</sup> November = 4 rostered shift days.



Lost Time 10<sup>th</sup> November till 23<sup>rd</sup> November = 8 rostered shift days missed.

| Work Status (Date of Accident: 02/11/2015) |            |            |   |   |                |
|--|------------|------------|---|---|----------------|
| Work Status                                | Start      | End        | A | L | Monthly Status |
| N - Normal Duties                          |            | 09/11/2015 |   |   |                |
| L - Lost Time                              | 10/11/2015 | 23/11/2015 |   | 8 |                |
| A - Alternative Duties                     | 24/11/2015 |            | 4 |   |                |



## Scenario 2 – Alternate Duties

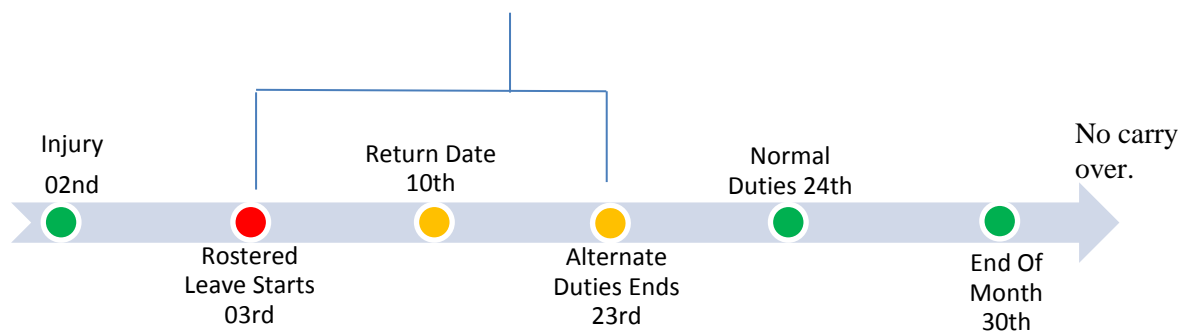
The definition for ‘Alternate Duties’ is a work injury (not Lost Time injury) that results in the injured person being unable to fully perform his or her ordinary occupation (normal job) any time after the day or shift on which the injury occurred, regardless of whether or not the person is rostered to work, and where alternative or light duties are performed or hours are restricted.

Injury Date – 02/11/2015

Injured person is on rostered leave from 03/11/2015. He returns to work on the 10/11/2015 on ‘Alternate Duties’ for 8 rostered shift days and returns to ‘Normal Duties’ on the 24/11/2015.

From the definition above you need to ascertain whether the person would have been able to perform their normal duties from the 03/11/2015 as if they had been at work. If the answer is ‘no’, then the start date for the work status would be 03/11/2015 but the actual number of alternate duties days would remain as 8 days as we only count the actual rostered shift work days.

Alternate Duties 03<sup>rd</sup> November till 23<sup>rd</sup> November = 8 rostered days.



Work Status Injury Details

Work Status\*:  Start Date:  Days A:  Days L:

Work Status (Date of Accident: 02/11/2015)

| Work Status            | Start      | End        | A | L | Monthly Status |
|------------------------|------------|------------|---|---|----------------|
| A - Alternative Duties | 03/11/2015 | 23/11/2015 | 8 |   |                |
| N - Normal Duties      | 24/11/2015 |            |   |   |                |

Page 1 of 1 View 1 - 2 of 2



## Scenario 3 – Other Information

If you have a work status for ‘Alternate Duties’ with a gap period from the date of the injury to the start of the work status, then you need to give a reason for the gap under step 6 ‘Other Information’ when submitting the Injury Report.

Injury Date 02/11/2015

Worked ‘Normal Duties’ 03/11/2015 – 05/11/2015

Commenced ‘Alternate Duties’ on 06/11/ 2015 for 14 shift days during November.

Under step 6 ‘Other Information’ you would include for example, “Injured person was on normal duties from 03<sup>rd</sup> November till the 05<sup>th</sup> November 2015.”

**5. Work Status** \* Denotes Mandatory

Information

Medical treatment includes suturing of any wound, treatment of fractures, treatment of bruises by drainage of blood, treatment of second and third degree burns. Medical treatment does not include visits to physicians for observation or diagnostic counselling only; conduct of diagnostic procedures (e.g. x-rays, blood tests) that do not result in identification and subsequent treatment of an injury; visits to physicians/ other licensed health care professionals solely for preventative therapy (e.g. massage, tetanus shots).

Was the injury caused by a fall? ☒ Yes ☐ No

Did the injured person receive oxygen or first aid? ☐ Yes ☒ No

Did the injury occur while the person was working? ☐ Yes ☒ No

Work status shows injury happened on 2nd; Alternate Duties started on 6th. Provide details in Step 6 - 'Other Information' to account for the gap in the dates.

Work Status Injury Details

Work Status\*:  Start Date:  Days A:  Days L:

Work Status (Date of Accident: 02/11/2015)

| Work Status            | Start      | End        | A  | L | Monthly Status |
|------------------------|------------|------------|----|---|----------------|
| N - Normal Duties      | 03/11/2015 | 05/11/2015 |    |   |                |
| A - Alternative Duties | 06/11/2015 | 14/11/2015 | 14 |   |                |

Page 1 of 1 View 1 - 2 of 2



## Scenario 4 – Work Status date is the same as next shift date

If you encounter a scenario where the injury occurs on the same day as the next rostered shift, the work status start date will be the date as the *next shift*.

Shift time: 18:00 hrs on  
01/12/2015 until 07:00  
hrs on 02/12/15

### 2. Injured Person

On Day of Injury

Shift start on the  
day of injury.

Time Shift Started\*: 18:00

Time Shift Due to Finish\*: 08:00

Injury occurs at 06:00 hrs on 02<sup>nd</sup> December.

### 3. Accident Details

Accident Details

Date of Accident\*: 02/11/2015



Time of Accident\*: ☒ Known 06:00

☐ Unknown

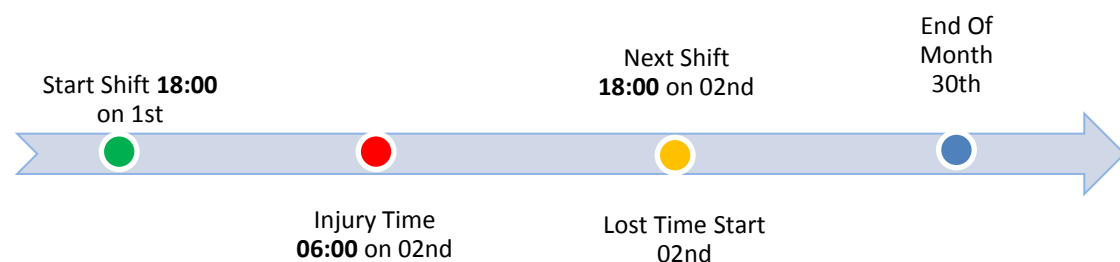
☐ Gradual Onset

Next shift start time is 18:00 hrs on 02<sup>nd</sup> December. Lost Time therefore starts on the 02<sup>nd</sup> December.

| Work Status (Date of Accident: 02/11/2015) |            |     |   |   |                |
|--|------------|-----|---|---|----------------|
| Work Status                                | Start      | End | A | L | Monthly Status |
| L - Lost Time                              | 02/11/2015 |     |   | 3 |                |

Page 1 of 1 View 1 - 1 of 1

The injury occurs at 06:00 hrs on 02/12/2015 and the injured party is rostered to work the next shift on *the same day* at 18:00 hours, but does not. In this case the work status start date for Lost Time is the *same day* as the next shift i.e. 02/12/2015.





## Calculating Average Number of Employees

Count the number of employees on site each day, add them together then divide by the number of operating days in the month.

For example; Company ABC had 300 employees working at the operations each day for the reporting period of November 2015 (operating every day of November).

Calculation for this scenario would be (300 employees \* 31 days) divided by 31 days in the month = 300.

Second example; Company ABC had 300 employees working at the operations each day for 10 days and 90 employees working at the operations each day for the other 20 days of the month.

Calculation would be (300 \* 10 + 90 \* 20) divided by number of days in the month 30 = 160 (rounded to the nearest whole number if needed).

Total Company Employees (A)

Avg No. Employees\*:  Total Hours Worked\*:

## Recording Contractors

We are primarily interested in your top 5 Contractors at site. Record these under “Contractors”. For the remainder, enter average number of employees and hours worked under “Other Contractors”.

Total Contractor Employees (B)

Contract Company\*:

Avg No. Employees:  Total Hours Worked:

| Contractor  | Avg No. Employees | Total Hours Worked |
|-------------|-------------------|--------------------|
| Contractor1 | 10                | 3000               |
| Contractor2 | 5                 | 2000               |
| Contractor3 | 60                | 9000               |
| Contractor4 | 10                | 1000               |
| Contractor5 | 15                | 5000               |

View 1 - 5 of 5

Other Contractors

Avg No. Employees\*:  Total Hours Worked\*:

Total Contractor Employees

Avg No. Employees\*:  Total Hours Worked\*:



## Monthly Status Reporting - Carry Over Scenarios

### Current Month, December. Reporting Month, November

#### Scenario 1

Injured Person 1 (IP1) – Carried over work status from previous month shows as ‘Alternate Duties’ which started on the 10<sup>th</sup> of October. Person remained on ‘Alternate Duties’ for the remainder of October.

| Carry Over Injuries (Reporting Period: 11/2015) |         |               |            |                        |            |     |   |
|---|---------|---------------|------------|------------------------|------------|-----|---|
| Reference ID                                    | Surname | Given Name(s) | Accident   | Work Status            | Start      | End | A |
| IN-584-192987                                   | Person1 | Injured       | 09/10/2015 | A - Alternative Duties | 10/10/2015 |     |   |

We now need to report the work status for the reporting month of November.

IP1 worked 16 rostered shift work days on alternate/light/restrictive duties after the injury during November.

To display this click on IP1 to highlight the row and select the pencil icon to edit. Enter 16 days for ‘A’ and click Save.

We have now entered that IP1 worked 16 rostered days for the month of November on ‘Alternate Duties’.

They will appear in the next month’s report as a carry over on “Alternate Duties”.

**Edit Carry Over Injury**

Reference ID

IN-584-192987

Surname

Person1

Given Name(s)

Injured

Accident

09/10/2015

Work Status

A - Alternative Duties

Start

10/10/2015

A

16

Save

Cancel

| Carry Over Injuries (Reporting Period: 11/2015) |         |               |            |                        |            |     |    |
|---|---------|---------------|------------|------------------------|------------|-----|----|
| Reference ID                                    | Surname | Given Name(s) | Accident   | Work Status            | Start      | End | A  |
| IN-584-192987                                   | Person1 | Injured       | 09/10/2015 | A - Alternative Duties | 10/10/2015 |     | 16 |



## Scenario 2

Injured Person 2 (IP2) – Carried over work status from previous month of October shows as 'Lost Time'.

IP2 changed to 'Alternate Duties' on 14/11/2015 and returned to 'Normal Duties' on 24/11/2015.

IP2 had 7 rostered shift work days as 'Lost Time' prior to going on 'Alternate Duties' on the 14/11/2015. IP2 then continued for 8 rostered shift days on 'Alternate Duties'. After personal leave he returned to 'Normal Duties' on the 24/11/2015.

We need to show the following.

- Work Status 'Lost Time' continues to the 13<sup>th</sup> November – Click on IP2 to highlight the row then select edit and enter 7 days.
- New work status 'Alternate Duties' starts on 14<sup>th</sup> November for 8 days – Click IP2 to highlight the row and this time select 'link carry over'. This populates the details boxes above. Select work status of 'Alternate Duties' and the start date of 14<sup>th</sup> November enter, 8 days and select link.
- On the 24<sup>th</sup> November IP2 work status changed to 'Normal Duties' – Click IP2 'Alternate Duties' line to highlight the row and select 'link carry over'. Select work status of 'Normal Duties' and enter start date of 24<sup>th</sup> November and select link.

Person2 will not appear as a carry-over in next month's report.

Carry Over Injuries (Reporting Period: 11/2015)

| Reference ID | Surname | Given Name(s) | Accident   | Work Status            | Start      | End        | A |
|--------------|---------|---------------|------------|------------------------|------------|------------|---|
| N-263-192988 | Person2 | Injured       | 02/10/2015 | L - Lost Time          | 03/10/2015 | 13/11/2015 |   |
| N-263-192988 | Person2 | Injured       | 02/10/2015 | A - Alternative Duties | 14/11/2015 | 22/11/2015 | 8 |
| N-263-192988 | Person2 | Injured       | 02/10/2015 | N - Normal Duties      | 23/11/2015 |            |   |

View 1 - 6 of 6



### Scenario 3

Injured Person 3 (IP3) – Carried over work status from previous months shows as ‘Alternate Duties’.

IP3 returned from personal leave to ‘Normal Duties’ on the 04/11/2015. We need to show the return to ‘Normal Duties’ and also update the number of days on ‘Alternate Duties’ in November.

Carry Over Injuries (Reporting Period: 11/2015)

| Reference ID  | Surname | Given Name(s) | Accident   | Work Status            | Start      | End | A |
|---------------|---------|---------------|------------|------------------------|------------|-----|---|
| IN-323-192987 | Person1 | Injured       | 02/10/2015 | A - Alternative Duties | 03/10/2015 |     |   |
| IN-323-192989 | Person3 | Injured       | 02/10/2015 | A - Alternative Duties | 03/10/2015 |     |   |
| IN-739-192990 | Person4 | Injured       | 02/10/2015 | L - Lost Time          | 04/10/2015 |     |   |

View 1

Click on IP3 to highlight the row and select link carry over. Select work status of ‘Normal Duties’ with a start date of 04/11/2015 as this was their return date and click link.

This will now automatically update the original line showing work status of ‘Alternate Duties’ to show an end date of the previous day 03/11/2015 and no number of days displayed.

We need to update this line to reflect the number of actual rostered shift work days IP3 was on ‘Alternate Duties’. If we do not update this there will be a gap in the work status from the 01<sup>st</sup> to the 03<sup>rd</sup> whilst IP3 was actually on ‘Alternate Duties’.

Edit Carry Over Injury

Reference ID: IN-323-192989

Surname: Person3

Given Name(s): Injured

Accident: 02/10/2015

Work Status: A - Alternative Duties

Start: 03/10/2015

A: 0

Save Cancel

Carry Over Injuries (Reporting Period: 11/2015)

| Reference ID  | Surname | Given Name(s) | Accident   | Work Status            | Start      | End | A |
|---------------|---------|---------------|------------|------------------------|------------|-----|---|
| IN-584-192987 | Person1 | Injured       | 02/10/2015 | A - Alternative Duties | 03/10/2015 |     |   |
| IN-323-192989 | Person3 | Injured       | 02/10/2015 | A - Alternative Duties | 03/10/2015 |     | 0 |
| IN-739-192990 | Person4 | Injured       | 02/10/2015 | L - Lost Time          | 04/10/2015 |     |   |

Select the ‘Alternate Duties’ line for IP3 and click Edit. Enter 0 for the number of days ‘Alternate Duties’.





## Scenario 4

Injured

| Reference ID  | Surname | Given Name(s) | Accident   | Work Status   | Start      | End | A |
|---------------|---------|---------------|------------|---------------|------------|-----|---|
| IN-739-192990 | Person4 | Injured       | 02/10/2015 | L - Lost Time | 04/10/2015 |     |   |

Person

4 (IP4) – Carried over work status from previous month shows as ‘Lost Time’.

Exception to the rule where a work status changes on the 01<sup>st</sup> of the reporting month and creates a new line, the number of days in the previous row is left blank.

IP4 changed work status on 01<sup>st</sup> November to ‘Alternate Duties’ and was only on ‘Alternate Duties’ for 7 rostered shift work days for the month of November due to planned leave.

Click on IP4 carry over row and then select link carry over to change the work status to ‘Alternate Duties’ with a start date of 01/11/2015 with a total of 7 days on ‘Alternate Duties’.

This creates a new line showing the change of work status. It also shows the end date of the carried over work status from the previous month on the initial line. This does not affect the actual work status for the previous month and the number of days may be left blank.

| Reference ID  | Surname | Given Name(s) | Accident   | Work Status            | Start      | End        | A |
|---------------|---------|---------------|------------|------------------------|------------|------------|---|
| IN-584-192990 | Person4 | Injured       | 02/10/2015 | Alternative Duties     | 10/11/2015 |            |   |
| IN-739-192990 | Person4 | Injured       | 02/10/2015 | L - Lost Time          | 04/10/2015 | 31/10/2015 |   |
| IN-739-192990 | Person4 | Injured       | 02/10/2015 | A - Alternative Duties | 01/11/2015 |            | 7 |

Note: If the number of days on ‘Alternate Duties’ or Lost Time reported for the month seems low, the Department may raise a query in regard to whether there is any other work status for the reporting month. Therefore please provide a reason under Step 5 - Other Information.

Example, for the above carry over scenario – Under step 5 - Other Information you would include IP4 was only on ‘Alternate Duties’ for 7 days due to planned annual leave.



## Levy Hours

All mining operations (including exploration) regulated by the *Mines Safety and Inspection Act 1994* are required to pay the levy if the quarterly total of hours worked is **more than** 5,000 hours.

Operations with hours equal to or less than 5000 hours are **not** to pay the levy, but is still to be reported under the Act.

With the new amendments to the Mine Safety and Inspection Levy Regulations 2010, as from 1 July 2014 the total levy hours worked per month should, in majority instances, match the safety hours worked.

### Information

In accordance with Regulation 32 of the Mines Safety & Inspection Levy Regulations 2010, the principal employer at a mine must report the total number of hours worked at the mine in the month.

### Levy Hours

Total Hours Worked by  
Workers\*:

## Regulation 3 (1) – Terms used

### Definition of ‘worker’

**Worker** means an individual who for remuneration carries out work at a mine in the course of mining operations (whether under a contract of employment, a contract for services or other arrangement)

### For levy reporting

Visitor hours are only to be included in the Monthly Status Report Total Hours if the visitor is being paid for the purpose of performing work for the mining operations on the mine site.