



## FORM | EXPLOSIVES LEGISLATION

# Report an explosives incident

May 2017, v1.2

## Instructions

Use this form to notify the Resources Regulator of loss, theft and/or suspicious activity that threatens security or serious incidents involving explosives or explosive precursors at mining workplaces. Follow these instructions:

- Before completing this form review the information in the guide on pages 7 and 8.
- Complete sections 1, 2, 5 and 6.
- Complete section 3 **only if** notification is being given for loss, theft or suspicious activity.
- Complete section 4 **only if** notification is being given for serious incidents.

➔ **Important:** In the case of serious incidents, areas within a 4-metre radius of the where the serious incident occurred and the place(s) affected by the serious incident are not to be used, interfered with or disturbed for a period of 36 hours after this notification is given.

## 1 Details of the licence holder

First name	
Other given name (if applicable)	
Last name	
Salutation	
Licence type	
Licence number	
Email address	
Daytime contact number	
Telephone	
Mobile number	

## 2 Details of the mine operator and mine

Name of mine	
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Site address	
Name of mine operator	

### 3 Information required for notification of loss, theft or other activity that threatens security of explosives or explosive precursors at mining workplaces

#### 3.1 What are you notifying the regulator about?

<input type="checkbox"/>	That any explosive or explosive precursor in the possession, custody or control of a licence holder is lost	Clause 102 (1) (a)
<input type="checkbox"/>	That any explosive or explosive precursor in the possession, custody or control of a licence holder is stolen	Clause 102 (1) (b)
<input type="checkbox"/>	That any explosive or explosive precursor in the possession, custody or control of a licence holder is the subject of an attempted theft or any other suspicious incident that threatens the security of the explosive or explosive precursor	Clause 102 (1) (c)

#### 3.2 Has this incident been reported to the regulator?

Date of incident (or in the case of illness, the date the illness first reported by or on behalf of the person suffering the illness)			
Time of incident	HH	MM	AM:PM
Has this incident been previously reported to an inspector?	<input type="checkbox"/> Yes, verbally	<input type="checkbox"/> Yes, in writing	<input type="checkbox"/> No
	Inspector's name:		
	The date and time you notified the inspector:		
	How did you notify the inspector? (Phone call 1300, phone call other, text message, email, in person)		

**Please note:** You do not need to give notice under clause 103 of the *Explosives Act 2003* if you have notified the Resources Regulator of the work-related death of a person, a serious injury or illness of a person, or a dangerous incident under the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*.

#### 3.3 Particulars of the loss, theft or other suspicious activity

Date of loss, theft or other suspicious activity		Time of loss, theft or other suspicious activity	
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#### 3.4 Where did the loss, theft or other suspicious activity occur?

Give exact and specific details, for example:

- underground heading
- magazine compound
- open cut bench.

### 3.5 What was the nature of the loss, theft or other suspicious activity?

Give details of the particular product and quantities involved.

### 3.6 What action has been taken, or will be taken, to prevent the loss, theft or other suspicious activity from reoccurring?

## 4 Information required for notification of serious incidents involving explosives or explosive precursors at mining workplaces

### 4.1 What are you notifying the regulator of?

<input type="checkbox"/>	An uncontrolled explosion or fire	Clause 103 (2) (a)
<input type="checkbox"/>	An incident resulting in the death of, or serious injury to, a person or substantial damage to property	Clause 103 (2) (b)
<input type="checkbox"/>	Any other incident involving risk of an uncontrolled explosion or fire or of any such death, injury or damage	Clause 103 (2) (c)

## 4.2 Details about the incident.

Date of incident		Time of incident	
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## 4.3 Where did the incident occur?

Give exact and specific details, for example:

- underground heading
- magazine compound
- open cut bench.

## 4.4 What was the nature of the incident?

Give details of any particular chemical, product, process or equipment involved, for example:

- product failure
- ground movement
- failure to connect initiation system.

## 4.5 What action will be taken, or will be taken to prevent this incident from reoccurring?

## 5 Additional information

List here any additional information documents you have attached to support your notification. For example if you are providing documents to show steps taken to prevent this type of incident recurring.

## 6 Declaration

I declare that:

- I have authority from the licence holder to complete and submit this form on their behalf, **and**
- to the best of my knowledge, the information provided in this form, and any attachment to this form, is true and correct in every detail.

Note: Giving false or misleading information is a serious offence under part 5A of the *Crimes Act 1900*.

Name of authorised person		Position	
Contact telephone		Mobile	
Signature		Date	

## 7 Submitting the form

→ Mail, deliver, fax or email this form to the Central Assessment Unit at [cau@industry.nsw.gov.au](mailto:cau@industry.nsw.gov.au)

→ Email notification is preferred.

**This form may not be submitted to other offices of NSW Department of Planning and Environment**

**In the case of an incident at a coal mine, a copy of this notice must also be given to an industry safety and health representative.**

	<a href="mailto:cau@industry.nsw.gov.au">cau@industry.nsw.gov.au</a>
Mail	NSW Department of Planning and Environment, Mine Safety PO Box 344 Hunter Region MC, NSW 2321
Deliver	NSW Department of Planning and Environment, Mine Safety 516 High Street Maitland 2320
Fax	02) 4931 6790

**For enquiries call 1300 814 609.**

### Privacy statement

Information from this form is collected for the purpose of regulating work health and safety in mines and petroleum sites, and the administration and enforcement of the Work Health and Safety Act 2011, Work Health and Safety (Mines and Petroleum Sites) Act 2013, Mining Act 1992, Petroleum (Onshore) Act 1991, Explosives Act 2003 and Radiation Control Act 1990. The supply of this information is required by law. Information will be stored and managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998. It will not be given to any other third party except as authorised by law. You may access or correct your personal information by contacting Public Access to Information & Privacy Unit on 1300 305 695 or [orpatiunit@planning.nsw.gov.au](mailto:orpatiunit@planning.nsw.gov.au). Further information regarding privacy can be obtained from the NSW Department of Planning and Environment website at <http://www.planning.nsw.gov.au/Privacy>.

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing [June 2017]. However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning and Environment or the user's independent advisor.

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