

Work Instruction

Using the Reporting and analytics tool to view Portal reference data

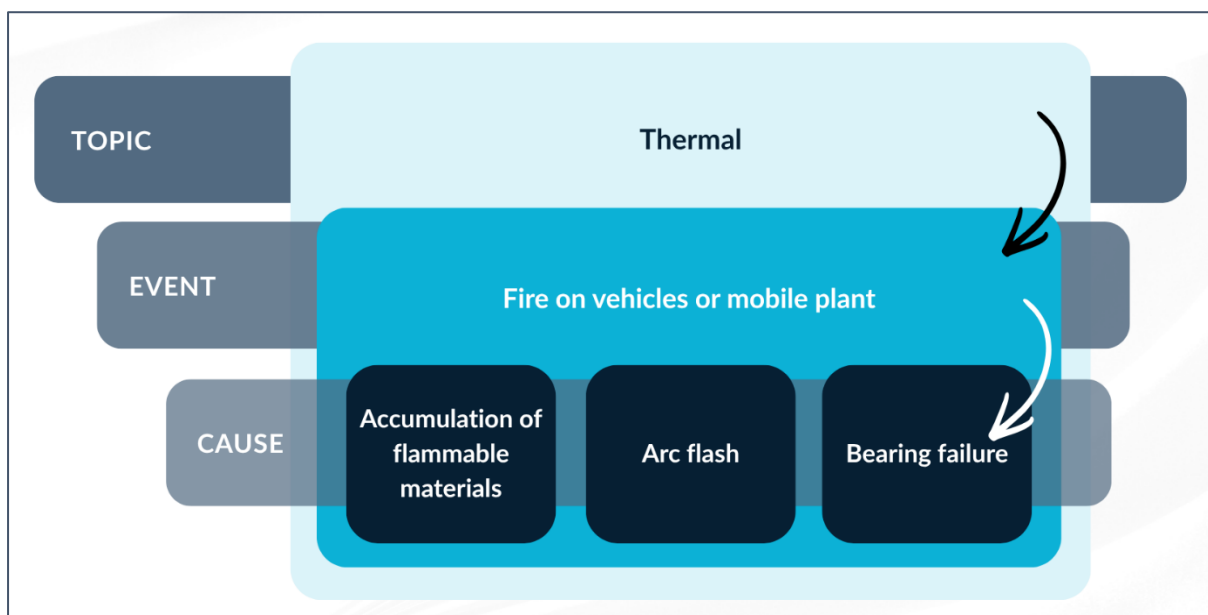
Overview

This Work Instruction provides guidance on how to use the Reporting and analytics tool to view Portal reference data available for selection in identifying the correct incident Topic, Event, Cause(s) and Control(s).

Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Reporting and analytics reference data

When entering an incident into the RSHQ Portal, you will be asked to select an incident Topic, Event, Cause(s) and Control(s). Entering this data provides RSHQ with valuable information relating to risks and patterns relating to incidents and determines the type of reference data attached to the incident. It's important to select the right Topic and Event to provide the correct reference data for the incident.



Topics are groups of incident *categories* (e.g. if the event involved a fire, then the Topic would be 'Thermal'; a storm would be 'Environmental'; and exposure to chemicals or toxic gases would be 'Contaminant exposure').

Events are *sub-categories* of a Topic (e.g. Events under the Topic 'Thermal' include 'Explosion on surface', 'Heat stress underground', 'Fire on vehicles or mobile plant').

Selecting a Topic in the Portal will display all related Events. Only one Topic and one Event can be selected per incident notification.

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A **Cause** is a further *sub-sub-category* which reporting and analytics tool entering or reviewing incidents in the portal further refines the *cause* of the incident (e.g. Causes under the Topic 'Thermal' and the Event 'Fire on vehicles or mobile plant' include 'Accumulation of flammable materials', 'Arc flash', 'Bearing failure' etc). Selecting an Event will display all Causes relating to that Event.

Controls are the controls put in place to mitigate or prevent the incident.

Selecting the correct data

When selecting the incident Topic, consider the overall context of the incident. For example, any incident that involves fire would sit under the Topic of 'Thermal'. Similarly, any incident that involves fall of ground or equipment would sit under the Topic of 'Gravity'. Any incidents involving exposure to chemicals or toxic gases would sit under the Topic of 'Contaminant exposure'.

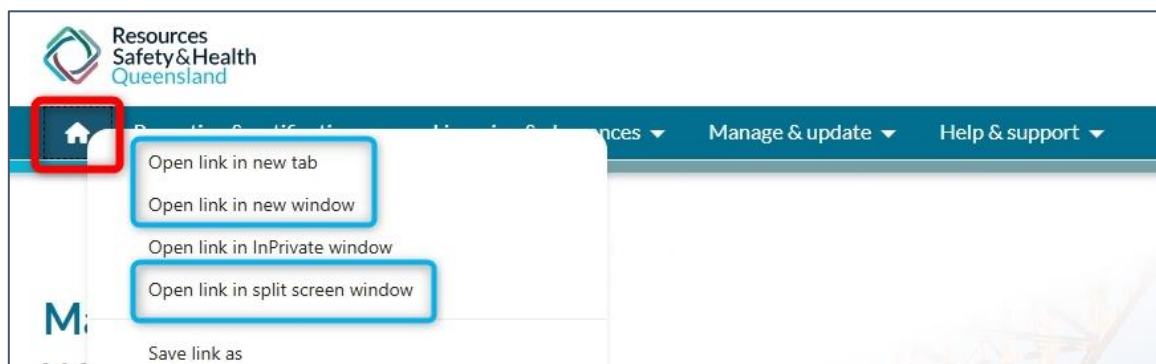
If you are unfamiliar with the Topics and Events available for selection in the system, take some time to peruse the options available in the Reporting and analytics tool prior to making a selection. Selecting an incorrect Topic and Event can lead to a lack of useable data.

If the relevant Event is not available for selection, select the 'Other' option or contact CAPU-IR for assistance.

Procedure

To use the **Reporting and analytics tool** when entering or reviewing incidents in the Portal follow the steps below:

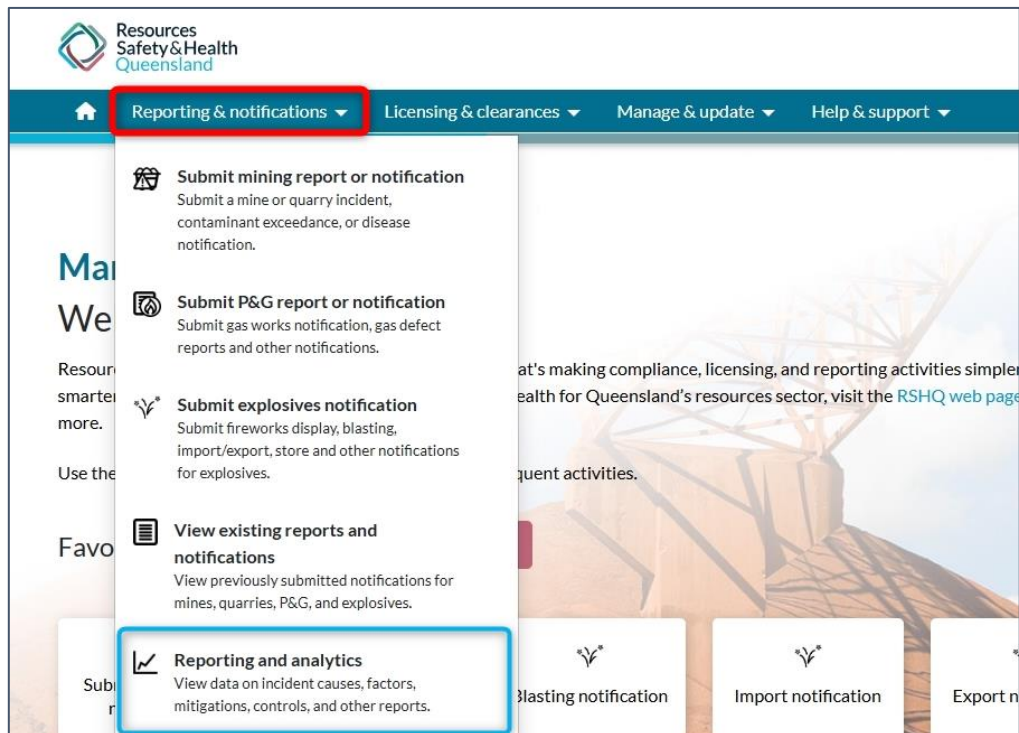
1. Log in to the RSHQ Portal. If you are already logged into the Portal, right-click on the **Home** logo at the top left of the screen and select:
 - **Open link in new tab** or **Open link in split screen**: best if you have one screen.
 - **Open link in new window**: best if you have two screens.



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- The Portal will open in a second tab or window, allowing you to peruse available reference data while keeping your new case open on the other screen. In the newly opened tab/window, select **Reporting & notifications**, then **Reporting and analytics**.



- The **Incident analysis data tool** will display. Select the plus symbol next to each **Topic** to view their associated **Events**.

Incident analysis data tool

This report provides a visual representation of the data used within the Incident Management workflow. To use it, select a value from the left-hand column, and the report will display the corresponding causes and controls associated with that selection.

Topic/Event	Cause	Control Type	Control
Autonomous plant or equipment			
Biological			
Contaminant Exposure			
Electrical			
Environmental			
Explosives			
Gas Management			
Gravity			
Notification			
Physical Health			
Plant			
Pressure			
Psychosocial			
Radiation			
Thermal			
Vehicles and tracked mobile plant			
Ventilation			

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Topic/Event

Topic/Event

Autonomous plant or equipment

Biological

Contaminant Exposure

Electrical

Environmental

Explosives

Gas Management

Gravity

Notification

Physical Health

Plant

Pressure

Psychosocial

Radiation

Thermal

Explosion on surface

Explosion underground

Exposure to cold objects

Exposure to hot surfaces or hot liquids

Fire on a conveyor

Fire on electrical equipment, installations or switchroom

Fire on equipment excluding conveyors, electrical installations, vehicles or tracked mobile plant

Fire on vehicles or mobile plant

Frictional ignition

Heat stress on surface

Heat stress underground

Molten metals or materials

Other thermal event

4. Select an **Event** to view related **Causes** and **Controls**.

Topic/Event

Topic/Event

Autonomous plant or equipment

Biological

Contaminant Exposure

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Gravity

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Physical Health

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Explosion on surface

Explosion underground

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Fire on a conveyor

Fire on electrical equipment, installations or switchroom

Fire on equipment excluding conveyors, electrical installations, vehicles or tracked mobile plant

Fire on vehicles or mobile plant

Frictional ignition

Heat stress on surface

Heat stress underground

Molten metals or materials

Other thermal event

Thermal - Explosion underground

Cause

Accumulations of explosive gas

Adiabatic compression

Chemical reaction

Contraband

Electrical energy. Not limited to cable damage or certified equipment in a NERZ

Equipment flamepath or electrical systems compromised

Equipment surfaces exceed 150oC. Not limited to exhaust system, braking systems, transmissions, lay shafts bearings or electric motors

Explosive tool failure

Fire

Frictional events. Not limited to seized Rollers, rubbing belts or coal fines

Frictional ignition - Picks on rock

Frictional ignition - Rock on rock

Frictional ignition - Steel on steel

Gas cylinder explosion

Hot work

Lightning

Overpressure event in goaf

Shooting activities

Spark from static electricity

Spontaneous combustion event

Uncertified portable electric equipment

Use of non FRAS material

Control Type Control

Mitigating

A plan of the location of all of the explosion barriers is displayed in a conspicuous place

Mitigating

Access to an employee assistance program

Mitigating

Access to external medical services and advice appropriate for the event

Mitigating

Ambulance available for use

Mitigating

Availability of rescue or recovery equipment

Mitigating

Barrier erected and maintained to prevent access to unsafe conditions or plant

Mitigating

Communications to emergency services protocol

Mitigating

Competent first response people and equipment to undertake rescue of people or manage the event

Mitigating

Explosion barriers installed as per legislation requirements to prevent propagation

Mitigating

Fire detection or suppression system

Mitigating

Flash back arrestors

Mitigating

Identified landing pad available for rescue services

Mitigating

Mutual assistance agreements with appropriate organisations and other sites

Mitigating

Onsite medical facilities

Mitigating

Onsite paramedic

Mitigating

Other - Please specify

Mitigating

Process for applying and monitoring stonedust application

Mitigating

Remote operation of machinery

Mitigating

Trauma or Royal Flying Doctor Service (RFDS) kit accessible

Mitigating

Use personal protective equipment appropriate for the hazard

Mitigating

Withdrawal of workers to a place of safety

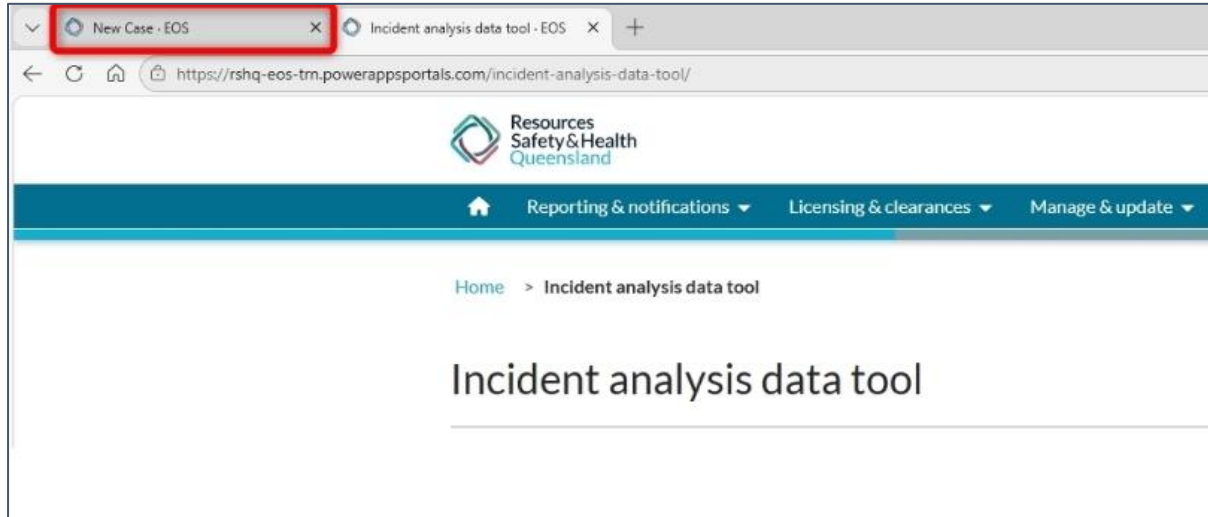
Preventative

Active methane monitoring system to

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5. Once you have determined the relevant **Topic**, **Event**, **Cause** and/or **Control**, return to the original tab or window with the case open.



6. Enter the required data. Note that you can use the first three letters of each **Topic**, **Event**, **Cause** and **Control**, along with an asterisk immediately before and after the search term, when searching in the Portal (e.g. *mat* to search for **Match**).

Additional details

What have you identified as the topic of this incident? *

This was previously known as Hazard class. A high-level grouping to categorise similar types of issues such as Environmental, Plant, Thermal, Vehicles, and tracked mobile plant. Only one Topic can be selected.

What have you identified as the event of this incident? *

This was previously known as Hazard. A subcategory within each Topic providing more clarity on the general initiating event. Only one Event can be selected.