

Work Instruction

Complete a contaminant exceedance investigation (MMQ)

Overview

This Work Instruction provides guidance on the process for reporting the findings of a **Contaminant Exceedance Analysis** for a **MMQ** mine in the RSHQ Portal.

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

Key Points

Only **Contaminant Exceedances** for respirable crystalline silica and respirable dust are entered into the **Contaminant Exceedances** module for MMQ mines.

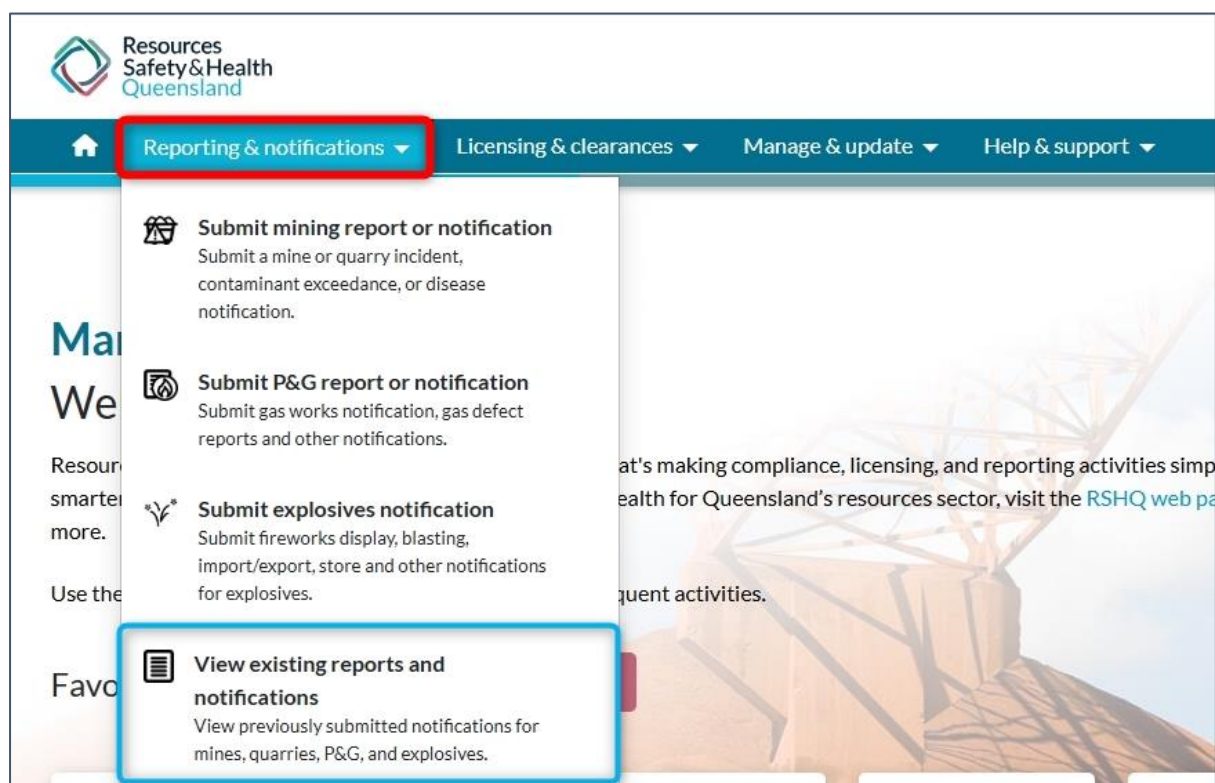
Ensure you attach a copy of the worker activity sheet before submitting.

All other **Contaminant Exposures** are entered as **High Potential Incidents** under the **Topic** of **Contaminant Exposure**.

A **Contaminant Exceedance** can be entered into the Portal without first contacting an inspector.

Procedure

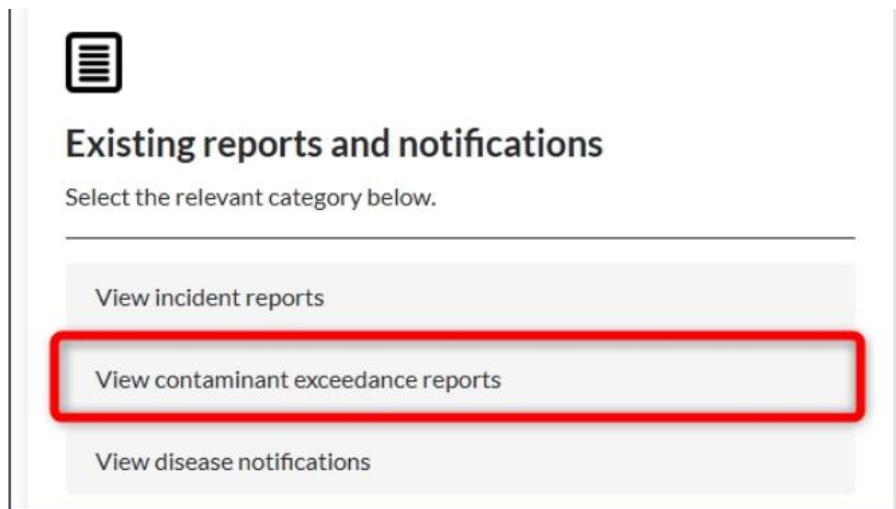
1. Select **Reporting & Notifications** from the toolbar, then **View existing reports and notifications**.



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2. Select **View contaminant exceedance reports**.



Existing reports and notifications

Select the relevant category below.

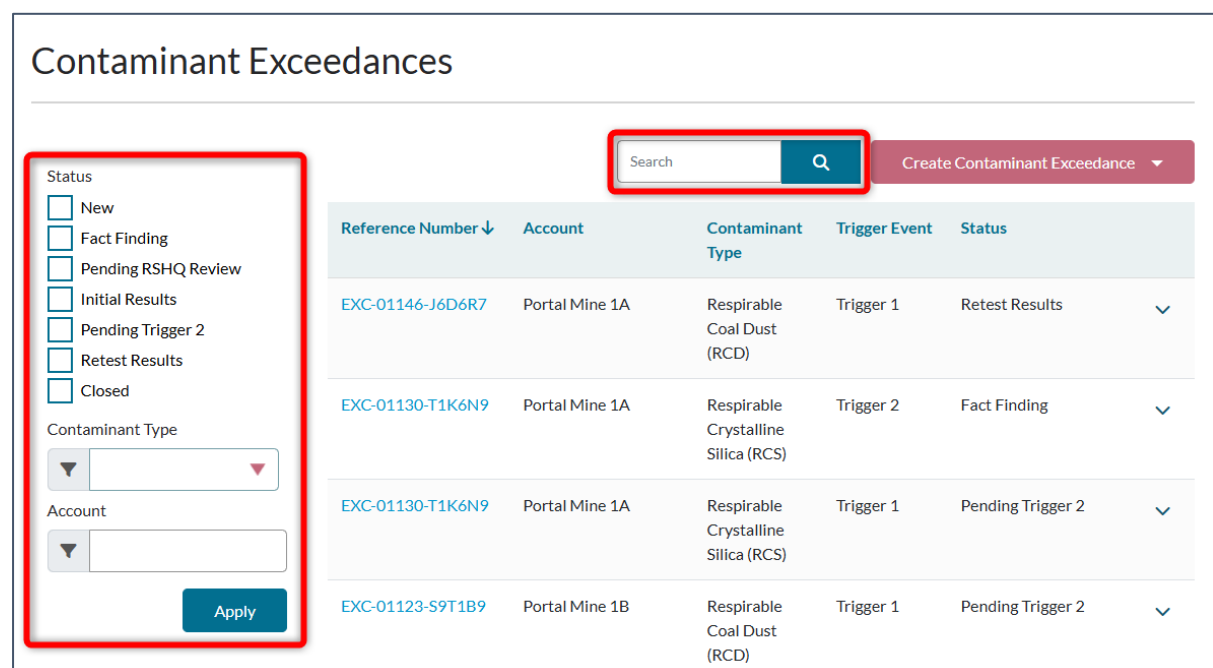
- View incident reports
- View contaminant exceedance reports**
- View disease notifications

3. The **Contaminant Exceedances** page will display where you can view existing entries or create a new one.

Locate the relevant incident record by either using the filters on the left side of the screen, or by entering the entire incident number into the search field and pressing Enter.

Note that Exceedance events previously submitted and moved to the **Analysis** stage will have a **Status of Fact Finding**.

MMQ exceedances do not have a **Trigger Event** classification. This is specific to Coal mines.



Contaminant Exceedances

Reference Number ↓	Account	Contaminant Type	Trigger Event	Status
EXC-01146-J6D6R7	Portal Mine 1A	Respirable Coal Dust (RCD)	Trigger 1	Retest Results
EXC-01130-T1K6N9	Portal Mine 1A	Respirable Crystalline Silica (RCS)	Trigger 2	Fact Finding
EXC-01130-T1K6N9	Portal Mine 1A	Respirable Crystalline Silica (RCS)	Trigger 1	Pending Trigger 2
EXC-01123-S9T1B9	Portal Mine 1B	Respirable Coal Dust (RCD)	Trigger 1	Pending Trigger 2

Status

☐ New

☐ Fact Finding

☐ Pending RSHQ Review

☐ Initial Results

☐ Pending Trigger 2

☐ Retest Results

☐ Closed

Contaminant Type

▼ ▼

Account

▼ ▼

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- Open the incident case by clicking the blue incident **Reference Number**.

Contaminant Exceedances

Status
☐ New
☒ Fact Finding
☐ Pending RSHQ Review
☐ Initial Results
☐ Pending Trigger 2
☐ Retest Results

Reference Number ↓	Account	Contaminant Type	Trig
EXC-01157-S7N2P0	123 Mineral Mine Group	Respirable Dust	

- The **Contaminant Exceedance Notification** will display.

The **Account Name** and **Event** fields will auto-populate and be locked.

Notification ✓
Analysis

Account details

Account Name *
123 Mineral Mine Group

Event
Coal dust underground

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6. Provide a detailed **Summary of Investigation** undertaken capturing any actions taken, causes, and controls identified to prevent a reoccurrence of the exceedance event.

Note: Please refer to QGL02 – Guideline for management of respirable dust in Queensland mineral mines and quarries for guidance on the minimum requirements to identify the cause of the exceedance and actions to prevent a reoccurrence.

Summary of Investigation

7. Click **Add** to create a **Cause** record. Note that if there is more than one cause, each will need to be added separately.

Identify what caused the incident to occur?

Add

Cause ↑

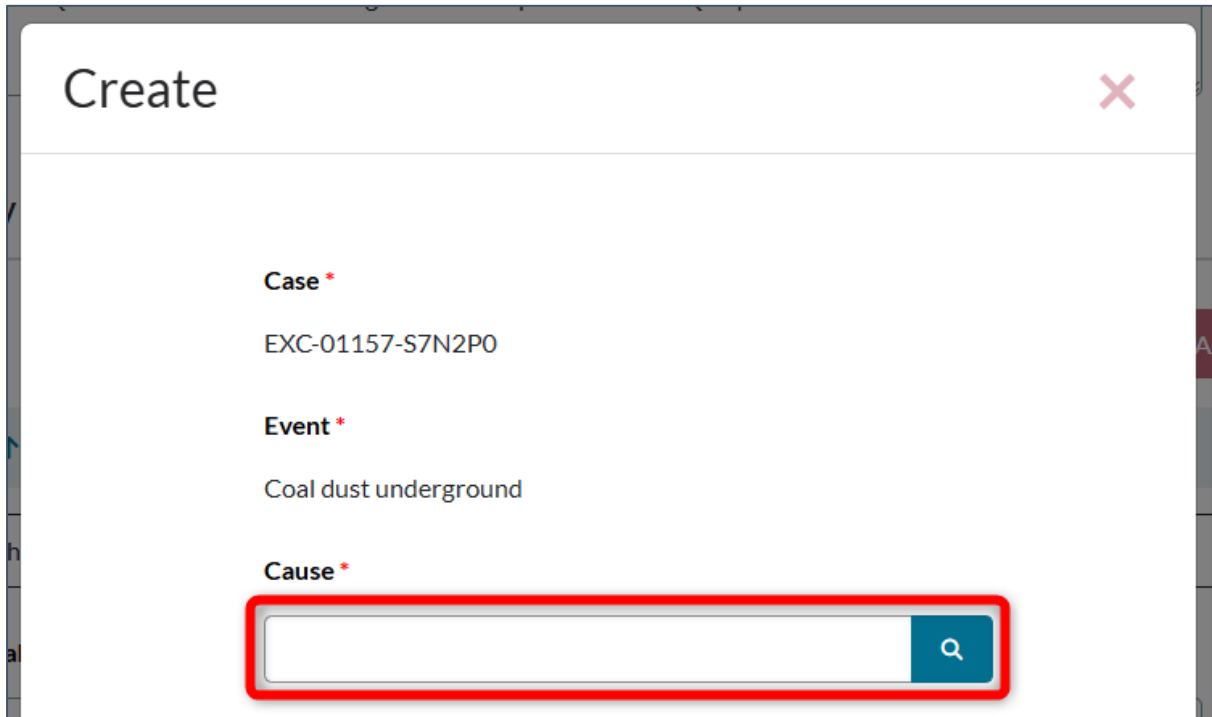
ⓘ There are no records to display.

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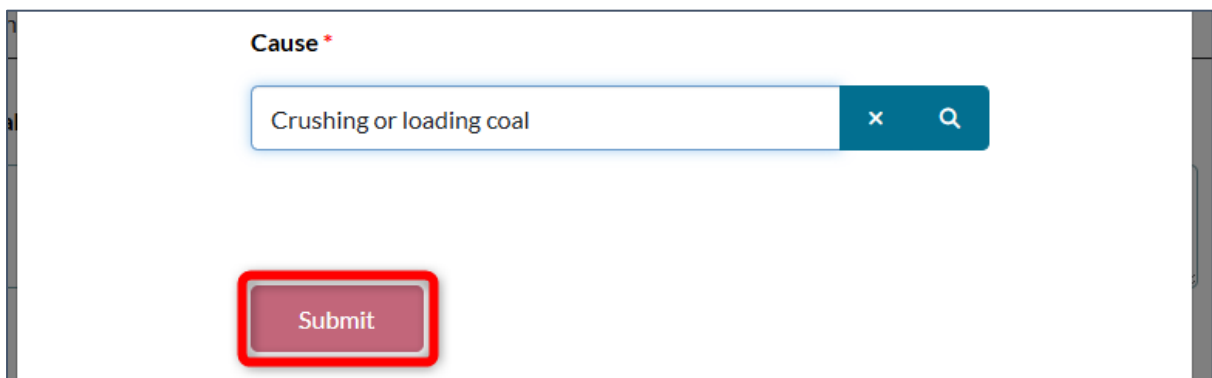
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8. A **Create** pop up box will display.

Select the relevant **Cause**. **Causes** available for selection will be contextualised to the previously selected **Event**. You can refer to the **Incident analysis data tool** (using a separate browser window) to determine which **Causes** are available for selection.



9. Click **Submit**.



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10. The **Cause** will display.

If you wish to remove a **Cause**, click on the chevron to the right of the **Cause** and select **Remove**.

Add as many causes as relevant.

Identify what caused the incident to occur?

Crushing or loading coal

Add

▼

Remove

11. Enter details of **additional causes** that were not available for selection from the look-up records into the free-text box.

Additional Causes

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12. Add any controls that were ineffective by selecting **Add Mitigating Control** or **Add Preventative Control**. Ineffective controls are controls already in place that failed to prevent the incident occurring or minimise risks following the event.

These lists of controls are specific to the **Topic** and **Event** category selected. Note that fields marked with a red asterisk (*) are mandatory and must be completed. You cannot proceed to the next stage if mandatory fields have not been completed.

You can refer to the **Incident analysis data tool** (using a separate browser window) to determine which **Controls** are available for selection.

What controls were ineffective?

Add Mitigating Control
Add Preventative Control

Control ↑	Control Type
<div> There are no records to display. </div>	

13. Add as many ineffective controls as required.

To update or remove an **Ineffective Control**, select the relevant dropdown arrow, then select **Update** or **Remove** to make your changes.

Identify Ineffective controls?

Add Mitigating Control
Add Preventative Control

Control	Control Type	
Position people to minimise exposure to the contaminant	Mitigating	<div> <div> Remove </div> </div>

14. Enter details of **additional ineffective controls** that were not available for selection from the lookup records into the free-text box.

Additional Ineffective Control(s)

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15. The next section involves the identification and entry of **Causational Factors**. There are five categories: **Organisational**, **Equipment**, **Environmental**, **Supervision** and **Human**.

Add contributing factors by selecting the respective **causational factor** button.

What factors may have contributed to the incident?

☰ All Causational Factors ▼

Add Organisational Factors Add Equipment Factors Add Environmental Factors Add Supervision Factors

Add Human Factors

Name ↑	Factor Type
! There are no records to display.	

16. Add as many **Causational Factors** as required.

To view specific **Causational Factors** submitted, click the chevron beside **All Causational Factors** and select the specific category you want to view from the dropdown list.

☰ All Causational Factors ▼

All Causational Factors Add Equipment Factors Add Environmental Factors Add Supervision Factors

Organisational Factors

Supervision Factors

Equipment Factors

Environmental Factors on with equipment and activity

Human Factors rt of the maintenance strategy

Factor Type
Equipment
Human Factors
Organisational

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17. If you have identified **Additional Causational Factor(s)** that are not available for selection from the dropdown menus, provide details in the **Additional Causational Factor(s)** text box. Include the **Causational Factor**, as well as the **Factor Type**.

Are there any additional causational factors?

Provide details of any additional causational factors not available from the lookup menu in the previous question.

18. Add **controls that are going to be implemented** by clicking **Add**. The controls will be listed as **Preventative** and **Mitigating** control types in relation to the **Event**. These controls will be specific to the **Topic** and **Event** category selected.

If there is more than one **New or Modified Control** relating to the event, each will need to be added separately.

What controls are going to be implemented?

Add

Name ↑	Hierarchy of Control	Control Implementation Date	Barrier to Implementation	Control Type (Control)
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">!</div> <div>There are no records to display.</div> </div>				

19. A **Create** pop up will display. Select the relevant control. If the control you have identified is not available in the lookup records, select **Other – Please specify**.

Case *

EXC-01157-S7N2P0

Event *

Coal dust underground

What control will be implemented? *

Add each preventative and mitigating control separately.

Q

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20. You will now be asked to answer a set of questions in relation to the **New or Modified Control**. Please answer as many of these questions as possible as these responses help us to provide you with data in relation to the types of controls implemented across industry.

Describe the process you will follow to implement this identified control.

What control will be implemented? *

Add each preventative and mitigating control separately.



Describe how the control will be implemented?

21. Describe how you will ensure that this control remains effective.

Describe what process will be implemented to ensure control effectiveness?

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22. Describe what interim control/s will be implemented in the event this control cannot be implemented immediately.

What interim controls will be put in place if there is a delay in control implementation?

23. Indicate if this is a **New or Modified Control**.

Is this a new or modified control? *

☐ New ☐ Modified

24. Select where this **Control** sits in the **Hierarchy of Controls**.

Where does this control fall within the hierarchy of controls?

Select ▼

25. Enter the proposed date of implementation for this control.

When are the new or modified controls going to be implemented?

DD/MM/YYYY 

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26. If there is an **impediment preventing the implementation of this control**, select which impediment is the most significant from the lookup records.

Is there any impediment preventing implementation of this control?

Select ▼

27. Click **Submit**.

Is there any impediment preventing implementation of this control?

No barriers to implementation ▼

Submit

28. The new or modified control will display.

To update or remove a **Control**, click on the chevron to the right of the **Control Type** and select **Update / Remove** to make changes.

What controls are going to be implemented?

					Add
Dust education program (New)	Administrative	28/11/2025	No barriers to implementation	Mitigating	▼
					Update Remove

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29. Tick the checkbox if you need to update any part of your **SHMS** (this includes risk assessments, procedures, checklists or other documentation) and select the **date** that you plan to complete the update by.

Update SHMS (or documentation)?

☐

Tick the checkbox if your SHMS (or documentation) needs to be updated with these new controls

If Yes, when?

Enter the date in the format DD/MM/YYYY or select using the calendar icon.

DD/MM/YYYY



30. Describe how **changes to the SHMS** have been communicated to your workers.

How have the changes been communicated to your workers?

Provide details of the methods used to communicate changes to your workers, for e.g. training, toolbox talk etc

31. Attach any documents relevant to this incident. Include a copy of your investigation report, the sample record sheet completed by the individual sampled, and any other relevant files.

Attachments

Upload

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
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There are no records to display.

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32. Review the content of the exceedance analysis for accuracy and make any necessary edits.

33. Click **Save**, then **Submit** to finalise the submission.

Attachments

Upload

Name ↑	Description	Document Type	File Type	File Size (mb)	Link
Incident report.docx	Investigation report	Investigation report	docx	0.02	Download

Previous

Save

Submit

34. A **Submitted Successfully** notification will appear.

[Home](#) > [Contaminant Exceedances](#) > **Submitted Successfully**

 Contaminant Exceedance MMQ Successfully Submitted

Information for both the **Notification** and **Analysis** pages will be locked and no longer editable.

The exceedance **Status** will appear as **Pending RSHQ Review** until it has been reviewed by an inspector.

Contaminant Exceedances

Status

☐ New
 ☐ Fact Finding
 ☐ Pending RSHQ Review
 ☐ Initial Results
 ☐ Pending Trigger 2
 ☐ Retest Results

Search

Q

Create Contaminant Exceedance ▾

Reference Number ↓	Account	Contaminant Type	Trigger Event	Status
EXC-01157-S7N2P0	123 Mineral Mine Group	Respirable Dust		Pending RSHQ Review