



Your reference: Regional Inspector of Coal Mines - North

4 February 2022

Dear site senior executive,

The Coal Mine Inspectorate are reviewing the accuracy of our database of high potential incidents and serious accidents notified during the calendar year 2021.

To that end, I am requesting each site senior executive provide, in excel format, a summary report of all incidents, (all accidents, incidents, first aid treatments resulting from work related matters, including those notified as HPIs and serious accidents) recorded at the mine in the 2021 calendar year.

Nominal headings anticipated to be appropriate for the data are:

Site Entity	Event ID	Date of Event	Incident Title	Classification	Department	Incident Summary	Validator	Site Investigation ID
Mine Name	I12345	20/1/2021	Vehicle Collision at CHPP	Collision	Operations	Light vehicle collision with parked dozer.....	F W Smith	NB1234

Inspectors will be making enquiries during their inspections on progress with providing this data.

If an Inspector has already requested this data from you during a recent inspection, my apologies for doubling up.

Thank you for your assistance with this important work.

If you have any questions, Regional Inspector of Coal Mines, Stephen Smith, will be pleased to assist you and can be contacted on 0436 658 225.

Yours sincerely

Stephen Smith

Regional Inspector of Coal Mines - North