

RSHQ Guideline

Keeping compliant safety and health census records

Mining and Quarrying Safety and Health Regulation 2017

Coal Mining Safety and Health Regulation 2017

Safety and Health Fee Unit/RSHQ Corporate

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Disclaimer

This Guideline may be subject to updates. To ensure you have the latest version, check the website: [Mines and explosives safety and health fee and census | Business Queensland](#)

This publication has been compiled by the Safety and Health Fee Unit of Resources Safety and Health Queensland.

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Purpose

This document provides a guideline for the collection and storage of records used to complete the mines and explosives safety and health fee census (M&E fee census). The responsible person must keep the records in a way that —

- (a) enables the responsible person to give the CEO the records within 14 days after the CEO asks for the records; and
- (b) enables the CEO to easily verify the accuracy of the information included in the safety and health census.

This guideline applies to the:

- responsible person for a coal mine who is required to give the CEO a M&E fee census.
- responsible person for a mine or quarry who is required to give the CEO a M&E fee census.

This document is issued in accordance with:

- [section 11DC](#) of the Mining and Quarrying Safety and Health Regulation 2017
- [section 12FC](#) of the Coal Mining Safety and Health Regulation 2017

Background

Census reporting requirements and payment of the mines and explosives safety and health fee (M&E fee) apply to certain operations regulated by the *Coal Mining Safety and Health Act 1999* and the *Mining and Quarrying Safety and Health Act 1999*. Liable entities are required to complete the M&E fee census, reporting the number of workers employed during the reporting period. This information is used to calculate the M&E fee for each liable entity.

Resources Safety and Health Queensland (RSHQ), as the safety regulator, requires accurate worker numbers to assess the workforce size of each operation and manage resources effectively to ensure fair distribution of costs for safety and health services. In accordance with legislation¹, liable entities are required to maintain a record keeping system for this information.

¹ section 11DC of the Mining and Quarrying Safety and Health Regulation 2017

¹section 12FC of the Coal Mining Safety and Health Regulation 2017

Introduction

It is important to understand your record-keeping obligations for the M&E fee census so you can make sure you have appropriate systems and procedures in place to record the data required.

Your record-keeping system can be digital or manual, but we recommend a digital system where possible. You must also keep a current set of work instructions that describes how the information is used to calculate the worker numbers reported on the M&E fee census.

You may already be keeping some of this information as a requirement for the Australian Tax Office. Further information can be found at [Employment and payroll records | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/ATO/your-support/articles/0-60017-1).

Census Form Reporting Requirements

The information you are required to report on the census form is required in two formats:

- hours worked and,
- worker numbers.

The next steps provide information on what you are required to report and suggestions for how to collect the information.

Section 2- Total Hours worked for the reporting period

Section 2 on the M&E fee census is where you are required to report the total hours worked by **all** individuals who have been onsite during the reporting period. This is regardless of how many hours they were on site; their hours must be included in this total. This information should easily be able to be collated from the hours of individual workers who have worked in the reporting period. The data is split into day shift and night shift hours. If possible, the data set should list the names of each person and how many hours they worked in the period.

2: Total hours worked Fields marked with * are required

Instructions

This section asks you to provide total hours worked for this reporting period.

This is the hours worked by **all** individuals who worked within the boundary of the Mine or Quarry site for the selected reporting period. **i**

Total hours worked in a reporting period are split between day shifts and night shifts. Day shift hours are worked between **6:00 a.m. and 6:00 p.m.** and night shift hours are worked between **6:00 p.m. and 6:00 a.m.**

If no workers have been on the site in the reporting period, report '0'.

Hours worked

Day shift total hours *

Night shift total hours *

Total hours worked

How to collect hours worked

For the purpose of the safety and health fee census, you are required to record and capture the actual hours worked by each of your employees. You can record your employee hours via a payroll system, on a manually updated spreadsheet or on a swipe card system. Employee hours may differ, or they may work the same hours each week, depending on the nature of the work. Manual methods are prone to error and can also be lost.

The collection method should:

- ✓ record start and finish times for each employee
- ✓ have individual rows of data for each employee
- ✓ be saved in a central location
- ✓ have fields and columns that can be curated into a report to provide to RSHQ
- ✓ Have a two person check of the data at some point in the process of collection and also when entering data into the M&E census form

You must also be able to provide RSHQ with the instructions used to collect the information from the system and prove how many hours each worker was on site each week. You can use your payroll data to assist you with this, but remember that the hours you are reporting on the census form should only relate to the hours worked within the boundary of the site and should not include hours worked by workers who are employed off site.

[Record My Hours app - Fair Work Ombudsman](#)

Section 3 - Workers numbers

This section is where all workers who have worked within the boundary of the site during the reporting period, should be reported. This includes workers who were engaged in production, maintenance, construction, administration, or exploration activities.

It is separated into two categories:

Section 3a- Full Time Employees

Section 3a is where you are required to report *full time workers*. These are workers who are classified as direct employees on your payroll as a 'headcount one'. You can use a payroll system or spreadsheet to record each employee and what type of employee they are. To be counted as a full-time employee, the worker should have worked full time on site. The safety and health fee census uses 500 hours per quarter as the guide for a full-time worker. Workers who are full time on the payroll but have not worked full time on site should not be counted or reported in Section 3a.

	A	B	C	D	E
1	Employee Number	Employee Name	Department	Total Days	Total Hours
2	75335	John Smith	BUSINESS ANALYSIS	5	08:26:42

3: Worker numbers

Fields marked with * are required


Instructions

Please supply worker information for individuals who carried out work **within the boundary of the Mine or Quarry site**. 

Report workers under one of two categories:

- Full-time workers (Section **3a**)
- Non-full-time workers and contractors (Section **3b**)

3a Full-time workers

Full-time workers are classified as full-time on your payroll and who have worked 500 hours or more on site during this reporting period. 

Enter the number of **full-time workers** in the reporting period. Enter as whole numbers only, without decimal points.

Surface full-time workers

Male workers *

Female workers *

Underground full-time workers

Male workers *

Female workers *

Section 3b- non-full-time workers and contractors.

Section 3b is where you are required to report the **hours** worked by *non-full-time workers*. These are workers who did not work full-time at the site, during the reporting period.

Examples of non-full-time workers and contractors:

- Casual or part-time employees;
- Maintenance workers;
- Consultants, designers, other service providers;
- All other workers not classified as full-time workers; and Workers who are full-time on your payroll that have worked less than 500 hours at the site during the reporting period (e.g. a worker who works at multiple sites).

Report the total hours of all workers who worked on site in the reporting period and who are not recorded in Section 3a.

3b Non-full-time workers and contractors

Non-full-time workers are those workers who did not work full-time at this site, working less than 500 hours during the reporting period.

All contractors, and their employees, are to be included in this section, regardless of the hours worked.

Unpaid workers, working within the boundary of the mine/quarry site, are to be included in this section also.

Examples of non-full-time workers and contractors:

- Casual or part-time employees;
- Maintenance workers;
- Consultants, designers, other service providers;
- All other workers **not classified as full-time workers**; and
- Workers who are **full-time** on your payroll that have **worked less than 500 hours at the site during the reporting period** (e.g. a worker who works at multiple sites).

Add the **hours** together of all workers who worked in the reporting period and **who are not recorded in Section 3a**. Populate the fields below.

Note: The calculated number of non-full-time workers and contractors is automatically calculated and displayed below when you enter the total number of hours. For quarterly submissions, each 500 hours is assessed as one full-time **equivalent** worker.

Examples of financial records your company should keep

- Payroll records
- Timesheet data
- Financial statements
- General ledgers and journals
- Bank statements
- Sales and debtor records
- Invoices and statements received and paid.

In the event that a staff member who completes the M&E fee census data leaves your organisation, these instructions should ensure that any other staff member in the same or similar role will also be able to compile the census data and show how *previous data submissions were compiled*.