

Requirement

A list of all coal mine workers (CMW) must be submitted to Coal Services by 30 September each calendar year, as defined in Order 45:

The requirement to provide coal mine workers list means by 30 September each calendar year, the person conducting a business or undertaking who has employed a coal mine worker in the previous 12 months, must provide to Coal Services, in the form provided by Coal Services, a list containing the full name, date of birth, position, risk category, similar exposure group, commencement date, and termination date where applicable.

Purpose

CS Health uses submitted CMW lists to plan and allocate Health Assessment appointments for the following year. Accurate workforce data is critical to allocating resources.

CS Health will also use this information to assist your business with Order 45 compliance, including providing updated Health Assessment due dates and supporting your workforce planning.

Who must be included?

Include:

- all current coal mine workers who have carried out work for your business or undertaking in the previous 12 months
- former coal mine workers who carried out work for your business or undertaking within the previous 12 months
- NSW coal mine workers **only**.

Do not include:

- office-based or administrative workers who do not meet the definition of a coal mine worker.
- workers outside the NSW coal industry e.g. hard rock or interstate workers.

Coal mine worker definition

A coal mine worker is a person who carries out work at a coal mine or coal handling preparation plant (CHPP) for a person conducting a business or undertaking (PCBU).

The requirement for health monitoring in the NSW coal industry depends on the frequency, duration, and likelihood of a coal mine worker's exposure to airborne contaminants, hazardous chemicals, and/or occupational noise.

It does not include a person who works in an environment in which they are not exposed to airborne contaminant, hazardous chemicals, and/or occupational noise unless the person has previously worked in an area of a coal mine or coal handling preparation plant in which they were exposed to airborne contaminant, hazardous chemicals, and/or occupational noise.

A worker would generally not be considered a coal mine worker for the purposes of health monitoring under Order 45 if the person conducting a business or undertaking (PCBU) determines that:

- exposure to airborne contaminants and hazardous chemicals is rare; or
- exposure to airborne contaminants and hazardous chemicals is unlikely and the duration of the work onsite is occasional.

For a worker who ceases working in a position/role after a period of regular exposure, it is recommended that they continue attending Order 45 Health assessment for lung screening every 3 years, for 10 years.



CMW List template - field by field guide

Given Name & Surname	Enter the worker's name exactly as it appears on identification documents. Do not use nicknames instead of legal names.
Date of Birth	Required format DD/MM/YYYY
Position/Role	Enter the worker's primary position or role. This is the position/role listed on the workers' Health Assessment.
CSH SEG Code	Enter the appropriate CS Health Similar Exposure Group (SEG) code. If workers fall into multiple SEG codes, select the SEG with the highest exposure.
Risk Category	Enter the risk category that the CMW position or (role) is classified as, ensuring it aligns with the position. More information on risk categories can be found here https://www.coalservices.com.au/health/order-45/risk-categories/ Contractors - ensure the risk category aligns with host site categorisation if applicable.
Commencement Date	Enter the date the worker commenced employment or commenced work for your business.
Termination Date	Complete this field only if the worker has ceased employment within the last 12 months.

Submission tips

Before submitting:

- confirm all relevant coal mine workers are included
- check spelling of names
- verify dates are correct
- confirm all fields have been completed
- ensure terminated workers are included where applicable
- confirm SEG codes align with the worker's primary position
- save the file in the original Excel format.

More information

Please contact
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