

# MMQ 'How to' Guide to submit occupational hygiene data

This guide explains 'how to' submit respirable dust and respirable crystalline silica data to the Department of Natural Resources, Mines and Energy (DNRME) Mines Inspectorate.

Before commencing, please note the following:

- The provided spreadsheet for entering your respirable dust and respirable crystalline silica (RCS) data contains mandatory fields. If you do not complete all mandatory fields, the spreadsheet will be rejected.
- Corrections can be made to a specific sample by resubmitting the entire spreadsheet.
- All fields are mandatory unless specified otherwise.
- Format of the excel spreadsheet must remain as 'text'

Resubmitting a spreadsheet will overwrite the previous spreadsheet submitted.

## Section 1: Company Details (first tab of spreadsheet)

Columns A to G are mandatory. If you do not complete all of these columns, your submission will be rejected and the data you attempt to submit will not be received. Example provided below for Section 1 details.

### Company name

Do not vary the spelling of your company's name across submissions. Always use the same spelling, punctuation or abbreviation style for all submissions.

### Mine site

Do not vary the spelling of your mine site's name across submissions. Always use the same spelling, punctuation or abbreviation style for each spreadsheet submitted.

### Mine ID

Make sure the correct mine ID is entered each time. This will be cross-referenced against the company name and mine site. If you do not know the sites unique mine ID, please email [QLDMinesInspectorate@dnrme.qld.gov.au](mailto:QLDMinesInspectorate@dnrme.qld.gov.au) This is in format of MI and 5 numerical digits. E.g. M1XXXXX

### Primary and secondary contact and email

A valid email address is needed for both the primary and secondary contacts.

If submission data needs to be clarified, or if the submission is rejected or accepted, it will be sent electronically to these contacts.

	A	B	C	D	E	F	G
1	Company	Mine site	Mine ID (MIXXXXX)	Primary contact	Primary contact email	Secondary contact	Secondary contact email
2	ABC Mining	ABC Mine site	MI12345	Jon Smith	<a href="mailto:jon.smith@abcmining.com.au">jon.smith@abcmining.com.au</a>	Tom Smith	<a href="mailto:tom.smith@abcmining.com.au">tom.smith@abcmining.com.au</a>
3							

## Section 2: Respirable dust and quartz (second tab of spreadsheet)

There are 22 columns in this section. These columns are all mandatory.

If all mandatory columns are not completed correctly, the submission will be rejected and returned to the primary and secondary contacts for correction.

Examples provided in images for each section details.

### Date

You must enter the date that the sample was taken. This must be the date the worker was monitored.

The date **MUST** be entered in the format: DD/MM/YYYY. The format of the excel cell must remain as text not date format.

Date sampled  
(dd/mm/yyyy)

02/07/2018

### Unique sample identifier (USI)

This should be a combination of the mine ID and a unique identifier for each sample, such as a filter number, sample ID and hygiene provider ID.

Important: No two samples can ever share the same USI in the database.

If your site uses more than one hygiene provider, it is important to use a USI that differentiates between the providers, as well as a unique sample ID.

Because there are many mining organisations and sites in Queensland, and only a limited number of hygiene providers, it is important to use a USI that is unlikely to be used elsewhere, now or in the future, either by your organisation or another. For this reason, DNRME recommends the following approach:

Mine ID + a hygiene provider ID + a unique ID for each sample (e.g. MIxxxxOH12345/01F4567)

Unique Sample ID (free text)

MI12345OH12345/01F4567

Note: This number will be used to identify a specific sample to avoid duplications. In the case of the one spreadsheet that may have been submitted twice or if a detail relating to that sample is revised the most recently submitted format that contains that specific unique sample identifier will override previous submissions.

If you don't know your site's unique mine ID, please email [QLDMinesInspectorate@dnrme.qld.gov.au](mailto:QLDMinesInspectorate@dnrme.qld.gov.au)

### Type of employment

Employment types are standardised and can be found in the drop-down lists under the column heading – they include employee, contractor, labour hire.

Type of Employment  
(select from list)

Employee

Contractor

Labour Hire

## Work week hours

For the week of work that the sampling was performed what were the hours worked for the worker. This must be in hours.

Work week hours  
(hrs) e.g. 40, 60  
(free text)

55

## DNRME Reporting Classes

The MMQ Mines Inspectorate has released a list of reporting classes that sites similar exposure groups (SEGs) are to be mapped to. Most sites and providers of hygiene services are well versed in similar exposure groups (SEGs). These MUST be used when entering data in the spreadsheet.

The reporting classes will be reviewed periodically and they do not relinquish the responsibility of sites to establish their own similar exposure groups based on their unique site processes and procedures. DNRME reporting classes are to be used for reporting purposes only.

You can find the most current reporting classes on the DNRM webpage – available at webpage titled “Recognised standards, guidelines and guidance notes”

<https://www.business.qld.gov.au/industries/mining-energy-water/resources/safety-health/mining/legislation-standards/recognised-standards> Only those reporting classes listed will be permitted when submitting the data. The entire approved format will be rejected should these not be used. It is understood that some workers may conduct tasks across different SEGs/reporting classes during one monitoring period. It is requested that the workers dominant SEG/reporting class be listed for the worker for that day.

There are 2 columns which must be completed. Column G is an overarching classification and column H is the subset for that classification. Both columns must be completed.

F	G	H
Work week hours (hrs) e.g. 40, 60 (free text)	DNRME Reporting Class (select from list)	DNRME Reporting Class (select
55	Open_cut_Surface_operations Underground_Operations Processing Support	

F	G	H	I
Work week hours (hrs) e.g. 40, 60 (free text)	DNRME Reporting Class (select from list)	DNRME Reporting Class (select from list)	Worker Primary Activity (free text)
55	Open_cut_Surface_operations	Surface/development/dozer Surface/development/scrapper Surface/development/excavator Surface/development/rubber tyred loader Surface/development/truck Surface/development/blasting/drill Surface/development/blasting/charge up Surface/production/excavator	

## Worker primary activity and worker secondary activity

The worker primary activity is what the worker did for the majority of their shift. Any other activity/task can be added as worker secondary activity.

Both columns are free text entries. You are welcome to provide as much information as needed.

Worker Primary Activity (free text)	Worker Secondary Activity (free text)
boilermaker	maintenance
crusher plant operator	crusher plant operator
weighbridge operator	weighbridge operator
loader operator	loader driver
pug mill operator	crusher plant operator

An example may be – Loader operator, water cart operator. Both columns are to be completed. If there is no secondary activity then entry shall be the word Nil.

### Shift duration

Shift Duration (mins) (free text)
480
600
720
720

This must be a numerical value and it must be entered in minutes. No text should be entered in this cell.

### Sample run time

This must be a numerical value and must be entered in minutes.

If there is a sampler fail and a run time can't be recorded, a '0' can be entered in the sample run time column, with a reason why the sampler failed entered in column labelled "If sample invalid - comment (select from list)". All invalid reasons are standardised and are to be selected from the drop down list, no other entries will be accepted.

K	L	M	N	O	P
Shift Duration (mins) (free text)	Sample Run Time (mins) (free text)	Respirable Dust Concentration (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL Respirable Dust (mg/m <sup>3</sup> ) (free text)	If sample invalid - comment (select from list)	Respirable Crystalline Silica (mg/m <sup>3</sup> ) (free text)
480	320				
600	553				
720	706				
720	0	Invalid			
				Damage to filter / sample head	
				Failed post flow	
				Flow Fault	
				Pump damaged	
				Pump failure	
				Pump not collected / returned	
				Short run time	
				Voided by lab	

### Respirable dust concentration

This must be recorded in mg/m<sup>3</sup>. If the sample is invalid ensure the word *Invalid* is recorded in the cell. If this is the case then a reason for why the sample is invalid must be recorded in the corresponding comments column. Failure to do this will result in the sheet being rejected.

A less than < figure will be accepted. E.g. <0.01

If the sample wasn't analysed for dust, then 'Not Analysed' will be accepted in the respirable dust concentration column.

Numerical, <, Invalid, Not Analysed - will be the only accepted terms in the concentration column.

Shift Duration (mins) (free text)	Sample Run Time (mins) (free text)	Respirable Dust Concentration (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL Respirable Dust (mg/m <sup>3</sup> ) (free text)	If sample invalid - comment (select from list)	Respirable Crystalline Silica (mg/m <sup>3</sup> ) (free text)
480	320	<0.01	5		
600	553	3.28	4		
720	706	Not Analysed			
720	0	Invalid		Flow Fault	

## Shift adjusted OEL

This must apply to that sample recorded on that day. Refer to Guideline for Management of Respirable Crystalline Silica in Queensland Mineral Mines and Quarries: Appendix 7.

### If sample invalid – comment

If a respirable dust concentration is deemed to be invalid, a reason must be given in the corresponding invalid column.

All invalid reasons are standardised. These can be found in the drop down lists under the column headings.

No other entry type is permitted. Free text in this column will result in the spreadsheet being rejected.

K	L	M	N	O
Shift Duration (mins) (free text)	Sample Run Time (mins) (free text)	Respirable Dust Concentration (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL Respirable Dust (mg/m <sup>3</sup> ) (free text)	If sample invalid - comment (select from list)
480	320	<0.01	5	
600	553	3.28	4	
720	706	Not Analysed		
720	0	Invalid		Flow Fault
				Flow Fault
				Pump damaged
				Pump failure
				Pump not collected / returned
				Short run time
				Voided by lab
				Sample head detached from tubing
				Filter overloaded

## Respirable crystalline silica (quartz) concentration

This must be recorded in mg/m<sup>3</sup>. If the sample is invalid ensure *Invalid* is recorded in the cell. If this is the case then a reason for why the sample is invalid must be recorded in the corresponding comments column. Failure to do this will result in the sheet being rejected.

A less than < figure will be accepted. E.g. <0.01

Numerical, <, Invalid, will be the only accepted terms in the concentration columns. Example below.

### Shift adjusted OEL

This must apply to that sample recorded on that day.

M	N	O	P	Q	R
Respirable Dust Concentration (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL Respirable Dust (mg/m <sup>3</sup> ) (free text)	If sample invalid - comment (select from list)	Respirable Crystalline Silica (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL RCS (mg/m <sup>3</sup> ) (free text)	OEL Adjustment method (AIOH modified Quebec model recommended in QGL02) (select from list)
<0.01	5		<0.01	0.1	
3.28	4		0.06	0.080	
Not Analysed			0.03	0.067	Brief and Scala - Daily exposure
Invalid		Flow Fault	Invalid		Brief and Scala - Weekly exposure
					AIOH modified Quebec model
					OSHA Model
					Quebec model
					Pharmacokinetic Model - Hickey and Reist
					Nil

## OEL adjustment method

All inputs in these columns are standardised. These can be found in the drop down lists under the column headings.

No other entry type is permitted. Free text in this column will result in the spreadsheet being rejected. See example above.

### If sample invalid – comment

If a RCS concentration is deemed to be invalid, a reason must be given in the corresponding invalid column.

All invalid reasons are standardised. These can be found in the drop down lists under the column headings.

No other entry type is permitted. Free text in this column will result in the spreadsheet being rejected.

O	P	Q	R	S
If sample invalid - comment (select from list)	Respirable Crystalline Silica (mg/m <sup>3</sup> ) (free text)	Shift adjusted OEL RCS (mg/m <sup>3</sup> ) (free text)	OEL Adjustment method (AIQH modified Quebec model recommended in QGL02) (select from list)	If sample invalid - comment (select from list)
	<0.01	0.1		
	0.06	0.080		
	0.03	0.067		
Flow Fault	Invalid			
				Damage to filter / sample head
				Failed post flow
				Flow Fault
				Pump damaged
				Pump failure
				Pump not collected / returned
				Short run time
				Voided by lab

### Respiratory protection worn and type of RPE

All inputs in these columns are standardised. These can be found in the drop down lists under the column headings.

No other entry type is permitted. Free text in this column will result in the spreadsheet being rejected.

T	U	Spe
Respiratory protection worn? (select from list)	Type of RPE (select from list)	
Worn all shift		
Worn for part of shift	P1 half face disposable mask	
Not worn	P2 half face disposable mask	
Not reported	P3 half face disposable mask	
	Not worn	
	Not reported	
	PAPR	
	PAPR and half face	
	P1 half face non-disposable mask	

### Specify corrective actions if exceedance of any type

This column is free text entry. You are welcome to provide as much information as needed. This column is mandatory only if RCS result is an exceedance.

### Sampler flow rate (average) L/min

This must be a numerical value and must be entered in litres per minute. Example 3.0

### Sampler Type

Sampler types are standardised and can be found in the drop-down lists under the column heading – they include SKC, Casella, and Other – specify in Comments column V. Detail any sampling changes in Column V.

K	L	R
Sampler flow rate (average) L/min	Sampler Type	(m
	SKC	
	Casella	
	Other - specify in Comme	

### Submitting your spreadsheet

When you have populated your spreadsheet with site information please save it using the naming format/convention below so that it will be recognised by our system:

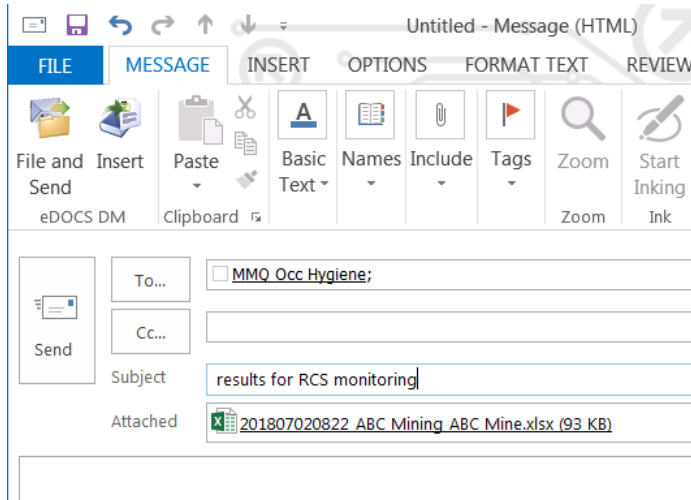
YYYYMMDD\_company\_site

File name: 20181018\_ABC Mining\_ABC Mine

Save as type: Excel Workbook

Email the completed spreadsheet as an excel file to:

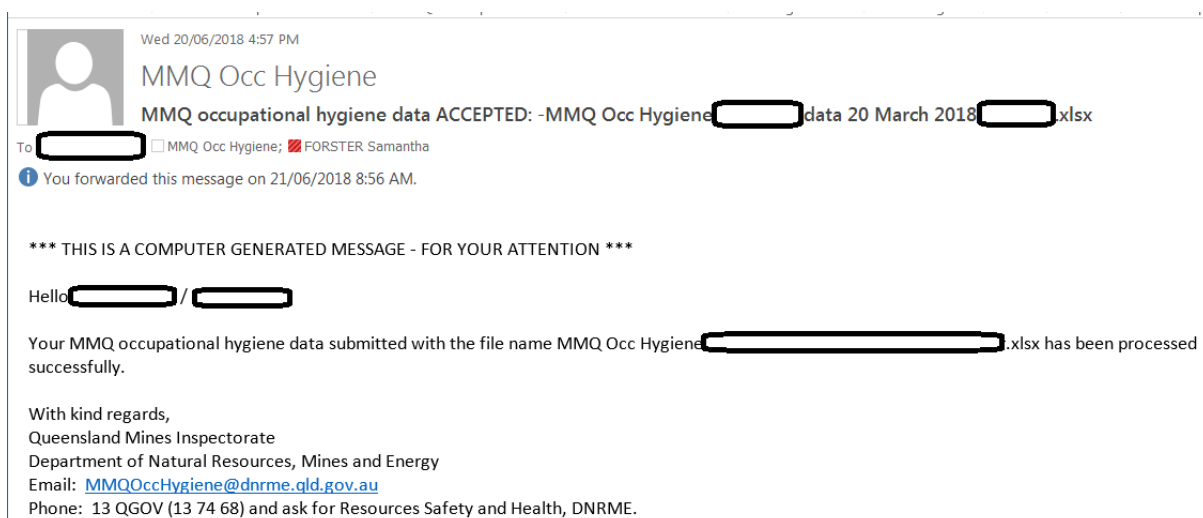
[MMQOccHygiene@dnrme.qld.gov.au](mailto:MMQOccHygiene@dnrme.qld.gov.au)



If all mandatory fields are not completed, the spreadsheet will be rejected and returned to the Primary and Secondary Contacts provided. Correct the errors and make sure all mandatory fields are completed before resubmitting the entire spreadsheet. Examples below of emails for successful and unsuccessful submission of data.

If you have any questions about completing your spreadsheet please email [QLDMinesInspectorate@dnrme.qld.gov.au](mailto:QLDMinesInspectorate@dnrme.qld.gov.au)

Example of email generated upon successful submission of data



## Example of email generated upon failed submission of data

Send To...  
Cc...  
Subject: FW: MMQ occupational hygiene data file has failed validation [REDACTED] data.xlsx  
Attached: [REDACTED] data.xlsx (99 KB); Resp Dust & Qtz\_error.csv (16 KB)

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From: MMQ Occ Hygiene  
Sent: Wednesday, 6 June 2018 3:03 PM  
To: MMQ Occ Hygiene <MMQOccHygiene@dnrme.qld.gov.au>; FORSTER Samantha <Samantha.Forster@dnrme.qld.gov.au>  
Subject: MMQ occupational hygiene data file has failed validation - XXXXXXXX.xlsx

\*\*\* THIS IS A COMPUTER GENERATED MESSAGE - FOR YOUR ATTENTION \*\*\*

Hello XXXXXXXX / [XXXXXXXX@XXXX.com.au](mailto:XXXXXXXX@XXXX.com.au)

Your Occupational Hygiene Data submitted with the file name XXXXXXXX.xlsx' cannot be processed and has been rejected. The reason for this rejection is attached in \_error.csv file(s) attached.

Please follow the instructions below to correct and re-submit.

- Open the error files attached to this email (All files with the word error lists the errors in your data file).
- Make the necessary amendments to your data file.
- Save the updated data file. Make sure the title of your data file reflects the date that it will be re-submitted. For example: YYYYMMDDHHMM\_company\_site\_quarter1.xlsx
- Send the entire updated data file: MMQOccHygiene@dnrme.qld.gov.au · You will receive confirmation that your file has been submitted and accepted.

Please note:

- All errors identified in the rejection file must be corrected in your data file before it can be re-submitted.
- Ensure all mandatory fields have been completed. (refer to the 'How to submit xxx occupational hygiene data' instructions), making particular note that all fields in the xlsx file must be formatted as text, except the date column.
- When re-submitting your Occupational Hygiene Data spreadsheet, you must submit the entire file. Do not submit the amended areas only.

For clarification or further information about completing the [REDACTED] Occupation Hygiene Data spreadsheet please contact:  
Phone: 13 QGOV (13 74 68) and ask for Mine Safety and Health, DNRME.

With kind regards,  
Mine Safety and Health