

This form can be used as the “Notice in Writing” and contains the basic information for reportable incident as noted in **Section 53 of the OHS Act** and **Section 21(5) of the Regulations for Mines and Mining Plants**. Companies may use their own report but the information requested below should be provided as a minimum. Please send your report to your local MOL office. There is a guideline available on “Notices”.

<b>1. Company:</b>	
<b>2. Mine or Plant:</b>	<b>3. Date of Occurrence:</b> <div style="text-align: right;">MM/DD/YY</div>
<b>4. Time of Occurrence:</b> <div style="text-align: right;">AM <input type="checkbox"/> PM <input type="checkbox"/></div>	
<b>5. Type of Operation:</b>	
<input type="checkbox"/> Underground Mine <input type="checkbox"/> Surface Plant <input type="checkbox"/> Sand or Gravel Pit <input type="checkbox"/> Open Pit <input type="checkbox"/> Quarry  <input type="checkbox"/> Other (specify)	
<b>6. Type of Occurrence:</b> {Note that <b>SEPARATE FORMS</b> are to be used for <b>VEHICLE FIRES</b> and <b>ROCK MOVEMENT</b> }	
<input type="checkbox"/> EQUIPMENT FAILURE or DAMAGE <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> EXPLOSIONS <input type="checkbox"/> EXPLOSIVES  <input type="checkbox"/> FLAMMABLE GAS <input type="checkbox"/> HOISTING (Shaft, etc) <input type="checkbox"/> INRUSH (Water or Material) <input type="checkbox"/> VEHICLES  <input type="checkbox"/> MISCELLANEOUS	
<b>7. Location of Occurrence in Mine or Plant:</b>	
<b>8. Injuries and Damage:</b>	
<b>9. Summary of Occurrence:</b>	
<b>10. Reasons for Occurrence:</b>	
<b>11. Corrective Measures Taken:</b>	
<b>12. Description of Equipment and Conditions:</b>	
<b>13. Worker Representative:</b>	<b>14. Company Representative:</b>
<b>15. Time Ministry of Labour Notified:</b> <div style="text-align: right;">AM <input type="checkbox"/> PM <input type="checkbox"/></div>	<b>16. Date of this Notice:</b> <div style="text-align: right;">MM/DD/YY</div>