



Department of Local Government,
Industry Regulation and Safety



Health and Hygiene Sampling Bulk Lodgement

Accessing and uploading data into SRS

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1 Glossary

Term / Acronym	Meaning
DMP	Department of Mines and Petroleum
OSH	Occupational Safety and Health
SRS	Safety Regulation System
XML	eXtensible Markup Language

2 Background

The Work Health and Safety (Mines) Regulations 2022 requires the Western Australia mining industry to carry out, amongst other things, airborne contaminant monitoring, biological monitoring and noise control. Results are to be reported to the WorkSafe Mines Safety group within the Department.

The health and hygiene data that is submitted to WorkSafe Mines Safety is used to:

- Assess mine workers' exposure to airborne contaminants, biological agents and noise on a regular basis;
- Analyse collected data to identify high risk areas or groups at the earliest opportunity;
- Enable appropriate and timely corrective action to be taken in order to safeguard the health and well-being of mine workers; and
- Provide data for future epidemiological studies.

Since 1977, atmospheric sample results submitted to the department were recorded on a computerised system known as the Atmospheric Contaminant Monitoring System (CONTAM). Biological samples and noise dosimetry results were recorded in MineHealth.

In 2012, the department undertook a pilot program with a small number of mining companies to enable the bulk submission of validated data in an electronic file format (XML) via the Safety Regulation System (SRS) into CONTAM. This project has proven successful in stream lining processes, reducing the amount of time spent on data entry and retiring efforts in double-handling data.

In 2017, SRS was enhanced to include a new health and hygiene sampling module, replacing CONTAM and MineHealth, which builds on the pilot program and additionally allows for the bulk submission of biological samples and noise dosimetry results.

In April 2018, further enhancements were made to the bulk submission process to allow for lodgement of PEAK and STEL samples.

In July 2018, the bulk submission process was enhanced further to allow for the lodgement of samples via an Excel template.

3 Introduction

A number of industry users produce high volumes of sampling data and require a means of submitting this data as a bulk load. The department has developed functionality within SRS which caters for this need. This document details the security access required, plus instructions on how to navigate through the steps to upload your file in SRS.

4 Accessing SRS bulk upload functionality

Appropriate security access is required to access the bulk lodgement functionality within SRS. Details on the required access and how it may be obtained are detailed in Appendix A - Accessing SRS.

5 Uploading data to SRS

To navigate through the steps on how to upload your XML or Excel file to SRS, refer to Appendix B - Creating a New Bulk Lodgement for a step-by-step guide.

6 Using the Excel template for bulk upload

For details on how to use the Excel template to bulk upload data into SRS, refer to Appendix C - Using the Excel template for bulk upload.

7 Preparing an XML Bulk Upload file

For details on how to prepare an XML file to bulk upload data into SRS, refer to Appendix D - Preparing an XML Bulk Upload file. File schema details and examples are available to assist with this process.

8 Reference codes required for XML and Excel files

Both the XML and Excel files require reference codes to be used for equipment, location, occupation, agents, sample timing and personal protective equipment (PPE). Refer to Appendix E - Reference codes required for XML and Excel files for the latest list.

9 Further Information

Further information can be found by accessing the [department's website](#)

Alternatively, you can contact the SRS Manager via the following details:

Contact: Hygiene Manager

Address: Lvl 2, 1 Adelaide Tce, East Perth, WA 6004

Postal Address: Mineral House, 100 Plain Street, East Perth, WA 6004

Telephone: (08) 9358 8001 (option 2)

Email: SRSHygieneManager@lgirs.wa.gov.au

APPENDICES

i. Appendix A - Accessing SRS

The nominated industry user(s) must firstly register for a Department online systems account. Once registered, the user is granted the required security roles within SRS.

1 Online Systems Registration

For help to register an online systems account or update an existing account visit the [department's website](#).

2 Security for SRS

SRS allows for up to three Company Administrator roles to be granted for each <Business Area> and <Sub System> and <Type> combination for a Site. The Company Administrator role allows for the administration of Company Administrators and Company Representatives for a site.

The Company Representative role allows for a user to lodge a submission but does not have the authority to change the access for themselves or other users. Users that require the Company Representative role can request this access through their Company Administrator.

An Industry user who has the SRS security role of Company Administrator and / or Company Representative for the following criteria can log onto SRS and submit individual samples:

- Submitting Company
- Submitting Site (not applicable for exploration operations)
- SRS Sub System: Health and Hygiene
- Type: Sampling

An Industry user who has the SRS security role of Company Administrator and / or Company Representative for the following criteria can log onto SRS and submit samples via bulk lodgement and/or submit individual samples:

- Submitting Company
- Submitting Site (not applicable for exploration operations)
- SRS Sub System: Health and Hygiene
- Type: Sampling and Bulk Upload

ii. Appendix B - Creating a New Bulk Lodgement

To create and submit a new bulk lodgement within SRS, the Industry Representative must complete the following steps:

- 1) Log into SRS with a valid account. The account will require access to the Health and Hygiene subsystem.

Start by signing into SRS via the following URL: <http://www.dmp.wa.gov.au/launch/srs>

Sampling data is entered via the Health and Hygiene subsystem.

- 2) Navigate to the Health and Hygiene subsystem.
- 3) Create a new bulk lodgement:
 - a) **Reporting Details** - verify the company and submitter details.
 - b) **Bulk Lodgement** - attach an XML (.xml) or Excel (.xlsx) file and optionally provide a comment.
 - c) **Review** - any issues with the file will be displayed and must be resolved before submission can proceed.
 - d) **Submit** - the file is submitted for processing by clicking the <Submit> button.
- 4) A separate sample record is created in SRS for each sample detailed within the file.
- 5) All samples that don't have an exceedance will automatically be set to "Accepted".
- 6) All samples where an exceedance exists will be subject to a declaration. Declaration details may be specified within the file (refer to Appendix A for technical details), alternatively, where an exceedance is detected, in the absence of a declaration, an SRS task will be created for the industry user to complete "Exceedance Investigation Details" following the lodgement.

Step-by-step instructions are detailed below:

The Bulk Lodgement tab displays a list of all bulk files that have been uploaded and allows for new bulk samples to be lodged.

Summary

Health and Hygiene

Bulk Lodgement

Individual Samples







Exceedance Actions

New

Bulk Lodgement

☒ All ☐ Incomplete ☐ Accepted

Sample Batches

	Reference ID	Company	Lodged	Sample Status
	CS-119-004989	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	24/10/2017	Accepted
	CS-380-004991	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	24/10/2017	Accepted
	CS-981-004992	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	24/10/2017	Accepted
	CS-124-004993	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	24/10/2017	Accepted
	CS-225-004994	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	24/10/2017	Accepted
	CS-325-005036	003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2	25/10/2017	Accepted

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To lodge a new bulk lodgement:

- 1) Click <New>.

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete

1. Reporting Details * Denotes Mandatory

Company Details

Company*: 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

Form Completed By

Surname: FIRTH Given Name(s): Mark ex26116
 Position: Project Manager
 Phone: +61 8 9222 0506 Mobile: +61 413 547 007
 Fax: 9222 3110 Email: mark.firth@dmp.wa.gov.au

Previous Next

- 2) Select the company you are lodging the samples for. The list of companies is security dependant and will only contain companies the current user has access to.
- 3) The Form Completed By details are automatically populated with the details of the current users.
- 4) Click <Next>.

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

2. Bulk Lodgement * Denotes Mandatory

Sample Batch

Please upload your file to be submitted.

Attach file...

Optional Comment

Previous Next

- 5) Click <Attach file...> and browse for the XML or Excel file to be uploaded.
 - a. Please note: If attaching an Excel file, only the Excel template provided by the department can be used
- 6) Comments can be optionally entered.
- 7) Click <Next>.
- 8) The file will be validated. If any issues have been detected they will be displayed as either error messages or warnings.

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

1. Reporting Details 2. Bulk Lodgement

3. Review 4. Submit

Related Communication

Related Item

History

3. Review

* Denotes Mandatory

Any issues listed below need to be resolved before the Bulk Lodgement can be submitted. Click on the relevant step to correct the details.

Bulk Lodgement

- (Error) : (Atmospheric!W3) - Sampling Equipment Code 'C2' is not valid for Agent Code 'INH'
- (Error) : (Atmospheric!AE10) - Unit of Measurement has been entered incorrectly. It should be 'mg/m3' instead of 'fml'
- (Error) : (Noise!Y10) - PPE Type 'OTH' is invalid

Previous Next

- 9) All errors must be resolved before the file will be processed in SRS.
- 10) Warning messages can either be corrected or ignored.
- 11) To resolve an error:
 - a. Click on <Bulk Lodgement>.
 - b. The name of the uploaded file will be displayed along with an option to delete. Click <Delete>.

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

1. Reporting Details 2. Bulk Lodgement

3. Review 4. Submit

2. Bulk Lodgement

* Denotes Mandatory

Sample Batch

Please upload your file to be submitted.

Test File - Atmospheric - No Exceedance.xml (8 KB) Delete

Optional Comment

Previous Next

- c. Modify the file to resolve the errors. Note: This may require updating data in your health surveillance system first and then generating a new XML or Excel file.
 - d. Repeat steps 5 – 9 until all errors have been resolved.
- 12) When there are no errors or warnings, the Review step will display the following:

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

1. Reporting Details ☒ 2. Bulk Lodgement ☒ 3. Review ☒ 4. Submit ☐

3. Review

* Denotes Mandatory

Review

Any issues listed below need to be resolved before the Bulk Lodgement can be submitted. Click on the relevant step to correct the details.

The Bulk Lodgement has no errors or warnings

Previous Next

13) Click <Next>.

Bulk Lodgement Health and Hygiene

REFERENCE ID: CS-537-000486 | Status: Incomplete 003110 - SRS TESTING PRODUCTION - EXPLN & MINING v2

1. Reporting Details ☒ 2. Bulk Lodgement ☒ 3. Review ☒ 4. Submit ☐

4. Submit

* Denotes Mandatory

Submit Samples

Submit

Previous Next

14) Click <Submit>.

15) The following actions will take place:

- a. The status of the Bulk Lodgement record will be changed from "Incomplete" to "Accepted".
- b. For each sample record specified in the file, an Individual Sample record will be created in SRS.
- c. All samples that don't have an exceedance will automatically be set to "Accepted". No further action is required for these samples.
- d. All samples that have an exceedance and no declaration, will automatically be set to "Industry Response Required". A task will be created for the industry user to provide declaration details. Where a declaration question has a "no" response, an Exceedance investigation is created to obtain further details and contributing factors for the exceedance.
- e. All samples that have an exceedance and a declaration with one or more "no" responses will automatically create a task for Exceedance Investigation within SRS.
- f. The Bulk Lodgement page will be displayed.

iii. Appendix C - Using the Excel template for bulk upload

Refer to the guide: Refer to the guide: **02 - Using the Excel template for bulk upload.pdf**.

iv. Appendix D - Preparing an XML Bulk Upload file

Refer to the guide: **03 - Preparing an XML Bulk Upload file.pdf**.

v. Appendix E - Reference codes required for XML and Excel files

All codes can be found in the following document:

[Safety Regulation System \(SRS\) health and hygiene code index.](#)

Alternatively, there is an Excel spreadsheet, SRS - Health and Hygiene Codes.xlsx, which is located in the directory **03 - Reference Data**.