

## **ABSTRACT**

THE FOLLOWING IS A SUMMARY OF THE LEGAL REQUIREMENTS (PER MSHA REGULATIONS) FOR POSTING AND DOCUMENTATION. THESE ARE THE MINIMUM REQUIREMENTS AT EACH PLANT, AND DO NOT INCLUDE ALL OF THE IN-HOUSE DOCUMENTATION UTILIZED BY MOST COMPANYS.

PLANT FILES SHOULD BE REVIEWED PERIODICALLY TO ASSURE COMPLIANCE.

IF A PROBLEM EXISTS, PLEASE NOTIFY THE TACA SAFETY COMMITTEE.

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## **BULLETIN BOARD**

Requirement:	ACT – Sec. 101 (e)
Type of Record:	Proposed mandatory safety standard or regulation.
Frequency of Record Keeping:	Post on receipt
Length of Retention:	Maintain thru one round of shifts

## **POSTING OF PROPOSED STANDARDS**

**Federal Mine Safety & Health Act of 1977,  
Public Law 91-173,  
As amended by Public Law 95-164**

**Sec. 101 (e)** - The Secretary shall send a copy of every proposed mandatory health or safety standard or regulation at the time of publication in the Federal Register to the operator of each coal or other mine and the representative of the miners at such mine and such copy shall be immediately posted on the bulletin board of the mine by the operator or his agent, but failure to receive such notice shall not relieve anyone of the obligation to comply with such standard or regulation.

Requirement:	ACT – Sec. 109(a)
Type of Record:	Office, office sign, and bulletin board
Frequency of Record Keeping:	Mandatory at all times
Length of Retention:	Must be posted for at least one round of shifts.

## **POSTING OF ORDERS AND DECISIONS**

### **Federal Mine Safety & Health Act of 1977, Public Law 91-173, As amended by Public Law 95-164**

**SEC. 109.** (a) At each coal or other mine there shall be maintained an office with a conspicuous sign designating it as the office of such mine. There shall be a bulletin board at such office or located at a conspicuous place near an entrance of such mine, in such manner that orders, citations, notices and decisions required by law or regulation to be posted, may be posted thereon, and be easily visible to all persons desiring to read them, and be protected against damage by weather and against unauthorized removal. A copy of any order, citation, notice or decision required by this Act to be given to an operator shall be delivered to the office of the affected mine, and a copy shall be immediately posted on the bulletin board of such mine by the operator or his agent.

Requirement:	Standards - 30CFR § 40.2 & § 40.4
Type of Record:	Any written document
Online Filing	<a href="http://www.msha.gov/forms/elawsforms/MineRep.htm">http://www.msha.gov/forms/elawsforms/MineRep.htm</a>
Frequency of Record Keeping:	As received
Length of Retention:	Most current
	Note: Must be posted on bulletin board

## **POSTING OF INFORMATION – REPRESENTATIVE OF MINERS**

### **30CFR § 40.2 Requirements**

- (a) A representative of miners shall file with the Mine Safety and Health Administration District Manager for the district in which the mine is located the information required by 40.3 of the part. Concurrently, a copy of this information shall be provided to the operator of the mine by the representative of miners.

### **30CFR § 40.4 Posting at mine**

A copy of the information provided the operator pursuant to § 40.3 of this part shall be posted upon receipt by the operator on the mine bulletin board and maintained in a current status.

## LEGAL IDENTITY REPORT

Requirement:	Standards - 30CFR § 41.20
Type of Record:	MSHA 2000-7
Online Filing	<a href="http://www.msha.gov/forms/elawsforms/2000-7.htm">http://www.msha.gov/forms/elawsforms/2000-7.htm</a>
Frequency of Record Keeping:	No later than 30 days after the occurrence of any change in the information required.
Length of Retention:	Most current

### SUBPART C – Operator’s Report to the Mine Safety and Health Administration

#### 30CFR § 41.20 Legal Identity Report

Each operator of a coal or other mine shall file notification of legal identity and every change thereof with the appropriate district manager of the Mine Safety and Health Administration by properly completing, mailing, or otherwise delivering form 2000-7 "legal identity report" which shall be provided by the Mine Safety and Health Administration for this purpose. If additional space is required, the operator may use a separate sheet or sheets.

You must mail copies 1 and 2 of the completed form to your local MSHA office (MSHA South Central District Office, 1100 Commerce Street, Room 462, Dallas, TX 75242-0499).  
You should maintain copy 3 for your records

#### MSHA Program Policy Manual [PART 41](#) .... Notification of Legal Identity

##### III. [41-1](#) Assignment of Independent Contractor and Mine Identification Numbers

These are general guidelines for the assignment of new identification numbers and will apply to the majority of operations. Individual circumstances may arise where district personnel will have to decide on a case-by-case basis whether operations are related or independent for the purpose of assigning identification numbers.

When assigning a new mine identification number, a check should be made to ensure that the number is being assigned to a new mine and not an existing mine that has only undergone a change of ownership, name, or status.

**For coal mines:** Preparation plants that receive coal from only one underground or surface mine, and are located on the same property as that mine, shall share the mine's identification number and shall not be assigned a separate number. Preparation plants that share mine property with a surface or underground mine, but process coal from other mines, are to be given separate identification numbers. Coal preparation plants that are not located on the same property as a surface or underground mine are considered to be centrally located facilities and are to have separate identification numbers.

Each underground mine and each surface mine shall have separate identification numbers. Thus, a new mine identification number must be assigned to a mine going from surface to underground mining, or vice versa.

**For metal and nonmetal mines:** Even if more than one ore body is being mined, only one identification number shall be assigned at a property where all mining is being conducted by a single operator.

Milling operations that receive ores from more than one mine are considered to be centrally located facilities and are given separate identification numbers. Milling operations that receive ores from an underground or a surface mine on the same property may be assigned a separate identification number or may share the same identification number as the mine. (Note: Milling operations that receive ores from an underground mine on the same property or nearby are to be inspected at least four times a year along with the mine, regardless of whether they are under the same identification number or separate identification numbers.)

**For independent contractors:** The last paragraph of Section 45.3 of this volume stipulates that "Each independent contractor who has an identification number uses it on all job sites." This means that each independent contractor is assigned *only one* identification number to be used on any and all job sites.

### **III. 41-2 Portable Operations**

When a mine operator has a portable plant which operates in several different locations, the mine identification number is to be assigned to the plant only and not to the pit. Mine operators will need to submit only one legal identification form for each portable plant. Quarterly employment information will be reported on one /forms/elawsforms/7000-2.htm Form 7000-2, regardless of the number of pits the plant may operate during the quarter. For administrative purposes, the portable plant will be given one permanent mine name (for example, ABC Plant #1) even though it might be operating in different locations during the course of the year. The operator will use the home office address on the legal identification form. This will be the address for all MSHA- related correspondence.

Consistent with other surface mining entities, the portable plant will receive inspections in accordance with the statutory schedule. Such inspections are expected to occur at locations where the portable plant is functioning.

Metal and nonmetal operators of portable plants should be reminded that 30 CFR [56.1000](#) requires notification to MSHA when a move is made from one pit to another. Since a number of the portable plants may move from the jurisdiction of one MSHA field office, subdistrict or district to another, it is important that MSHA personnel keep the receiving office advised of the location of the plant.

## **INDEPENDENT CONTRACTOR REGISTER**

Requirement:	Standard 30CFR § 45.4
Type of Record:	Any written document
Frequency of Record Keeping:	Unspecified – Must be “current”
Length of Retention:	Most Current

### **30CFR § 45.4 Independent Contractor Register**

(b) Each production-operator shall maintain in writing at the mine the information required by paragraph (a) of this section for each independent contractor at the mine. The production-operator shall make this information available to any authorized representative of the Secretary upon request.

### **Program Policy Manual 45.4 Independent Contractor Register**

30 CFR 45.4(a) requires independent contractors to provide production-operators with minimal information necessary to the conduct of an MSHA inspection. 30 CFR 45.4(b) requires production-operators to maintain this information in written form at the mine, and to make the information available to an inspector upon request.

In order to accomplish this purpose, both the independent contractor and the production-operator have responsibilities under Section 45.4(a). In the event that an independent contractor refuses to provide the production-operator with the necessary information, the contractor is subject to citation for failure to comply with Section 45.4(a). In addition, if a production-operator refuses to make the necessary information available to the inspector, he or she is subject to citation for violation of Section 45.4(b).

However, there may be instances where the information required by Section 45.4 is not immediately available due to an inadvertent omission which is quickly corrected. For example, where contracts are kept at the mine's central or headquarters office, and a particular independent contractor has begun work on the mine property without the knowledge of the local mine, the inspector should consider all factors relevant to the particular case. If the necessary information can be secured in a reasonable time, no violation for failure to keep an accurate register should be found to exist.

In all cases, it should be kept in mind that Section 45.4 is intended to give the inspector sufficient information so that a fair and efficient inspection can be made. If that information promptly is made available to the inspector so that this goal can be accomplished, then there is no violation of Section 45.4.



# ***CONTRACTOR REGISTER***

**UPDATED** \_\_\_\_\_  
**PAGE** \_\_\_\_\_ **OF** \_\_\_\_\_

\_\_\_\_\_  
**NAME OF OPERATION**

<b>CONTRACTOR ADDRESS PHONE</b>	<b>DESCRIPTION OF WORK</b>	<b>LOCATION OF PROPERTY</b>	<b>MSHA RECORD OF ADDRESS (SAME IF BLANK)</b>	<b>MSHA ID# (IF ISSUED)</b>

**A Contractor is anyone or any business contracted to perform construction or service.**

## **PART 46 TRAINING**

Requirement:	Standard 30CFR § 46.3
Type of Record:	Approved Training Plan <a href="http://www.msha.gov/TRAINING/PART46/PART46SK.DOC">http://www.msha.gov/TRAINING/PART46/PART46SK.DOC</a> (Word version) <a href="http://www.msha.gov/TRAINING/PART46/PART46SKNF.PDF">http://www.msha.gov/TRAINING/PART46/PART46SKNF.PDF</a> (PDF version)
Frequency of	
Record Keeping:	As initially submitted or revised
Length of Retention:	Most current

### **30CFR § 46.3 Training plans.**

- (a) You must develop and implement a written plan, approved by us under either paragraph (b) or (c) of this section that contains effective programs for training new miners and newly hired experienced miners, training miners for new tasks, annual refresher training, and site-specific hazard awareness training.
  
- (d) You must provide the miners' representative, if any, with a copy of the plan at least 2 weeks before the plan is implemented or, if you request MSHA approval of your plan, at least two weeks before you submit the plan to the Regional Manager for approval. At mines where no miners' representative has been designated, you must post a copy of the plan at the mine or provide a copy to each miner at least 2 weeks before you implement the plan or submit it to the regional Manager for approval.
  
- (i) You must make available at the mine a copy of the current training plan for inspection by us (MSHA) and for examination by miners and their representatives. If the training plan is not maintained at the mine, you must have the capability to provide the plan within one business day upon request by us (MSHA), miners, or their representatives.

30 CFR Part 46

# Sample Training Plan

U.S. Department of Labor  
Mine Safety and Health Administration  
National Mine Health and Safety Academy

TACA



## General Information (Cover Sheet)

*If your company operates more than one mine, there must be one plan for each mine and mine ID number. Independent contractors should list their three-digit contractor ID number if they have one. Independent contractors do not need a contractor ID number in order for their plan to be approved.*

### Company and Mine names [Section 46.3(b)(1)]

**MSHA ID #** [ \_\_\_\_\_ ]

**Company Name:** [ \_\_\_\_\_ ]

**Address:** [ \_\_\_\_\_ ]

**City, State & Code:** [ \_\_\_\_\_ ]

**Mine Name:** [ \_\_\_\_\_ ]

*The individual responsible for safety and health training at the mine is the person MSHA should contact regarding training related matters.*

### Person responsible for health and safety training at the mine (Name and Position)

[Section 46.3(b)(2)]

**Name:** [ \_\_\_\_\_ ]

**Position/Title:** [ \_\_\_\_\_ ]

Optional Information

**Phone Number:** [ \_\_\_\_\_ ]

**E-Mail:** [ \_\_\_\_\_ ]

Each training plan must list at least one competent person or organization. The competent person may work for the company, may be employed by an independent training service, or may be an instructor for a State Grants Program. If you employ a training organization, you may list the organization name and not the names of each individual person or instructor. When an organization is listed, all instructors of that organization will be included by reference and will change as the organization's staffing changes. For each person or organization, list the subject areas in which they are competent to instruct.

**Competent persons or organizations and subject areas each is competent to instruct [Section 46.3(b)(4)]:**

Name(s)	Subject(s)/Area(s)
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]

\* **All** New Miner Training & New Hired Experienced Miner Training Subject Areas Include:

- Introduction to the work environment;
- Instruction on the recognition and avoidance of electrical hazards and other hazards;
- Emergency medical procedures, escape & emergency evacuation plans & fire fighting procedures;
- Instruction on the health and safety aspects of the tasks to be assigned;
- Statutory rights of miners and their representatives under the Act;
- Responsibility of Supervisor's and Miner's Representatives;
- Rules and procedures for reporting hazards;
- Use, care and maintenance of self-rescue and respiratory devices;
- First Aid (not included in New Hired Experienced Miner Training).

\* **All** Annual Refresher Training Subject Areas Include:

- Changes at the mine that affect the miner's health or safety;
- Applicable health and safety requirements, including mandatory standards
- First Aid
- Prevention of Accidents
- Health; and
- Hazard Recognition



## New Miner Training Program

Each new miner will receive no less than 24 hours of training [Section 46.5(a)]. Miners who have not received the full 24 hours of new miner training will work under the observation of an experienced miner.

**A. Each new miner will receive the following training before the miner begins work. This training will be no less than 4 hours and will also address site-specific hazards [Section 46.5(b)]:**

### **1. Introduction to work environment, company rules and company benefits. [Section 46.5(b)(1)]**

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture      | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion   | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audio-visual |                                      |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## New Miner Training Program (cont.)

### 2. Recognition and avoidance of electrical hazards and other hazards, such as traffic patterns and control, mobile equipment, ground conditions, hazardous chemicals, confined spaces, etc. [Section 46.5(b)(2)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> lockout devices        |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 3. Emergency medical procedures; escape and emergency evacuation plans; firewarning signals and firefighting procedures [Section 46.5(b)(3)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA                                  | <input type="checkbox"/> firewarning signals and firefighting procedures |
| <input type="checkbox"/> company                               | <input type="checkbox"/> applicable regulations                          |
| <input type="checkbox"/> vendor/manufacturer                   | <input type="checkbox"/> other _____                                     |
| <input type="checkbox"/> escape and emergency evacuation plans |  |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |



## New Miner Training Program (cont.)

### 4. Health and safety aspects of the tasks to be assigned including information about the physical and health hazards of chemicals in the miner's work area, protective measures a miner can take against these hazards, and contents of the company's HazCom program. [Section 46.5(b)(4)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture                          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion                       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual                      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> practice under close observation |  |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> company             | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 5. Statutory rights of miners and their representatives [Section 46.5(b)(5)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## New Miner Training Program (cont.)

### 6. Authority and responsibilities of supervisors and miners' representatives

[Section 46.5(b)(6)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 7. Introduction to rules and procedures for reporting hazards [Section 46.5(b)(7)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> mine communication system |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____               |
| <input type="checkbox"/> company rules |  |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## New Miner Training Program (cont.)

**B. After each new miner begins work, the miner will receive the following training within 60 days [Section 46.5(c)].**

### 1. Self-rescue and respiratory devices [Section 46.5(c)(1)]

This subject is:             applicable                             not applicable

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes            to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audiovisual |  |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> training devices       |
| <input type="checkbox"/> company            | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> fit test    |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> observation      |                                      |

### 2. First aid [Section 46.5(c)(2)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes            to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audiovisual |  |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> first aid supplies     |
| <input type="checkbox"/> company            | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## **New Miner Training Program (cont.)**

**C. After each new miner begins work, the miner will receive the balance, if any, of the 24 hours of training on any other subjects that promote occupational health and safety for miners at the mine within 90 days [Section 46.5(d)].**

If other subjects will be taught based on circumstances or conditions at the mine, the “Yes” box should be checked and a completed “Other Subject(s)” page for each attached.

Yes

No

# New Miner Training Program

## C. Other Subject(s)

**Subject Title:** Practice under the close supervision of a competent person  
[Section 46.5(d)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

# Newly-Hired Experienced Miner Training Program

Each newly-hired experienced miner will receive the following training [Section 46.6(a)]. As specified below, some of the training will be given before the miner begins work; while the balance of the required training will be given within 60 days after work begins.

**A. Each newly-hired experienced miner will receive the following training before the miner begins work. This training will also address site-specific hazards [Section 46.6(b)]:**

## 1. Introduction to work environment, company rules and company benefits [Section 46.6(b)(1)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

### Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Newly-Hired Experienced Miner Training Program (cont.)

### 2. Recognition and avoidance of electrical hazards and other hazards, such as traffic patterns and control, mobile equipment, ground conditions, hazardous chemicals, confined spaces, etc. [Section 46.6(b)(2)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> lockout devices        |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 3. Emergency medical procedures; escape and emergency evacuation plans; fire-warning signals and firefighting procedures [Section 46.6(b)(3)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |   |  |
|---|--|
| <input type="checkbox"/> MSHA                                     | <input type="checkbox"/> fire-warning signals and<br>firefighting procedures |
| <input type="checkbox"/> company                                  | <input type="checkbox"/> applicable regulations                              |
| <input type="checkbox"/> vendor/manufacturer                      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> escape and emergency<br>evacuation plans |  |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Newly-Hired Experienced Miner Training Program (cont.)

### 4. Health and safety aspects of the tasks to be assigned including information about the physical and health hazards of chemicals in the miner's work area, protective measures a miner can take against these hazards, and contents of the company's HazCom program. [Section 46.6(b)(4)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes  
(see also: "Other Subjects – Practice under the close supervision...")

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> company             | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 5. Statutory rights of miners and their representatives [Section 46.6(b)(5)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |



## Newly-Hired Experienced Miner Training Program (cont.)

### 6. Authority and responsibilities of supervisors and miners' representatives [Section 46.6(b)(6)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

### 7. Introduction to rules and procedures for reporting hazards [Section 46.6(b)(7)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> mine communication system |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____               |
| <input type="checkbox"/> company rules |  |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Newly-Hired Experienced Miner Training Program (cont.)

**B. After each newly-hired experienced miner begins work, the miner will receive the following training within 60 days [Section 46.6(c)].**

### 1. Self-rescue and respiratory devices [Section 46.6(c)(1)]

This subject is:         applicable         not applicable

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes        to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> lecture      | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion   | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audio visual |  |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> training devices       |
| <input type="checkbox"/> company             | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> fit test    |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> observation      |                                      |

**C. Training may address any other subjects that promote occupational health and safety for miners [Section 46.6(e)].**

If other subjects will be taught based on circumstances or conditions at the mine, the “Yes” box should be checked and a completed “Other Subject(s)” page for each attached.

Yes                       No

**D. When a newly-hired experienced miner returns to the same mine following an absence of 12 months or less, the miner will receive training on any changes at the mine that occurred during the miner's absence that could adversely affect the miner's health or safety. This training will be given before the miner begins work at the mine. If the miner missed any part of annual refresher training under Section 46.8 during the absence, the missed training will be given within 90 days after the miner begins work at the mine [Section 46.6(f)].**

## Newly-Hired Experienced Miner Training Program (cont.)

### C. Other Subject(s)

**Subject Title:** Practice under the close supervision of a competent person

[Section 46.6(e)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## **New Task Training Program (Section 46.7)**

Each miner who is assigned to a new task in which he or she has no previous work experience will be trained in the health and safety aspects and safe work procedures specific to that new task. This training will be provided before the miner performs the new task. If a change occurs in a miner's assigned task that affects the health and safety risks encountered by the miner, the miner will be given training that addresses the change. Practice under close observation of a competent person may be used to fulfill the requirement for task training under this section [*Section 46.7(d)*].

**A. Each miner who is assigned to a new task will be trained in the health and safety aspects and safe work procedures of that new task, the physical and health hazards of chemicals in the miner's work area, protective measures a miner can take against these hazards, and contents of the company's HazCom program, before the miner performs the new task [*Section 46.7(a)*].**  
*(Each task that will require training is specified below. The competent person who will provide the training is listed in the General Information section.)*

Specified Tasks:

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---

---

---

---

---

---

---

---

---

---

If other tasks require training at the mine, the "Yes" box should be checked and a completed "Other Task(s)" page for each attached.

Yes

No

# New Task Training Program

## A.

### 1. Health and safety aspects and safe work procedures of the new task

Specify the task: [ \_\_\_\_\_ ]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture                          | <input type="checkbox"/> OJT/OJT/JSAs  |
| <input type="checkbox"/> discussion                       | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> audiovisual                      | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> practice under close observation | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company            | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> operating manuals  |   |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**B. When changes occur in a miner's assigned task that affect the health and safety risks encountered by the miner, the miner will receive training that addresses the change(s) [Section 46.7(b)].**



## New Task Training Program (cont.)

### A. Other Task(s)

#### Health and safety aspects and safe work procedures of the new task

Specify the task: \_\_\_\_\_

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture                          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion                       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual                      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> practice under close observation |  |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> OJT/JSAs               |
| <input type="checkbox"/> company            | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> operating manuals  | <input type="checkbox"/> other _____            |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Annual Refresher Training Program (Section 46.8)

Each miner will receive a minimum of 8 hours of annual refresher training at least once every 12 months [Section 46.8(a)]. The training will include instruction on changes at the mine that could adversely affect the miner's health or safety. The refresher training will also address other health and safety subjects relevant to the mine.

**A. Each miner will receive the following training** [Section 46.8(b)]

### 1. Changes at the mine that affect the miner's health or safety

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**B. Miners will also receive training in the following recommended subjects and for hazards that have accounted for the most fatalities and injuries at the mine, where appropriate** [Section 46.8(c)]

If any of the **recommended subjects** will be taught at the mine, the "Yes" box is checked and a completed "Recommended Subject(s)" page for each is attached.

- Yes                       No

If other subjects will be taught based on circumstances or conditions at the mine, the "Yes" box should be checked and a completed "Other Subject(s)" page for each attached.

- Yes                       No



## Annual Refresher Training Program (cont.)

### Recommended Subject(s)

(Check one subject from the following:)

- Applicable health and safety requirements, including mandatory standards
- Transportation controls and communication systems
- Escape and emergency evacuation plans; firewarning and firefighting
- Ground conditions and control
- Traffic patterns and control
- Working in areas of highwalls
- Water hazards, pits, and spoil banks
- Illumination and night work
- First aid
- Electrical hazards
- Prevention of accidents
- Health
- Explosives
- Respiratory devices
- Mobile equipment; conveyor systems; cranes; crushers; excavators; and dredges
- Maintenance and repair; material handling; fall prevention and protection; and working around moving objects

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

### Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

# Annual Refresher Training Program (cont.)

## Section 46.8

### Other Subject(s)

#### Subject Title:

[Section 46.8(c)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company            | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacture |   |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## **Hazard Awareness Training Program (Section 46.11)**

Site-specific hazard awareness training will be given before any person specified under this section is exposed to mine hazards [Section 46.11(a)].

This training will be given to any person who is not a miner as defined by Section 46.2 but is present at the mine site. Such persons may include, but are not limited to, office personnel, delivery workers, and customers [Section 46.11(b)]. This training will also be provided to miners, such as drillers or blasters, who move from one mine to another mine while remaining employed by the same production-operator or independent contractor [Section 46.11(c)].

Site-specific hazard awareness training is not required for any person who is accompanied at all times by an experienced miner who is familiar with hazards specific to the mine [Section 46.11(f)].

The production-operator has primary responsibility for ensuring that hazard awareness training is given to employees of independent contractors who are required to receive that training. The production-operator will provide information to each independent contractor who employs a person at the mine on site-specific mine hazards [Section 46.12(a)].

Each independent contractor who employs a miner (as defined in Section 46.2) at the mine has primary responsibility for providing new miner training, newly-hired Experienced miner training, new task training, and annual refresher training. Independent contractors will inform the production-operator of any hazards contractors may create by the performance of their work at the mine [Section 46.12(b)].

# Hazard Awareness Training Program

**A. Training will address site-specific health and safety risks. The training will include the following subjects or other special safety procedures, where appropriate [Section 46.11(d)].**

*Independent contractors who will be receiving hazard awareness training from the production-operator and will not need to provide this training to their own employees or employees of other independent contractors are not required to complete this part of the training plan.*

Contractors may check here when this part is:  not applicable.

## **1. Hazards a person may be exposed to while at the mine, including applicable emergency procedures**

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

### Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> written warnings |  |

### Course Training Materials:

- |   |  |
|---|--|
| <input type="checkbox"/> MSHA                   | <input type="checkbox"/> checklist(s)              |
| <input type="checkbox"/> company                | <input type="checkbox"/> signs and posted warnings |
| <input type="checkbox"/> vendor/manufacture     | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> company rules/policies | <input type="checkbox"/> other _____               |

### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

If other subjects will be taught to cover site-specific **health and safety risks** at the mine, the "Yes" box is checked and a completed "Health and Safety Subject(s)" page for each is attached.

Yes  No

If other subjects will be taught based on circumstances or conditions at the mine, the "Yes" box should be checked and a completed "Other Subject(s)" page for each attached.

Yes  No

## Hazard Awareness Training Program (cont.)

### Section 46.11

#### A. Health and Safety Subject(s)

(Check one subject from the following:)

- Unique geologic or environmental conditions
- Recognition and avoidance of hazards such as electrical hazards
- Powered haulage hazards
- Traffic patterns and control, and restricted areas
- Warning and evacuation signals
- Evacuation and emergency procedures
- Other special safety procedures

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

#### Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                   | <input type="checkbox"/> checklist(s)           |
| <input type="checkbox"/> company                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture     | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> company rules/policies |   |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**Hazard Awareness Training Program (cont.)**  
**Section 46.11**

**A. Other Subject(s)**

**Subject Title:**

[Section 46.11(d)]

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

**Teaching Methods:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> computer    |  |

**Course Training Materials:**

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

**Evaluation Procedures:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Hazard Awareness Training Program (cont.)

**B. Training will be provided to miners, such as drillers or blasters, who move from one mine to another mine while remaining employed by the same production-operator or independent contractor [Section 46.11(c)].**

*Independent contractors who will be receiving this training from the production-operator and will not be providing this training to employees of other independent contractors are not required to complete this part of the training plan.*

Contractors may check here when this part is:  not applicable.

### **1. Hazards a miner may be exposed to while at the mine, including applicable emergency procedures**

Approximate Time(s): \_\_\_\_\_ hours \_\_\_\_\_ minutes to \_\_\_\_\_ hours \_\_\_\_\_ minutes

#### Teaching Methods:

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour        |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> written warnings |
| <input type="checkbox"/> computer    | <input type="checkbox"/> other _____      |

#### Course Training Materials:

- |   |  |
|---|--|
| <input type="checkbox"/> MSHA                   | <input type="checkbox"/> checklist(s)              |
| <input type="checkbox"/> company                | <input type="checkbox"/> signs and posted warnings |
| <input type="checkbox"/> vendor/manufacture     | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> company rules/policies | <input type="checkbox"/> other _____               |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## RECORDS OF TRAINING

Requirement:	Standard 30CFR § 46.9
Type of Record:	MSHA 5000-23 or a form as per 30CFR § 46.9(b) <a href="http://www.msha.gov/TRAINING/PART46/PT46SKSAMPLE.doc">http://www.msha.gov/TRAINING/PART46/PT46SKSAMPLE.doc</a>
Frequency of Record Keeping:	Upon completion of employee training
Length of Retention:	Maintain copies of certificates and training records for each currently employed miner during employment, except records and certificates of annual refresher training, which must be maintained for only two years. Maintain copies of certificates and training records for at least 60 calendar days after employment termination.

### 30 CFR § 46.9 Records of training.

- (a) You must record and certify on MSHA Form 5000-23, or on a form that contains the information listed in paragraph (b) of this section, that each miner has received training required under this part.
- (b) The form must include:
- (1) The printed full name of the person trained;
  - (2) The type of training, the duration of the training, the date the training was received, the name of the competent person who provided the training;
  - (3) The name of the mine or independent contractor, MSHA mine identification number or independent contractor identification number, and location of training (if an institution, the name and address of the institution).
  - (4) The statement, "False certification is punishable under § 110(a) and (f) of the Federal Mine Safety and Health Act," printed in bold letters and in a conspicuous manner; and
  - (5) A statement signed by the person designated in the MSHA-approved training plan for the mine as responsible for health and safety training, that states "I certify that the above training has been completed."
- (c) You must make a record of training under paragraphs (b)(1) through (b)(4) of this section.
- (1) For new miner training under § [46.5](#), no later than
    - (i) when the miner begins work at the mine as required under § 46.5(b);
    - (ii) 60 calendar days after the miner begins work at the mine as required under § 46.5(c); and
    - (iii) 90 calendar days after the miner begins work at the mine as required under § 46.5(d), if applicable.
  - (2) For newly hired experienced miner training under § [46.6](#), no later than
    - (i) when the miner begins work at the mine; and
    - (ii) 60 calendar days after the miner begins work at the mine.
  - (3) Upon completion of new task training under § [46.7](#);
  - (4) After each session of annual refresher training under § [46.8](#); and
  - (5) Upon completion by miners of site-specific hazard awareness training under § [46.11](#).
- (d) You must ensure that all records of training under paragraphs (c)(1) through (c)(5) of this section are certified under paragraph (b)(5) of this section and a copy provided to the miner



- (1) Upon completion of the 24 hours of new miner training;
  - (2) Upon completion of newly hired experienced miner training;
  - (3) At least once every 12 months for new task training, or upon request by the miner, if applicable;
  - (4) Upon completion of the 8 hours of annual refresher training; and
  - (5) Upon completion by miners of site-specific hazard awareness training.
- (e) False certification that training was completed is punishable under § 110(a) and (f) of the Act.
- (f) When a miner leaves your employ, you must provide each miner with a copy of his or her training records and certificates upon request.
- (g) You must make available at the mine a copy of each miner's training records and certificates for inspection by us and for examination by miners and their representatives. If training certificates are not maintained at the mine, you must be able to provide the certificates upon request by us, miners, or their representatives.
- (h) You must maintain copies of training certificates and training records for each currently employed miner during his or her employment, except records and certificates of annual refresher training under § [46.8](#), which you must maintain for only two years. You must maintain copies of training certificates and training records for at least 60 calendar days after a miner terminates employment.
- (i) You are not required to make records under this section of site-specific hazard awareness training you provide under § [46.11](#) of this part to persons who are not miners under § [46.2](#). However, you must be able to provide evidence to us, upon request, that the training was provided, such as the training materials that are used; copies of written information distributed to persons upon their arrival at the mine; or visitor log books that indicate that training has been provided.

# NEW MINER TRAINING RECORD/CERTIFICATE

Miner's Full Name (Print) \_\_\_\_\_

Mine or Contractor Name \_\_\_\_\_ ID# \_\_\_\_\_

Subject 30 CFR Part 46.5	Course Length	Date	Competent Person	Location (Name & Address of Institution)	Miner's Initials
<i>The miner received no less than 4 hours training in the following, before beginning work:</i>					
(b)(1) Introduction to work environment, mine tour, mining method/operation					
(b)(2) Instruction on recognition and avoidance of electrical and other hazards					
(b)(3) Emergency procedures, escape, and firefighting					
(b)(4) Health and safety aspects of tasks assigned					
(b)(5) Instruction on statutory rights of miners and their representatives					
(b)(6) Authority & responsibility of supervisors and miners' representatives					
(b)(7) Introduction to your rules and procedures for reporting hazards					
<i>No later than 60 days:</i>					
(c)(1) Self-rescue, respiratory devices, if used					
(c)(2) First aid					
<i>No later than 90 days (balance of 24 hours including the following subjects):</i>					
Practice under close supervision of a competent person					

**False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act**  
 I certify that the above training has been completed

\_\_\_\_\_  
 (Signature of person responsible for health and safety training)

\_\_\_\_\_  
 (Date)

## NEWLY-HIRED EXPERIENCED MINER TRAINING RECORD/CERTIFICATE

Miner's Full Name (Print) \_\_\_\_\_

Mine or Contractor Name \_\_\_\_\_ ID# \_\_\_\_\_

Subject 30 CFR Part 46.6	Course Length	Date	Competent Person	Location (Name & Address if Institution)	Miner=s Initials
<i>The miner has received the following training before beginning work:</i>					
(b)(1) Introduction to work environment, mine tour, mining method/operation					
(b)(2) Instruction on recognition and avoidance of electrical and other hazards					
(b)(3) Emergency procedures, escape, and firefighting					
(b)(4) Health and safety aspects of tasks assigned					
(b)(5) Instruction on statutory rights of miners and their representatives					
(b)(6) Authority & responsibility of supervisors and miners' representatives					
(b)(7) Introduction to your rules and procedures for reporting hazards					
<i>No later than 60 days:</i>					
(e) Self-rescue, respiratory devices, if used					
<i>No later than 90 days:</i>					
Practice under close supervision of a competent person					

**False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act**  
I certify that the above training has been completed

\_\_\_\_\_  
(Signature of person responsible for health and safety training)

\_\_\_\_\_  
(Date)

# NEW TASK TRAINING RECORD/CERTIFICATE

Miner's Full Name (Print) \_\_\_\_\_

Mine or Contractor Name \_\_\_\_\_ ID# \_\_\_\_\_

New Task 30 CFR Part 46.7	Subject Length	Date	Competent Person	Location <small>(Name &amp; Address if Institution)</small>	Miner's Initials
<i>The miner received the following training before performing a new task, or a change occurred in an assigned task that affects health and safety risk:</i>					

**False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act**  
 I certify that the above training has been completed

\_\_\_\_\_  
 (Signature of person responsible for health and safety training) (Date)

# ANNUAL REFRESHER TRAINING RECORD/CERTIFICATE

Miner's Full Name (Print) \_\_\_\_\_

Mine or Contractor Name \_\_\_\_\_ ID# \_\_\_\_\_

Subject 30 CFR Part 46.8	Subject Length	Date	Competent Person	Location <small>(Name &amp; Address if Institution)</small>	Miner's Initials
<i>The miner received no less than 8 hours of annual refresher training in the following:</i>					
Instruction on changes at the mine that could adversely affect the miner's health or safety					
Health and safety subjects relevant to mining operations at the mine					
<i>(For recommended subjects see 46.8 (c))</i>					

**False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act**

I certify that the above training has been completed

\_\_\_\_\_  
 (Signature of person responsible for health and safety training) (Date)

## **SITE-SPECIFIC HAZARD AWARENESS TRAINING**

Requirement:	Standard 30CFR §46.11
Type of Record:	Written hazard warnings, oral instruction, signs and posted warnings, walk-around training, or other appropriate means
Frequency of Record Keeping:	As training is completed
Length of Retention:	Most current

### **30CFR § 46.11 - Site-specific hazard awareness training.**

- (a) You must provide site-specific hazard awareness training before any person specified under this section is exposed to mine hazards.
- (b) You must provide site-specific hazard awareness training, as appropriate, to any person who is not a miner as defined by § 46.2 of this part but is present at a mine site, including:  
Office or staff personnel; Scientific workers; Delivery workers; Customers, including commercial over-the-road truck drivers; Construction workers or employees of independent contractors who are not miners under § 46.2 of this part; Maintenance or service workers who do not work at the mine site for frequent or extended periods; and vendors or visitors.
- (c) You must provide miners, such as drillers or blasters, who move from one mine to another mine while remaining employed by the same production-operator or independent contractor with site-specific hazard awareness training for each mine.
- (d) Site-specific hazard awareness training is information or instructions on the hazards a person could be exposed to while at the mine, as well as applicable emergency procedures. The training must address site-specific health and safety risks, such as unique geologic or environmental conditions, recognition and avoidance of hazards such as electrical and powered-haulage hazards, traffic patterns and control, and restricted areas; and warning and evacuation signals, evacuation and emergency procedures, or other special safety procedures.
- (e) You may provide site-specific hazard awareness training through the use of written hazard warnings, oral instruction, signs and posted warnings, walk-around training, or other appropriate means that alert persons to site-specific hazards at the mine.
- (f) Site-specific hazard awareness training is not required for any person who is accompanied at all times by an experienced miner who is familiar with hazards specific to the mine site.

**SITE-SPECIFIC HAZARD AWARENESS TRAINING  
RECORD/CERTIFICATE**

**Miner's Full Name (Print)** \_\_\_\_\_

**Mine or Contractor Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Location:** \_\_\_\_\_ (mine site)

**Length of Training:** \_\_\_\_\_

**Date Training Provided:** \_\_\_\_\_

**Competent Person Providing  
the Training:** \_\_\_\_\_

**Miner's Initials:** \_\_\_\_\_

**False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety and Health Act**  
I certify that the above training has been completed

\_\_\_\_\_  
(Signature of person responsible for health and safety training )

\_\_\_\_\_  
(Date)

## **"Hazard Training"**

Persons delivering goods, performing services, collecting material, or visiting and inspecting this property, and who are not regular employees may encounter certain hazards during that time. Visitors to this property are subject to the requirements of either the Federal Mine Safety and Health Act of 1977 or the Occupational Safety and Health Act of 1971, as well as any Company Safety procedures. Visitors must be made aware of site-specific hazards and any applicable safety procedures or rules. All Contractors/Subcontractors performing services on mine properties are responsible for compliance with Part 46 of the Code of Federal Regulations (CFR 30) for Mineral Resources.

During your time on our property, observe all posted rules and regulations, including speed limits, and carefully follow all verbal instructions given by plant management or other authorized personnel. Immediately report to plant supervisory personnel any unlisted hazard you encounter. Your access is limited to designated areas. You are not cleared or trained to enter other areas of this facility.

### **HAZARDS YOU**

#### **MAY ENCOUNTER**

#### **PROCEDURE/RULES FOR AVOIDING INJURY**

- |  |  |
|--|--|
| <input type="checkbox"/> Moving Equipment                | Be alert and remain clear of moving equipment. Make sure the operator knows you are there. Be aware of any special traffic or driving hazards. Never park in front of or behind stationary equipment.  |
| <input type="checkbox"/> Power Lines                     | Note position of overhead power lines. Do not operate lifting devices within 50 feet of overhead cables.   |
| <input type="checkbox"/> Traffic Patterns                | Traffic pattern at this location is right hand unless posted otherwise.  |
| <input type="checkbox"/> Right of Way                    | Loaders, haul trucks, scrapers, and water trucks always have the right of way.   |
| <input type="checkbox"/> Moving Machinery                | Be alert and remain clear of moving machinery. Do not work around any moving machine, or perform work on any machine that has not been stopped and blocked to make it safe from movement. If the machine is powered by electricity, then the electrical power source should be off, locked-out and tagged. |
| <input type="checkbox"/> Noise                           | Wear hearing protection in posted areas and other areas if appropriate.  |
| <input type="checkbox"/> Eye Protection                  | Use goggles or face shield when chipping or grinding.  |
| <input type="checkbox"/> Tripping or Falling             | Exercise care when getting in and out of your vehicle, and when stepping over or around any obstacle. Use handrails on stairs and walkways. Use fall protection equipment where appropriate.   |
| <input type="checkbox"/> Injury from Lifting             | Use correct lifting procedures to avoid injury, and enlist aid in lifting heavy or awkward objects.  |
| <input type="checkbox"/> Falling Objects                 | Wear hard hat while in the plant area. Inspect the area above where you will be working; wear hard-toed safety shoes to protect your feet.   |
| <input type="checkbox"/> Fire or Explosion               | Do not smoke or use flame-producing devices. Obey "No Smoking or Open Flame" signs in the areas where flammables exist.  |
| <input type="checkbox"/> Welding Fumes or Engine Exhaust | Avoid areas where excessive welding fumes or engine exhausts are present until properly ventilated.  |
| <input type="checkbox"/> Tools                           | Plan your work. Always select and use the correct tool(s) for the work at hand.  |
| <input type="checkbox"/> Weather                         | Avoid working outside during extreme weather conditions such as thunderstorms, heavy rain, hail, or high winds. Make sure that snow and ice have been removed or covered with material to give a safe footing.   |
| <input type="checkbox"/> Blasting                        | Be alert and remain clear of the blasting area. Heed the warning signals.  |
| <input type="checkbox"/> Ground Control                  | Do not attempt to enter any area where unsafe ground conditions or high walls exist. Mobile equipment in unsafe areas must be moved or towed to a safe area prior to servicing.  |
| <input type="checkbox"/> Seat Belts                      | Where provided, seat belt usage is mandatory at all times while on company property.   |
| <input type="checkbox"/> Customer trucks                 | Customers must remain in their vehicles or in a designated safe area during loading.   |
| <input type="checkbox"/> Emergency                       | In the event of an emergency our designated assembly area is the Scale House.  |

Your designated work area is \_\_\_\_\_

The preceding hazard training has been discharged in accordance with our approved Training Plan. You shall fully indemnify and hold the Company and its agents harmless from any and all liability, loss or expense (including attorneys fees, expert witness fees and cost) incurred as a result of your negligence or omissions at this site.

Visitor \_\_\_\_\_ Company/ Affiliation \_\_\_\_\_

Trainer (signature) \_\_\_\_\_ Date \_\_\_\_\_



## HAZARD COMMUNICATIONS

Requirement:	Standards 30CFR §47.31 & § 47.32
Type of Record:	As specified in § 47.32
Frequency of Record Keeping:	Mandatory at all times
Length of Retention:	As long as a hazardous chemical is known to be at the mine.

### **30CFR § 47.31 Requirement for a HazCom program.**

Each operator must –

- (a) Develop and implement a written HazCom program,
- (b) Maintain it for as long as a hazardous chemical is known to be at the mine,  
and
- (c) Share relevant HazCom information with other on-site operators whose miners can be affected.

### **30CFR § 47.32 HazCom program contents.**

The HazCom program must include the following:

- (a) How this part is put into practice at the mine through the use of –
  - 1) Hazard determination,
  - 2) Labels and other forms of warning,
  - 3) Material safety data sheets (MSDSs), and
  - 4) Miner training.
- (b) A list or other record identifying all hazardous chemicals known to be at the mine. The list must –
  - 1) Use a chemical identity that permits cross-referencing between the list, a chemical's label, and its MSDS; and
  - 2) Be compiled for the whole mine or by individual work areas.

# Sample HazCom Program

**Company Name**

Address

City, State Zip

# *HazCom Program*

## ***TABLE OF CONTENTS:***

**PURPOSE**

**ACCESS**

**EMPLOYEE RESPONSIBILITY**

**DESIGNATED SPECIALIST**

**HAZARD DETERMINATION POLICY**

**MATERIAL SAFETY DATA SHEETS**

**HAZARDOUS CHEMICAL CONTAINER LABELING POLICY**

**EMPLOYEE INFORMATION AND TRAINING MATERIAL**

**CONTRACTORS**

**APPENDIX A: Chemical Inventory List**

**APPENDIX B: Sample MSDS Request**

# *HazCom Program*

## **PURPOSE:**

Company Name is committed to the principle that our employees have a right to know about hazardous chemicals in their work place so that they have the information they need to protect their health and safety.

## **ACCESS:**

This written HazCom Program is available to employees and to representatives from the Mine Safety and Health Administration (MSHA). Copies are kept permanently in Plant office.

## **EMPLOYEE RESPONSIBILITY:**

The success of the Hazard Communication Program depends upon employee cooperation. Employees should be familiar with the chemical substances used in their work area, consult the material safety data sheets (MSDS) for information concerning these chemicals, and follow the appropriate work practices that have been established to protect their health and safety.

## **DESIGNATED EMPLOYER HAZARD COMMUNICATION SPECIALISTS:**

The Title of Company Name is responsible for implementing the HazCom program.

## **HAZARD DETERMINATION POLICY:**

Company Name relies on suppliers to make the determinations required under the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard concerning the hazards of the products they sell to us. The Company in no way undertakes to verify the information provided and relies on the suppliers to provide accurate, up to date information on their products. The following points summarize steps the Company takes to implement this policy.

- A. Any substance listed in 29 C.F.R. 191 0, Subpart Z, Toxic and Hazard Substances; the Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment published by the American Conference of Government Industrial Hygienists (ACGIH), the Annual Report on Carcinogens published by the National Toxicology Program (NTP) or monographs published by the International Agency for Research on Cancer (IARC) is considered a health or physical hazard.
- B. Other chemical products used by the Company but not listed in the reports noted above are also considered hazardous when determined to present a health or physical hazard by the manufacturers of those products or the Company.
- C. Every chemical known to be present in the workplace is listed on the "Chemicals Inventory List" found in Appendix A of this written HazCom Program.

## *HazCom Program*

- D. The "Chemicals Inventory List" is updated whenever necessary to reflect accurately all the hazardous chemicals that are present in the workplace.
- E. The Title is responsible for maintaining the "Chemicals Inventory List" and obtaining MSDSs from suppliers.

### **MATERIAL SAFETY DATA SHEETS:**

#### *Material Safety Data Sheet Policy*

A material safety data sheet (MSDS) containing the information required by the 30 CFR Part 47 – HazCom Standard is kept for each substance listed on the "Chemicals Inventory List." The MSDS is the most current one supplied by the chemical manufacturer, importer, or distributor.

If the MSDS, or any information required on the MSDS, is not provided by the manufacturer or importer, the company must:

- (i) Make a written inquiry to the manufacturer or importer of the hazardous substance, asking that a complete MSDS be sent to the company.
- (ii) If prompted by a request from an employee, notify the employee in writing of the date that the inquiry was made, to whom it was made, and the response, if any, received. Providing a copy of the inquiry sent to the manufacturer, producer or seller and a copy of the response will satisfy this requirement.
- (iii) Notify the employee of the availability of the material safety data sheet after receipt of the MSDS from the producer, manufacturer or seller or provide a copy of the MSDS to the requester.

MSDSs for this location are filed in the Location. The MSDS book, and this written program are readily accessible to any employee during his or her work shift.

No hazardous material should be used in the workplace unless an MSDS has been obtained and on file.

If the Company becomes aware of new and significant health information about any hazardous material on the inventory, a revised material safety data sheet is placed in the MSDS file, and employees who handle or are exposed to the material are notified of any changes in work procedures or personal protective equipment required to protect their health and safety.

# *HazCom Program*

## **LABELING:**

- A. No hazardous chemicals are accepted for use in the Company unless the chemicals are labeled with at least the following information:

Identity of the hazardous chemical (s);

Appropriate hazard warnings; and

Name & address of the manufacturer, importer, or other responsible party.

- B. Except as provided herein, no hazardous chemical is used in the work area unless labeled with at least the following information:

Identity of the hazardous chemical (s); and appropriate hazard warnings.

- C. All labels are legible, in English, and prominently displayed on the container.

Persons with reading disabilities or language difficulties will receive individual assistance when they request information

The Title will identify persons who might or do have difficulty understanding or reading English and will give them the opportunity for personal assistance in reading this written program or any MSDS.

- D. Any hazardous chemical regulated by MSHA or OSHA in a substance-specific health standard is labeled in accordance with the requirements of that standard.

- E. The HazCom Standard does not require a label to be placed on portable containers into which hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer.

- F. Any portable container of hazardous chemicals not intended for immediate use is labeled with an appropriate in-house label containing the information specified in "B" above.

- G. Employees with questions concerning the appropriate in-house label to use when transferring a hazardous material from one container to another container should contact the work area supervisor immediately.

- H. All in-house labels are reviewed whenever necessary to update the label information and to determine whether the label conveys the appropriate hazard warnings for the material identified on the label.

- I. No label is to be defaced or removed unless the container is immediately marked with the required information. No employee should remove any label unless specifically directed to do so by his/her supervisor. Any container without a label should be reported immediately to the Title.

## *HazCom Program*

- J. The identity of the material that appears on the manufacturer's label or the in-house label is the same name used to identify the material on the "Chemicals Inventory List" and the MSDS for that substance.

### **EMPLOYEE INFORMATION AND TRAINING:**

Employees working with or potentially exposed to hazardous chemicals are appropriately informed and trained concerning the potential hazards of the chemicals to which they may be exposed.

Employee information includes:

- \* Operations in work areas where hazardous chemicals are present; and
- \* Location and availability of the written HazCom Program, required chemicals inventory list(s), and material safety data sheets.

Employee training includes:

- \* Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as visual appearance or odor of hazardous chemical when being released);
- \* Measures employees can take to protect themselves from these hazards, including specific procedures the Company has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- \* Details of the HazCom Program developed by the Company, including an explanation of the labeling systems and the material safety data sheets, and how employees can obtain and use appropriate hazard information.

This information and training is provided at the time of an employee's initial assignment to work with hazardous chemicals, whenever a new hazard is introduced into his/her work area, or when an employee is reassigned to a new work area. Training is updated periodically through Annual Refresher, Hazard Recognition Training.

Before any non-routine task is performed that could involve exposure to hazardous chemicals, plant management carefully reviews potential hazards with the employee, and prescribes appropriate work practice procedures.

Employees are informed of hazardous chemicals in unlabeled pipes, if any, and of the potential hazards involved in the event of exposure to these substances (e.g., maintenance work, system failure). The extent of information provided includes material safety data sheets and other available information as used in training employees concerning other hazards. These MSDSs are readily available in the Location.

## **CONTRACTORS:**

As part of the contractual arrangement between contractors and the Company Name, the contractor must list all hazardous chemicals that are to be used by his employees in the course of their work on Company property so that Company employees may receive the necessary information and training concerning the potential hazards of the substances to which they may be exposed. Furthermore, prior to beginning work on Company property, all contractors will be given access to the written HazCom Program. The particular hazards associated with the work area(s) will be identified. The MSDS for the relevant hazardous chemicals will be provided to the contractor and the appropriate protective measures contained therein will be highlighted for the contractor.







**SAMPLE MSDS REQUEST**

**Date:** \_\_\_\_\_

**From:** Company Name \_\_\_\_\_

**To:** (Manufacturer or Distributor Name and Address)

**Subject:** (Chemical(s) Name and ID#)

**Our company utilizes the product(s) identified above in our work operations.**

**In accordance with the provisions of the Hazard Communications Standard 29 CFR - 1926.59 we are requesting a Material Safety Data Sheet for the product(s) listed above.**

**Any additional information on the product(s) would be appreciated.**

**Please send the information requested to the following address:**

**Company Name**

**Address**

**City, State Zip**

**Attn.: Name**

**Thank you,**

**Cc: MSDS Files**

## HAZCOM LABELING

Requirement:	Standards 30CFR § 47.41 thru 44
Type of Record:	As specified
Frequency of Record Keeping:	Mandatory at all times
Length of Retention:	Current

### **30CFR § 47.41 Requirements for container labels.**

- (a) The operator must ensure that each container of a hazardous chemical has a label. If a container is tagged or marked with the appropriate information, it is labeled.
  - 1) The operator must replace a container label immediately if it is missing or if the hazard information on the label is unreadable.
  - 2) The operator must not remove or deface existing labels on containers of hazardous chemicals.
- (b) For each hazardous chemical produced at the mine, the operator must prepare a container label and update this label with any significant, new information about the chemical's hazards within 3 months of becoming aware of this information.
- (c) For each hazardous chemical brought to the mine, the operator must replace an outdated label when a revised label is received from the chemical's manufacturer or supplier. The operator is not responsible for an inaccurate label obtained from the chemical's manufacturer or supplier.

### **30CFR§ 47.42 Label contents**

When an operator must make a label, the label must –

- (a) Be prominently displayed, legible, accurate, and in English;
- (b) Display appropriate hazard warnings;
- (c) Use a chemical identity that permits cross-referencing between the list of hazardous chemicals, a chemical's label, and its MSDS; and
- (d) Include the name and address of the operator or another responsible party who can provide additional information about the hazardous chemical.

### **30CFR § 47.43 Label alternatives.**

The operator may use signs, placards, process sheets, batch tickets, operating procedures, or other label alternatives for individual, stationary process container, provided that the alternative -

- (a) Identifies the container to which it applies,
- (b) Communicates the same information as required on the label, and
- (c) Is readily available throughout each work shift to miners in the work area.

### **30CFR § 47.44 Temporary, portable containers.**

- (a) The operator does not have to label a temporary, portable container if he or she ensures that the miner using the portable container –
  - 1) Knows the identity of the chemical, its hazards, and any protective measures needed, and
  - 2) Leaves the container empty at the end of the shift.
- (b) Otherwise, the operator must mark the temporary, portable container with at least the common name of its contents.



Rating Summary		
Health (Blue)		
4	<b>Danger</b>	May be fatal on short exposure. Specialized protective equipment required
3	<b>Warning</b>	Corrosive or toxic. Avoid skin contact or inhalation
2	<b>Warning</b>	May be harmful if inhaled or absorbed
1	<b>Caution</b>	May be irritating
0		No unusual hazard
Flammability (Red)		
4	<b>Danger</b>	Flammable gas or extremely flammable liquid
3	<b>Warning</b>	Flammable liquid flash point below 100° F
2	<b>Caution</b>	Combustible liquid flash point of 100° to 200° F
1		Combustible if heated
0		Not combustible
Reactivity (Yellow)		
4	<b>Danger</b>	Explosive material at room temperature
3	<b>Danger</b>	May be explosive if shocked, heated under confinement or mixed with water
2	<b>Warning</b>	Unstable or may react violently if mixed with water
1	<b>Caution</b>	May react if heated or mixed with water but not violently
0	<b>Stable</b>	Not reactive when mixed with water
Special Notice Key (White)		
W		Water Reactive
Oxy		Oxidizing Agent

## MSDSs

Requirement: Standards 30CFR § 47.51

Type of Record: As specified

<http://www.msha.gov/regs/complian/guides/hazcom/msds/HazComMSDS.pdf>

Frequency of

Record Keeping: Mandatory at all times

Length of Retention: Current

### **30CFR § 47.51 Requirements for an MSDS.**

Operators must have an MSDS for each hazardous chemical which they produce or use. The MSDS may be in any medium, such as paper or electronic, that does not restrict availability.

- (a) For each hazardous chemical produced at the mine, the operator must prepare an MSDS, and update it with significant, new information about the chemical's hazards or protective measures within 3 months of becoming aware of this information.
- (b) For each hazardous chemical brought to the mine, the operator must rely on the MSDS received from the chemical manufacturer or supplier, develop their own MSDS, or obtain one from another source.
- (c) Although the operator is not responsible for an inaccurate MSDS obtained from the chemical's manufacturer, supplier, or other source the operator must –
  - 1) Replace an outdated MSDS upon receipt of an updated revision, and
  - 2) Obtain an accurate MSDS as soon as possible after becoming aware of an inaccuracy.
- (d) The operator is not required to prepare an MSDS for an intermediate chemical or by-product resulting from mining or milling if its hazards are already addressed on the MSDS of the source chemical

### **30CFR § 47.52 MSDS content.**

When an operator must prepare an MSDS for a hazardous chemical produced at the mine, the MSDS must –

- (a) Be legible, accurate, and in English;
- (b) Use a chemical identity that permits cross-referencing between the list of hazardous chemicals, the chemical's label, and its MSDS; and
- (c) Contain information, or indicate if no information is available, for the categories listed in Table 47.52 ...;

### **30CFR § 47.54 Availability of an MSDS.**

The operator must make MSDSs accessible to miners during each work shift for each hazardous chemical to which they may be exposed either –

- (a) At each work area where the hazardous chemical is produced or used, or
- (b) At an alternative location, provided that the MSDS is readily available to miners in an emergency.

### **30CFR § 47.55 Retaining an MSDS.**

The operator must –

- (a) Retain its MSDS for as long as the hazardous chemical is known to be at the mine, and
- (b) Notify miners at least 3 months before disposing of the MSDS.

### **30 CFR §47.73 Providing labels and MSDSs to customers.**

For a hazardous chemical produced at the mine, the operator must provide customers, upon request, with the chemical's label or a copy of the label information, and the chemical's MSDS.

## IMMEDIATE NOTIFICATION (ACCIDENT, INJURY-ILLNESS REPORTING)

Requirement: Standard 30CFR § 50.10  
Type of Record: None Required  
Frequency of Record Keeping: N/A  
Length of Retention: N/A

### 30CFR § 50.10 Immediate Notification.

If an accident occurs, an operator shall immediately contact the MSHA District or Subdistrict Office having jurisdiction over its mine. If an operator cannot contact the appropriate MSHA District or Subdistrict Office it shall immediately contact the MSHA Headquarters Office in Arlington, Virginia, by telephone, at (800) 746-1553.

Did the accident or injury cause any of the following?

Description	Yes	No
(1) the death of any individual on mine property or as a result of activities on mine property;	___	___
(2) an injury to an individual at a mine that has reasonable potential to result in death;	___	___
(3) mine fires that result in evacuation of miners or cause significant damage to structures or equip.;	___	___
(4) all explosions (e.g., methane and/or unplanned detonation of explosives);	___	___
(5) coal or rock outbursts that result in injury to a miner or stop production for more than 30 minutes;	___	___
(6) bumps or bounces that result in injury to miner or evacuation of an area;	___	___
(7) inundations that cause retreat or evacuation of miners;	___	___
(8) entrapment of any persons requiring rescue efforts;	___	___
(9) an unstable condition at an impoundment or refuse pile that requires emergency corrective action to prevent failure and/or requires evacuation of any persons;	___	___
(10) any accident at a mine that is likely to be the subject of immediate and/or extraordinary media interest.	___	___

Note: If "yes" is marked for any of the above, then MSHA Form 7000-1 "Mine Accident, Injury and Illness Report" MUST be completed and the nearest appropriate MSHA office must be notified immediately.

IF IMMEDIATE NOTIFICATION IS NECESSARY ALL OPERATION CALL;

**Metal and Nonmetal Mine Safety and Health**  
**SOUTH CENTRAL DISTRICT OFFICE**  
1100 Commerce Street, Room 462  
Dallas, TX 75242-0499

**Telephone:**  
(214) 767-8401

**Fax Number:**  
(214) 767- 8405

FIELD OFFICES

**Carlsbad, NM**  
114 South Halagueno Street, Room 129  
Carlsbad, NM 88220-3354

**Telephone:**  
(505) 887-6074

**Fax Number:**  
(505) 885-2477

**Dallas, TX**  
1100 Commerce Street, Room 4C50  
Dallas, TX 75242-0499

**Telephone:**  
(214) 767-8400

**Fax Number:**  
(214) 767-8456

**San Antonio, TX**  
North Park Corporate Center  
17319 San Pedro Avenue, Suite 110  
San Antonio, TX 78232

**Telephone:**  
(210) 403-5943

**Fax Number:**  
(210) 403-5946



## ACCIDENT INVESTIGATION

Requirement:	Standard § 50.11(b)
Type of Record:	Written as specified by regulations in Standard 50.11
Frequency of Record Keeping:	Immediately following "accident"
Length of Retention:	Indefinite

### 30CFR § 50.11 Investigation

- (a) After notification of an accident by an operator, the MSHA District or Subdistrict Manager will promptly decide whether to conduct an accident investigation and will promptly inform the operator of his decision. If MSHA decides to investigate an accident, it will initiate the investigation within 24 hours of notification.
- (b) Each operator of a mine shall investigate each accident and each occupational injury at the mine. Each operator of a mine shall develop a report of each investigation. No operator may use Form 7000-1 as a report, except that an operator of a mine at which fewer than twenty miners are employed may, with respect to that mine, use Form 7000-1 as an investigation report respecting an occupational injury not related to an accident. No operator may use an investigation or an investigation report conducted or prepared by MSHA to comply with this paragraph. An operator shall submit a copy of any investigation report to MSHA at its request. Each report prepared by the operator shall include,
- (1) The date and hour of occurrence;
  - (2) The date the investigation began;
  - (3) The names of individuals participating in the investigation;
  - (4) A description of the site;
  - (5) An explanation of the accident or injury, including a description of any equipment involved and relevant events before and after the occurrence, and any explanation of the cause of any injury, the cause of any accident or cause of any other event which caused an injury;
  - (6) The name, occupation, and experience of any miner involved;
  - (7) A sketch, where pertinent, including dimensions depicting the occurrence;
  - (8) A description of steps taken to prevent a similar occurrence in the future; and
  - (9) Identification of any report submitted under §50.20 of this part.

MSHA requires that each accident and each occupational injury at a mine be investigated and that "each operator of a mine shall develop a report of each investigation" when:

- (1) An accident occurs which requires immediate MSHA notification.
- (2) An occupational injury occurs at the mine for which medical treatment is required or which results in death or loss of consciousness, inability to perform all job duties or on the day after the injury, a temporary assignment to other duties or a transfer to another job.

In cases where an accident resulted in the injury of more than one individual, a separate report must be filed for each injured person.

NOTE: MSHA form 7000-1 (mine accident, injury and illness report) is not accepted as an "accident investigation report" by the Federal Government.

# *Accident Investigation*

**Section 1:** For personal injury accidents complete entire Report! Non-injury accidents complete Section 2 thru 4

Date & time of Accident

\_\_\_\_\_ am \_\_\_\_\_ pm

Name & Address of injured employee:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SS# \_\_\_\_\_  
 Phone # \_\_\_\_\_

Occupation when injured (job title)

\_\_\_\_\_

Experience in this job title: \_\_\_\_\_

Total mining experience: \_\_\_\_\_

Nature of injury:

\_\_\_\_\_

Doing his/her regular work?

\_\_\_\_\_ yes \_\_\_\_\_ no

Date injured stopped working (mo., day, year)

\_\_\_\_\_

**Section 2:** Description of Accident:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of witness to accident/injury/illness:

\_\_\_\_\_

Equipment involved:

Unit #

Type:

Mfg:

\_\_\_\_\_  
 \_\_\_\_\_

- | Personal Factor                              | Unsafe Act  | Unsafe Condition                        |
|--|---|---|
| 01 ___ Unaware or inattentive to job hazards | 01___ Unauthorized use or operation                                 | 01 ___ Inadequate guards/safety devices |
| 02 ___ Unaware of safe method                | 02 ___ Failure to make secure                                       | 02 ___ Inadequate warning system        |
| 03 ___ Lack of job skill or effort           | 03 ___ Operating or working at unsafe speed                         | 03 ___ Fire and explosion hazards       |
| 04 ___ Tried to save time or effort          | 04 ___ Failure to warn or signal                                    | 04 ___ Unexpected movement hazard       |
| 05 ___ Tried to avoid discomfort             | 05 ___ Nullifying safety devices                                    | 05 ___ Poor housekeeping                |
| 06 ___ Attracting attention (showing off)    | 06 ___ Using defective equipment                                    | 06 ___ Protruding object                |
| 07 ___ Influence of emotions                 | 07 ___ Using equipment, tools, improperly                           | 07 ___ Congestion, close clearance      |
| 08 ___ Influence of fatigue                  | 08 ___ Taking unsafe position or posture                            | 08 ___ Hazardous placement, storage     |
| 09 ___ Influence of illness                  | 09 ___ Servicing moving, energized or otherwise hazardous equipment | 09 ___ Unsafe equipment defects         |
| 10 ___ Influence of intoxicants              | 10 ___ Riding hazardous moving equipment                            | 10 ___ Hazardous atmospheric cond.      |
| 11 ___ Defective vision or hearing           | 11 ___ Horse play, teasing, or distracting                          | 11 ___ Inadequate illumination, noise   |
| 12 ___ Other physical handicaps              | 12 ___ Failure to use protective equipment                          | 12 ___ Hazardous personal attire        |
| 13 ___ Un able to determine per. factor      | 13 ___ Unable to determine unsafe act                               | 13 ___ Unable to dete. unsafe cond.     |
| 14 ___ Other – explain                       | 14 ___ Other explain  | 14 ___ Other – explain                  |
| _____  | _____   | _____                                   |
| _____  | _____   | _____                                   |

Section 3

Description of site:

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Sketch:

**Section 4:**

What action has been or should be taken to prevent a similar accident?

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Date inspection began  
(mo., day, year)

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Date

Name of investigators:

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Signature of Supervisor

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## ACCIDENT, INJURY, AND ILLNESS REPROT (7000-1)

Requirement:	Standard 30CFR § 50.20(a)
Type of Record:	MSHA 7000-1
Online Filing	<a href="http://www.msha.gov/forms/elawsforms/7000-1.htm">http://www.msha.gov/forms/elawsforms/7000-1.htm</a>
Frequency of	
Record Keeping:	N/A
Length of Retention:	5 years

### **30 CFR § 50.20 Preparation and submission of MSHA Report Form 7000-1--Mine Accident, Injury, and Illness Report.**

- (a) Each operator shall maintain at the mine office a supply of MSHA Mine Accident, Injury, and Illness Report Form 7000-1. These may be obtained from MSHA Metal and Nonmetal Mine Safety and Health District Offices and from MSHA Coal Mine Safety and Health Subdistrict Offices. Each operator shall report each accident, occupational injury, or occupational illness at the mine. The principal officer in charge of health and safety at the mine or the supervisor of the mine area in which an accident or occupational injury occurs, or an occupational illness may have originated, shall complete or review the form in accordance with the instructions and criteria in §§50.20-1 through 50.20-7. If an occupational illness is diagnosed as being one of those listed in §50.20-6(b)(7), the operator must report it under this part. The operator shall mail completed forms to MSHA within ten working days after an accident or occupational injury occurs or an occupational illness is diagnosed. When an accident specified in §50.10 occurs, which does not involve an occupational injury, sections A, B, and items 5 through 11 of section C of Form 7000-1 shall be completed and mailed to MSHA in accordance with the instructions in §50.20-1 and criteria contained in §§50.20-4 through 50.20-6.
- (c) Each operator shall report each occupational injury or occupational illness on one set of forms. If more than one miner is injured in the same accident or is affected simultaneously with the same occupational illness, an operator shall complete a separate set of forms for each miner affected. To the extent that the form is not self-explanatory, an operator shall complete the form in accordance with the instructions in §50.20-1 and criteria contained in §§50.20-2 through 50.20-7.

### DISTRIBUTION OF MSHA 7000-1 MINE ACCIDENT, INJURY AND ILLNESS REPORT

Mail Page 1 (original "white" page) to:

Denver Safety and Health Technology Center  
P.O. Box 25367  
Denver Federal Center, Denver, Colo. 80225

Mail Page 2 (yellow copy) to:

MSHA Metal / Nonmetal  
South Central District  
1100 Commerce Street, Room 462  
Dallas, TX 75242-0499

Mail Page 3 (pink copy) to the Safety and Health Technology Center in Denver when return to duty information is completed (Section D) if it was not present on page 1 when mailed.

Retain Page 4 (orange copy) at the mine for 5 years.

### **30 CFR § 50.20-3 Criteria--Differences between medical treatment and first aid.**

(a) Medical treatment includes, but is not limited to, the suturing of any wound, treatment of fractures, application of a cast or other professional means of immobilizing an injured part of the body, treatment of infection arising out of an injury, treatment of bruise by the drainage of blood, surgical removal of dead or damaged skin (debridement), amputation or permanent loss of use of any part of the body, treatment of second and third degree burns. Procedures which are diagnostic in nature are not considered by themselves to constitute medical treatments. Visits to a physician, physical examinations, X-ray examinations, and hospitalization for observations, where no evidence of injury or illness is found and no medical treatment given, do not in themselves constitute medical treatment. Procedures which are preventive in nature also are not considered by themselves to constitute medical treatment. Tetanus and flu shots are considered preventative in nature. First aid includes any one-time treatment, and follow-up visit for the purpose of observation, of minor injuries such as, cuts, scratches, first degree burns and splinters. Ointments, salves, antiseptics, and dressings to minor injuries are considered to be first aid.

[The use of prescription medication alone for any treatment other than for an eye injury is not a reportable medical treatment for an occupational injury under Title 30, Code of Federal Regulations, Section 50.20-3. Use of prescription medication for eye injuries remains a reportable treatment under Paragraph 50.20-3(a)(5). ]

#### **(1) Abrasion.**

- (i) First aid treatment is limited to cleaning a wound, soaking, applying antiseptic and nonprescription medication and bandages on the first visit and follow-up visits limited to observation including changing dressing and bandages. Additional cleaning and application of antiseptic constitutes first aid where it is required by work duties that soil the bandage.
- (ii) Medical treatment includes examination for removal of imbedded foreign material, multiple soakings, whirlpool treatment, treatment of infection, or other professional treatments and any treatment involving more than a minor spot-type injury. Treatment of abrasions occurring to greater than full skin depth is considered medical treatment.

#### **(2) Bruises.**

- (i) First aid treatment is limited to a single soaking or application of cold compresses, and follow-up visits if they are limited only to observation.
- (ii) Medical treatment includes multiple soakings, draining of collected blood, or other treatment beyond observation.

#### **(3) Burns, Thermal and Chemical (resulting in destruction of tissue by direct contact).**

- (i) First aid treatment is limited to cleaning or flushing the surface, soaking, applying cold compresses, antiseptics or nonprescription medications, and bandaging on the first visit, and follow-up visits restricted to observation, changing bandages, or additional cleaning. Most first degree burns are amenable to first aid treatment.
- (ii) Medical treatment includes a series of treatments including soaks, whirlpool, skin grafts, and surgical debridement (cutting away dead skin). Most second and third degree burns require medical treatment.

#### **(4) Cuts and Lacerations.**

- (i) First aid treatment is the same as for abrasions except the application of butterfly closures for cosmetic purposes only can be considered first aid.
- (ii) Medical treatment includes the application of butterfly closures for non-cosmetic purposes, sutures, (stitches), surgical debridement, treatment of infection, or other professional treatment.

#### **(5) Eye Injuries.**

- (i) First aid treatment is limited to irrigation, removal of foreign material not imbedded in eye, and application of nonprescription medications. A precautionary visit (special examination) to a physician is considered as first aid if treatment is limited to above items, and follow-up visits if they are limited to observation only.
- (ii) Medical treatment cases involve removal of imbedded foreign objects, use of prescription medications, or other professional treatment.

(6) *Inhalation of Toxic or Corrosive Gases.*

- (i) First aid treatment is limited to removal of the miner to fresh air or the one-time administration of oxygen for several minutes.
- (ii) Medical treatment consists of any professional treatment beyond that mentioned under first aid and all cases involving loss of consciousness.

(7) *Foreign Objects.*

- (i) First aid treatment is limited to cleaning the wound, removal of any foreign object by tweezers or other simple techniques, application of antiseptics and nonprescription medications, and bandaging on the first visit. Follow-up visits are limited to observation including changing of bandages. Additional cleaning and applications of antiseptic constitute first aid where it is required by work duties that soil the bandage.
- (ii) Medical treatment consists of removal of any foreign object by physician due to depth of imbedment, size or shape of object, or location of wound. Treatment for infection, treatment of a reaction to tetanus booster, or other professional treatment, is considered medical treatment.

(8) *Sprains and Strains.*

- (i) First aid treatment is limited to soaking, application of cold compresses, and use of elastic bandages on the first visit. Follow-up visits for observation, including reapplying bandage, are first aid.
- (ii) Medical treatment includes a series of hot and cold soaks, use of whirlpools, diathermy treatment, or other professional treatment.

#### Occupational Illness.

These are typical examples and are not to be considered the complete listing of the types of illnesses and disorders that should be included under each category. In cases where the time of onset of illness is in doubt, the day of diagnosis of illness will be considered as the first day of illness.

Code 21--*Occupational Skin Diseases or Disorders.* Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations.

Code 22--*Dust Disease of the Lungs (Pneumoconioses).* Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, and other pneumoconioses.

Code 23--*Respiratory Conditions due to Toxic Agents.* Examples: Pneumonitis, pharyngitis, rhinitis, or acute congestion due to chemicals, dusts, gases, or fumes.

Code 24--*Poisoning (Systemic Effects of Toxic Materials).* Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals, poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins.

Code 25--*Disorders Due to Physical Agents (Other than Toxic Materials).* Examples: Heatstroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (radon daughters, non-medical, non-therapeutic X-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, micro-waves, sunburn).

Code 26--*Disorders Associated with Repeated Trauma.* Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration or pressure.

Code 29--*All Other Occupational Illnesses.* Examples: Infectious hepatitis, malignant and benign tumors, any form of cancer, kidney diseases, food poisoning, histoplasmosis.

## **QUARTERLY MINE EMPLOYMENT REPORT (7000-2)**

Requirement:	Standard: 30 CFR § 50.30(a)
Type of Record:	MSHA 7000-2
Online Filing	<a href="http://www.msha.gov/forms/elawsforms/7000-2.htm">http://www.msha.gov/forms/elawsforms/7000-2.htm</a>
Frequency of	
Record Keeping:	Each calendar quarter
Length of Retention:	5 years

### **30CFR 50.30 Preparation and submission of MSHA Form 7000-2 Quarterly Employment and Coal Production Report**

- (a) Each operator of a mine in which an individual worked during any day of a calendar quarter shall complete a MSHA Form 7000-2 in accordance with the instructions and criteria in §50.30-1 and submit the original to the Denver Safety and Health Technology Center, P.O. Box 25367, Denver Federal Center, Denver, Colo. 80225, within 15 days after the end of each calendar quarter. These forms may be obtained from MSHA Metal and Nonmetal Mine Safety and Health District Offices and from MSHA Coal Mine Health and Safety Subdistrict Offices. Each operator shall retain an operator's copy at the mine office nearest the mine for 5 years after the submission date.

### **30 CFR § 50.30-1 General instructions for completing MSHA Form 7000-2.**

- (a) *MSHA I.D. Number* is the 7-digit number assigned to the mine operation by MSHA. Any questions regarding the appropriate I.D. number to use should be directed to your local MSHA Health and Safety District or Subdistrict Office.
- (b) *Calendar Quarter*: First quarter is January, February, and March. Second quarter is April, May, and June. Third quarter is July, August, and September. Fourth quarter is October, November, and December.
- (c) *County* is the name of the county, borough, or independent city in which the operation is located.
- (d) *Operation Name* is the specific name of the mine or plant to which the MSHA I.D. number was assigned and for which the quarterly employment report is being submitted.
- (e) *Company Name* is the name of the operating company that this report pertains to.
- (f) *Mailing Address* is the address of the mine office where the quarterly employment report is to be retained. This should be as near the operation as possible.
- (g) *Employment, Employee Hours, and Coal Production--*(1) *Operation Sub-Unit*: (i) Underground Mine: Report data for your underground workers on the first line. If you have personnel working at the surface of your underground mine, report data for those persons on the second line;
  - (g)(1)(ii) Surface Mine (Including Shops and Yards): Report on the appropriate line, employment and coal production for the mining operation. For surface mining sub-units 03, 04, 05 and 06, include all work associated with shops and yards;
  - (g)(1)(iii) Mill Operations, Preparation Plants, Breakers: Report data on all persons employed at your milling (crushing, sizing, grinding, concentrating, etc.) operation, preparation plant, or breaker, including those working in associated shops and yards. (Do not include personnel reported in shops and yards associated with other sub-units.);
  - (g)(1)(iv) Office: Include in this category employees who work principally at the mine or preparation facility office.
- (2) *Average number of persons working during quarter*: Show the average number of employees on the payroll during all active periods in the quarter. Include all classes of employees (supervisory, professional, technical proprietors, owners, operators, partners, and service personnel) on your payroll, full or part-time, Report Each Employee Under One Activity Only. For example: If one or more persons work both in the mine and the mill, report these employees under the activity where they spend most of their time. If necessary, estimate for the major activity. The average number may be computed by adding together the number of employees working during each pay period and then dividing by the number of pay periods. Do not include pay periods where no one worked. For example, during the quarter you had 5 pay periods where employees worked. The number of employees in each pay period was 10, 12, 13, 14 and 15 respectively. To compute the average, add the number of employees working each pay period ( $10 + 12 + 13 + 14 + 15 = 64$ ). Then divide by the number of pay periods ( $64$  divided by  $5 = 12.8$ ). Rounding this to the nearest whole number, we get 13 as the average number of persons working.
- (3) *Total employee-hours worked during the quarter*: Show the total hours worked by all employees during the quarter covered. Include all time where the employee was actually on duty, but exclude vacation, holiday, sick leave, and all other off-duty time, even though paid for. Make certain that each overtime hour is reported as one hour, and not as the overtime pay multiple for an hour of work. The hours reported should be obtained from payroll or



other time records. If actual hours are not available, they may be estimated on the basis of scheduled hours. Make certain not to include hours paid but not worked.

- (4) *Production of clean coal (short tons)*: This section is to be compiled only by operators of underground or surface mines, but not by operators of central or independent coal preparation plants or operators of metal or nonmetal mines. Enter the total production of clean coal from the mine. This must include coal shipped from the mine and coal used for fuel at the mine, but exclude refuse and coal produced at another mine and purchased for use at the mine.
- (h) *Other Reportable Data*. Indicate the number of reportable injuries or illnesses occurring at your operation during the quarter covered by this report. Show the name, title, and telephone number of the person to be contacted regarding this report, and show the date that this report was completed.

## **NOTIFICATION OF COMMENCEMENT OF OPERATIONS & CLOSING OF MINES**

Requirement:	Standard: 30CFR § 56.1000
Type of Record:	Documentation recommended
Frequency of Record Keeping:	Per event
Length of Retention:	Most recent

### **30 CFR § 56.1000 - Notification of commencement of operations and closing of mines.**

The owner, operator, or person in charge of any metal and nonmetal mine shall notify the nearest Mine Safety and Health Administration and Metal and Nonmetal Mine Safety and Health District Office before starting operations, of the approximate or actual date mine operation will commence. The notification shall include the mine name, location, the company name, mailing address, person in charge, and whether operations will be continuous or intermittent.

When any mine is closed, the person in charge shall notify the nearest district office as provided above and indicate whether the closure is temporary or permanent.

**NOTIFICATION OF MINE OPENING OR CLOSING**

TO: (Nearest Mine Safety and Health Office)

This is submitted to comply with Metal and Nonmetal Mine Health and Safety Standard No. (56,57) .1000, which reads:

*Mandatory - - The owner, operator, or person in charge of any metal and nonmetal mine shall notify the nearest Mine Safety and Health Administration and Metal and Nonmetal Mine Safety and Health District Office before starting operations, of the approximate or actual date mine operation will commence. The notification shall include the mine name, location, the company name, mailing address, person in charge, and whether operations will be continuous or intermittent.*

*When any mine is closed, the person in charge shall notify the nearest district office as provided above and indicate whether the closure is temporary or permanent.*

In this regard, please be advised that the below referenced mine will:

Begin continuous operation [ \_\_\_\_\_ ]

Begin intermittent operation [ \_\_\_\_\_ ] on or about: \_\_\_\_\_  
(seasonal-type operation) date

Be permanently closed. [ \_\_\_\_\_ ]

Be temporarily closed.  
(3 months or longer when [ \_\_\_\_\_ ]  
a decision has not been  
made to permanently close.)

Move portable operations to [ \_\_\_\_\_ ] on or about: \_\_\_\_\_  
Location indicated below. date

Mine Name: \_\_\_\_\_ I. D. No. (if known): \_\_\_\_\_

Company Name: \_\_\_\_\_

Location: City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Official in Charge & Title: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

## FIREFIGHTING EQUIPMENT INSPECTION REPORTS

Requirement:	Standard: 30CFR § 56.4201
Type of Record:	Any Written document
Frequency of Record Keeping:	as per standard
Length of Retention:	Record of most recent inspection

### 30 CFR § 56.4201 - Inspection.

- (a) Firefighting equipment shall be inspected according to the following schedules:
- (1) Fire extinguishers shall be inspected visually at least once a month to determine that they are fully charged and operable.
  - (2) At least once every twelve months, maintenance checks shall be made of mechanical parts, the amount and condition of extinguishing agent and expellant, and the condition of the hose, nozzle, and vessel to determine that the fire extinguishers will operate effectively.
  - (3) Fire extinguishers shall be hydrostatically tested according to Table C-1 or a schedule based on the manufacturer's specifications to determine the integrity of extinguishing agent vessels.
  - (4) Water pipes, valves, outlets, hydrants, and hoses that are part of the mine's firefighting system shall be visually inspected at least once every three months for damage or deterioration and use-tested at least once every twelve months to determine that they remain functional.
  - (5) Fire suppression systems shall be inspected at least once every twelve months. An inspection schedule based on the manufacturer's specifications or the equivalent shall be established for individual components of a system and followed to determine that the system remains functional. Surface fire suppression systems are exempt from these inspection requirements if the systems are used solely for the protection of property and no persons would be affected by a fire.
- (b) At the completion of each inspection or test required by this standard, the person making the inspection or test shall certify that the inspection or test has been made and the date on which it was made. Certifications of hydrostatic testing shall be retained until the fire extinguisher is retested or permanently removed from service. Other certifications shall be retained for one year.

Table C-1 Hydrostatic Test Intervals for Fire Extinguishers

Extinguisher type	Test interval (years)
Soda Acid.....	5
Cartridge-Operated Water and/or Antifreeze.....	5
Stored-Pressure Water and/or Antifreeze.....	5
Wetting Agent.....	5
Foam.....	5
AFFF (Aqueous Film Forming Foam).....	5
Loaded Stream.....	5
Dry-Chemical with Stainless Steel Shells.....	5
Carbon Dioxide.....	5
Dry-Chemical, Stored Pressure, with Mild Steel Shells, Brazed Brass Shells, or Aluminum Shells.....	12
Dry-Chemical, Cartridge or Cylinder Operated, with Mild Steel Shells.....	12
Bromotrifluoromethane Halon 1301.....	12
Bromochlorodifluoromethane Halon 1211.....	12
Dry-Powder, Cartridge or Cylinder-Operated, with Mild Steel Shells <sup>1</sup> .....	12

<sup>1</sup> Except for stainless steel and steel used for compressed gas cylinders, all other steel shells are defined as "mild steel" shells.



## **EMERGENCY FIREFIGHTING, EVACUATION & RESCUE PROCEDURES**

Requirement:	Standard: 30CFR § 56.4330
Type of Record:	Any written document
Frequency of Record Keeping:	Mandatory at all times.
Length of Retention:	Most current

### **30 CFR § 56.4330 - Firefighting, evacuation, and rescue procedures.**

- (a) Mine operators shall establish emergency firefighting, evacuation, and rescue procedures. These procedures shall be coordinated in advance with available firefighting organizations.

#### ***ESCAPE, EMERGENCY, AND EVACUATION PLAN***

- ◆ **Plant Employees will activate or signal plant operator to sound siren, loader operators and truck drivers will continuously blast front horn until recognition, dispatcher, shop and office personnel will watch for each other. Employees will pass the word to other employees of the emergency situation.**
- ◆ **A supervisor or an experienced employee will take charge at this time. He or she will make sure first-aid is provided to injured. If medical or fire fighting assistance is needed. He or she will send a competent employee to call 911.**
- ◆ **The person in charge will designate a location for employees to gather and start moving employees out of the danger area. When all employees are evacuated they shall, again, report their presence to the person in charge.**
- ◆ **Responsibilities of person who calls 911:  
The person designated to call 911 will give his or her name, directions to the plant, brief description of event and let the person you talking to hang up first to insure all information has been exchanged.**

## ***ESCAPE, EMERGENCY, AND EVACUATION PLAN***

When an emergency situation such as a fire or an explosion occurs, the following actions must be taken rapidly to minimize damage and danger.

1. Plant Employees will activate or signal the plant operator to sound the plant warning system. Mobile equipment operators will continuously blast the front horn of their unit. The dispatcher, shop and office personnel will verbally notify each other and utilize the plant radio system to notify other in the area of the emergency situation.
2. Employees will report to their Supervisor/Leadman or to the plant office.
3. A supervisor or an experienced employee will take charge at this time. He or she will make sure:
  - A. First-aid is provided to injured. If medical or fire fighting assistance is needed, he or she will send a competent employee to call 911.

### ***Responsibilities of person who calls 911:***

*The person designated to call 911 will give his or her name, directions to the plant, brief description of event and let the person you talking to hang up first to insure all information has been exchanged.*

- B. Plant Management is notified
  - C. Direct a competent person to meet fire fighters and other emergency response personnel at the plant entrance and direct them to affected area.
4. The supervisor or person in charge may also assign experienced/competent employees to:
  - A. Isolate the fire area.
  - B. Verify that all fire extinguishing systems and equipment are in service and being used.
  - C. Reduce hazards in the area by shutting off power, gas, and hazardous material lines.
  - D. Shut down processes systematically as needed.
  - E. Divert unnecessary traffic from the area.
5. The supervisor or person in charge will then evacuate personnel in an orderly fashion. The person in charge will designate a location for employees to gather, and then start moving employees out of the danger area. When all employees are evacuated they shall, again, report their presence to the person in charge.
6. When the fire is out, the following actions should be taken promptly:
  - A. Secure the affected area. If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
  - B. Restore fire protection systems to service.
  - C. Station guards and a fire watch around the affected area if it is possible that the fire may reignite.
  - D. Salvage all material possible. Take steps to protect buildings, equipment and personnel from further damage or danger.

## RESPIRATOR PROGRAM

Requirement:	Standard: 30CFR § 56.5005
Type of Record:	Any written document
Frequency of Record Keeping:	As per standard
Length of Retention:	5 years

### **30 CFR § 56.5005 - Control of exposure to airborne contaminants.**

Control of employee exposure to harmful airborne contaminants shall be, insofar as feasible, by prevention of contamination, removal by exhaust ventilation, or by dilution with uncontaminated air. However, where accepted, engineering control measures have not been developed or when necessary by the nature of work involved (for example, while establishing controls or occasional entry into hazardous atmospheres to perform maintenance or investigation), employees may work for reasonable periods of time in concentrations of airborne contaminants exceeding permissible levels if they are protected by appropriate respiratory protective equipment. Whenever respiratory protective equipment is used a program for selection, maintenance, training, fitting, supervision, cleaning, and use shall meet the following minimum requirements:

- (a) Respirators approved by NIOSH under 42 CFR Part 84 which are applicable and suitable for the purpose intended shall be furnished and miners shall use the protective equipment in accordance with training and instruction.
- b) A respirator program consistent with the requirements of ANSI Z88.2-1969, published by the American National Standards Institute and entitled "American National Standards Practices for Respiratory Protection ANSI Z88.2-1969," approved August 11, 1969, which is hereby incorporated by reference and made a part hereof. This publication may be obtained from the American National Standards Institute, Inc., 1430 Broadway, New York, New York 10018, or may be examined in any Metal and Nonmetal Mine Safety and Health District Office of the Mine Safety and Health Administration.

### **ANSI Z88.2-1969 - SECTION 3 Recommended Requirements for Codes**

#### **3.5 Minimal Acceptable Program**

- 3.5.1 Written standard operating procedures governing the selection and use of respirators shall be established.
- 3.5.2 Respirators shall be selected on the basis of hazards to which the worker is exposed. See Section 4, Classification of Respiratory Hazards.
- 3.5.3 The user shall be instructed and trained in the proper use of respirators, and their limitations. See 7.4 and 7.5.
- 3.5.4 Where practical, the respirators should be assigned to individual workers for their exclusive use.
- 3.5.5 Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use, or more often if necessary. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use. See 8.3.
- 3.5.6 Respirators shall be stored in a convenient, clean, and sanitary location. See 8.5.
- 3.5.7 Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use. See 8.2.
- 3.5.8 Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained. See 6.3.4 and 10.4.
- 3.5.9 There shall be regular inspections and evaluation to determine the continued effectiveness of the program...

#### **3.6 Program Administration**

... Responsibility for the program shall be vested in one individual...



***SAMPLE RESPIRATORY PROTECTION  
PROGRAM***

**Company Name**

**Address**

**City, State Zip Code**

# *Respiratory Protection Program*

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## *Respiratory Protection Program*

### **PURPOSE**

It is the policy of Company Name to provide its employees with a safe and healthful work environment. The purpose of this program is to ensure the protection of all employees from respiratory hazards, through engineering and administrative controls and through proper use of respirators. Respirators are to be used for long-term exposure solutions only where engineering and administrative controls are not feasible, while engineering and administrative controls are being developed, for short-term exposure (example: spray painting, certain welding jobs or entering dusty environments briefly) or in emergencies.

It is not the policy of this company to provide respiratory protection if not needed; however, if an employee expresses an absolute need an appropriate respirator will be provided and all provisions of this policy will apply.

### **RESPONSIBILITIES**

#### **1. Management**

It is management's responsibility to determine what specific applications require the use of respiratory protective equipment. Management must also provide proper respiratory protective equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment.

#### **2. Management / Supervisory**

Managers, supervisors, or group leaders of each area are responsible for ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. They are also responsible for ensuring that their subordinates comply with all facets of this respiratory program, including respirator inspection and maintenance. They are responsible for implementing disciplinary procedures for employees who do not comply with respirator requirements.

#### **3. Employees**

It is the responsibility of the employee to have an awareness of the respiratory protection requirements for their work areas (as explained by management). Employees are also responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

### **PROGRAM ADMINISTRATION**

Name, the Title, has total and complete responsibility for the administration of the respiratory protection program. This individual has the authority to act on any and all matters relating to the operation and administration of the respiratory protection program. All employees, operating departments, and service departments will cooperate to the fullest extent. This person is referred to as the Respiratory Protection Program Administrator in this program.

The Respiratory Protection Program Administrator will assign qualified company personnel or contract third party personnel for contaminant identification and measurement, including technical support, air sampling, and laboratory analysis.

Plant management, with the approval of the Respiratory Protection Program Administrator, will select a physician or other licensed health care professional (PLHCP) for evaluating the health of the company employees via a comprehensive medical and health program. The PLHCP for this site is, \_\_\_\_\_ .

### **ENGINEERING CONTROLS**

Where engineering controls have been implemented, they will be maintained in an effective condition. Exception: Because of weather conditions, it may be necessary to temporarily discontinue the use of water based dust suppression systems.

### **ADMINISTRATIVE CONTROLS**

Administrative controls shall not be abridged except in emergency situations where exposure time will be limited and then, only if adequate respirator(s) are used.

### **RESPIRATORS**

Respirators are to be used only as a temporary exposure solution except in cases where exposure is very brief and cases where effective engineering or administrative exposure controls are not feasible.

Areas or buildings where respiratory protection is required will be clearly identified with signs or labels stating "Respirator Required".

The use of respirators in these areas will be enforced by plant management.

An adequate supply of respirators (in a clean and sanitary condition) will be provided for easy access where respiratory protection is required.

### **MEDICAL EVALUATION**

Every employee who is being considered for inclusion in the Respiratory Protection Program must participate in a medical evaluation. A determination of the employee's ability to wear a respirator while working is made initially upon employment. Future evaluations are made when there is a change to a job classification requiring respiratory protection and at least every 12 months thereafter.

The medical evaluation requires each employee fill out a medical questionnaire which will be reviewed by the company physician. If the physician deems it necessary, the employee will receive an examination. The purpose of the questionnaire and the examination is to assure that the employee is physically and psychologically able to perform the assigned work while wearing respiratory protective equipment. If the physician denies approval, the employee will not be able to participate in the Respiratory Protection Program.

(Copies of the medical evaluation and questionnaire must be kept in employee's file in accordance with 29 CFR 1910.20.)

## **RESPIRATOR SELECTION**

### **1. Work Area Monitoring**

Exposure assessment will be done to ensure proper respirator selection. In order to determine the exposure level, air samples of the work place representative of the work period, exposure assessment based on analogous processes, or professional judgment will be used. Personal sampling equipment may be used in accordance with accepted industrial hygiene standards to sample work areas. Results of these samples will pinpoint areas where respiratory protection is required.

The exposure assessment will be performed prior to the task requiring respiratory protection. Periodically thereafter, as required by OSHA substance specific standards or at least every 12 months, a review of the exposure assessment will be made to determine if respiratory protection is still required. If respiratory protection is still necessary, respirator selections will be reviewed to assure their continued suitability.

### **2. Respirator Selection**

Respirators are selected and approved by management. The selection is based upon the physical and chemical properties of the air contaminants and the concentration level likely to be encountered by the employee.

A respirator will be made available to each employee who is placed as a new hire or as a transferee in a job that requires respiratory protection. Replacement respirators/pre-filters will be made available as required.

Only MSHA/NIOSH certified respirators will be selected and used.

### **3. Use of Respirators**

All tight-fitting respirators (both negative and positive pressure) and loose-fitting facepieces shall not be used with beards or other facial hair that prevents direct contact between the face and the edge of the respirator

Employees will be required to leave the contaminated area:

- Upon malfunction of the respirator
- Upon detection of leakage of contaminant into the respirator
- If increased breathing resistance of the respirator is noted
- If severe discomfort in wearing the respirator is detected
- Upon illness of the respirator wearer, including: sensation of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever and chills
- To wash face to prevent skin irritation
- To change filter/cartridge elements or replace respirators whenever they detect the warning properties of the contaminant or increased breathing resistance.

## **RESPIRATOR TRAINING AND FIT TESTING**

### **1. Training**

Each employee assigned to jobs requiring respirators, will be instructed by their supervisor, foreman, or group leader relative to the responsibilities in the respiratory program. Training will also include instruction in need, use, limitations, and care of their respirator(s).

Retraining is given at least every 12 months after initial training.

### **2. Fit Testing**

Employees will be properly fitted and tested for a face seal prior to use of the respirator in a contaminated area. Qualitative fit testing will be the preferred method of fit testing.

Fit testing will be done initially upon employee assignment to an area where respirators are required. Fit testing will be repeated at least every 12 months thereafter. All tight-fitting respirators (negative and positive pressure) will be fit tested. Positive pressure tight-fitting respirators will be fit tested in the negative pressure mode.

Fit testing will not be done on employees with facial hair that passes between the respirator seal and the face or interferes with valve function. Such facial hair includes stubble, beards and long sideburns.

Records of fit test and training will be kept at the plant site indicating:

- Date of test and/or training.
- Person tested and/or trained.
- Manufacturer and model number of respirator used for test and/or training.
- Signature of person conducting test and/or training.
- Indication of pass or fail for testing.

## **RESPIRATOR INSPECTION AND MAINTENANCE**

When respirators are issued to individuals, the individual is responsible for primary maintenance and care of his/her respirator. Where respirators are used collectively or kept ready for emergencies, the plant manager or their designee is responsible for establishing a respirator maintenance and cleaning program. Equipment shall be properly maintained to retain its original effectiveness.

- The wearer of a respirator will inspect it daily whenever it is in use.
- Supervisor, foreman, or group leader will periodically spot check respirators for fit, usage, and condition.
- Respirators not discarded after on shift use, will be cleaned on a daily basis, according to the manufacturer's instructions, by the assigned employee or other person designated plant management.

- Respirators not discarded after on shift use, will be stored in a suitable container away from areas of contamination.
- Whenever feasible, respirators not discarded after one shift use, will be marked or stored in such a manner to assure that they are worn only by the assigned employee. If use by more than one employee is required, the respirator will be cleaned between uses.

### **EMERGENCY RESPIRATORY EQUIPMENT**

Self-contained breathing apparatus may be required in specific areas for emergency use. This equipment will be used only by trained personnel when it is necessary to enter hazardous atmospheres. The following points should be considered:

- All potential users will be fully trained in the use of this equipment.
- When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area if possible.
- An employee will not work with this apparatus in a hazardous atmosphere on an individual basis. At least one additional employee suitably equipped with a similar breathing apparatus must be in contact with the first employee and must be available to render assistance if necessary.
- This equipment will be inspected monthly by trained department or group personnel. Inspection and maintenance information will be recorded in a logbook.

### **PROGRAM EVALUATION**

This program will be reviewed and evaluated at least every 12 months. A written report will be made of each evaluation, summarizing the findings. For each deficiency identified, corrective action taken will be noted. Copies of the summary reports shall be attached to this program.

Company Name  
Address  
City, State Zip Code

**OSHA Respirator Medical Evaluation Questionnaire**

"To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it."

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

Today's date: \_\_\_\_\_

Your name: \_\_\_\_\_

Your age (to nearest year): \_\_\_\_\_

Sex (circle one): Male / Female

Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Your weight: \_\_\_\_\_ lbs.

Your job title: \_\_\_\_\_

A phone number where you can be reached by the health care professional who review this questionnaire (include the Area Code): \_\_\_\_\_

The best time to phone you at this number: \_\_\_\_\_

Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes / No

Check the type of respirator you will use (you can check more than one category):

- \_\_\_\_\_ a. N, R or P disposable respirator (filter-mask, non-cartridge type only)
- \_\_\_\_\_ b. Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

Have you worn a respirator (circle one): Yes / No If "yes", what type (s)?




**Part A. Section 2.**

Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "Yes" or "No").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: **Yes / No**
2. Have you ever had any of the following conditions?
  - a. Seizures (fits): **Yes / No**
  - b. Diabetes (sugar disease): **Yes / No**
  - c. Allergic reaction that interfere with your breathing: **Yes / No**
  - d. Claustrophobia (fear of closed-in places): **Yes / No**
  - e. Trouble smelling odors: **Yes / No**
3. Have you ever had any of the following pulmonary or lung problems?
  - a. Asbestosis: **Yes / No**
  - b. Asthma: **Yes / No**
  - c. Chronic Bronchitis: **Yes / No**
  - d. Emphysema: **Yes / No**
  - e. Pneumonia: **Yes / No**
  - f. Tuberculosis: **Yes / No**
  - g. Silicosis: **Yes / No**
  - h. Pneumothorax (collapsed lung): **Yes / No**
  - i. Lung cancer: **Yes / No**
  - j. Broken ribs: **Yes / No**
  - k. Any chest injuries or surgeries: **Yes / No**
  - l. Any other lung problem that you've been told about: **Yes / No** \_\_\_\_\_
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
  - a. Shortness of breath: **Yes / No**
  - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: **Yes / No**
  - c. Shortness of breath when walking with other people at an ordinary pace on level ground: **Yes / No**
  - d. Have to stop for breath when walking at your own pace on level ground: **Yes / No**
  - e. Shortness of breath when washing or dressing yourself: **Yes / No**
  - g. Coughing that produces phlegm (thick sputum): **Yes / No**
  - h. Coughing that wakes you early in the morning: **Yes / No**
  - i. Coughing that occurs mostly when you are lying down: **Yes / No**
  - j. Coughing up blood in the last month: **Yes / No**
  - k. Wheezing: **Yes / No**
  - l. Wheezing that interferes with your job: **Yes / No**
  - m. Chest pain when you breathe deeply: **Yes / No**
  - n. Any other symptoms that you think may be related to lung problems: **Yes / No**
5. Have you ever had any of the following cardiovascular or heart problems?
  - a. Heart attack: **Yes / No**
  - b. Stroke: **Yes / No**
  - c. Angina: **Yes / No**
  - d. Heart failure: **Yes / No**

- e. Swelling in your legs or feet (not caused by walking): **Yes / No**
  - f. Heart arrhythmia (heart beating irregularly): **Yes / No**
  - g. High blood pressure: **Yes / No**
  - h. Any other heart problem that you've been told about: **Yes / No**
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: **Yes / No**
  - b. Pain or tightness in your chest during physical activity: **Yes / No**
  - c. Pain or tightness in your chest that interferes with your job: **Yes / No**
  - d. In the past two years, have you noticed your heart skipping or missing a beat: **Yes/No**
  - e. Heartburn or indigestion that is not related to eating: **Yes / No**
  - f. Any other symptoms that you think may be related to heart or circulation problems:  
**Yes / No**
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems: **Yes / No**
  - b. Heart trouble: **Yes / No**
  - c. Blood pressure: **Yes / No**
  - d. Seizures (fits): **Yes / No**
8. If you've used a respirator, have you ever had any of the following problems?  
(If you've never used a respirator, check the following space and go to question 9. \_\_\_\_\_ )
- a. Eye irritation: **Yes / No**
  - b. Skin allergies or rashes: **Yes / No**
  - c. Anxiety: **Yes / No**
  - d. General weakness or fatigue: **Yes / No**
  - e. Any other problem that interferes with your use of a respirator:  
**Yes / No**
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: **Yes / No**

## HANDLING OF MISFIRES

Requirement:	Standard: 30CFR § 56.6311
Type of Record:	Warning Signs
Frequency of Record Keeping:	Per occurrence
Length of Retention:	Until misfire is disposed of in a safe manner

30 CFR § 56.6311 - Handling of misfires.

- (c) When a misfire cannot be disposed of safely, each approach to the area affected by the misfire shall be posted with a warning sign at a conspicuous location to prohibit entry, and the condition shall be reported immediately to mine management.



## TESTING ELECTRICAL GROUNDING SYSTEMS

Requirement:	Standard: 30CFR § 56.12028
Type of Record:	Any written document
Frequency of Record Keeping:	(a) For each new installation, repair or modification, and (b) Annually.
Length of Retention:	Record of most recent inspection

### 30 CFR § 56.12028 Testing grounding systems.

Continuity and resistance of grounding systems shall be tested immediately after installation, repair, and modification; and annually thereafter. A record of the resistance measured during the most recent tests shall be made available on a request by the Secretary or his duly authorized representative.

#### Program Policy Manual 56/57.12028

This intent of this standard is to ensure that continuity and resistance tests of grounding systems are conducted on a specific schedule. These tests will alert the mine operator if a problem exists in the grounding system which may not allow the circuit protective devices to quickly operate when faults occur. With the exception of fixed installations, numerous fatalities and injuries have occurred due to high resistance or lack of continuity in equipment ground systems. These accidents could have been prevented by proper testing and maintenance of grounding systems.

Grounding systems typically include the following:

1. **equipment grounding conductors** - the conductors used to connect the metal frames or enclosures of electrical equipment to the grounding electrode conductor;
2. **grounding electrode conductor** - the conductors connecting the grounding electrode to the equipment grounding conductor; and
3. **grounding electrodes** - usually driven rods connected to each other by suitable means, buried metal, or other effective methods located at the source, to provide a low resistance earth connection.

Operators shall conduct the following tests:

1. **Equipment grounding conductors** - continuity and resistance must be tested immediately after installation, repair, or modification, and annually if conductors are subjected to vibration, flexing or corrosive environments;
2. **Grounding electrode conductor** - continuity and resistance must be tested immediately after installation, repair, or modification, and annually if conductors are subjected to vibration, flexing or corrosive environments; and
3. **Grounding electrodes** - resistance must be tested immediately after installation, repair, or modification, and annually thereafter.

Conductors in fixed installations, such as rigid conduit, armored cable, raceways, cable trays, etc., that are not subjected to vibrations, flexing or corrosive environments may be examined annually by visual observation to check for damage in lieu of the annual resistance test. When operators elect to conduct this visual examination as a method of compliance with 30 CFR 56/57.12028, MSHA will require that a record be maintained of the most recent annual visual examination.

The grounding conductors in trailing cables, power cables, and cords that supply power to tools and portable or mobile equipment must be tested as prescribed in the regulation. This requirement does not apply to double insulated tools or circuits protected by ground-fault-circuit interrupters that trip a 5 milli-amperes or less. Testing of equipment grounding conductors and grounding electrode conductors is not required if a fail-safe ground wire monitor is used to continuously monitor the grounding circuit and which will cause the circuit protective devices to operate when the grounding conductor continuity is broken.

A record of the most recent resistance tests conducted must be kept and made available to the Secretary or his authorized representative upon request. When a record of testing is required by the standard, MSHA intends that the test results be recorded in resistance value in ohms.

## *Grounding System Continuity Impedance Measurements*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Plant*

\_\_\_\_\_  
*Testing Equipment*

Grounding Conductor from MCC to Service:

_____	Ohms
_____	Ohms
_____	Ohms

Grounding System Continuity Impedance Measurements to Motor Circuits:

_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms
_____	Ohms

Comments:

\_\_\_\_\_  
*Signature*

**GROUNDING SYSTEM RESISTANCE TEST**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Temp: \_\_\_\_\_

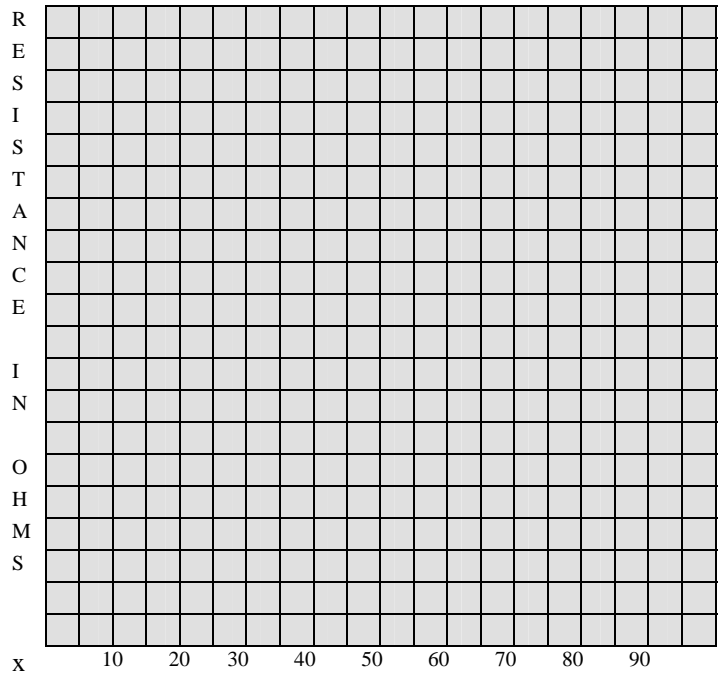
Soil Condition: \_\_\_\_\_ Dry \_\_\_\_\_ Moist

Comments: \_\_\_\_\_

AUXILIARY PORENTIAL ELECTRODE

DISTANCE FEET RESISTANCE OHMS

DISTANCE FEET	RESISTANCE OHMS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



GROUNDING ELECTRODE CONDUCTOR RESISTANCE \_\_\_\_\_ OHMS.

DISTANCE (FEET)

\_\_\_\_\_  
SIGNATURE

## INSPECTION OF COMPRESSED – AIR RECEIVERS

Requirement:	Standard: CFR § 56.13015
Type of Record:	Any written document
Frequency of Record Keeping:	As per National Board Inspection Code.
Length of Retention:	Most current

### **30 CFR § 56.13015 - Inspection of compressed-air receivers and other unfired pressure vessels.**

- (a) Compressed-air receivers and other unfired pressure vessels shall be inspected by inspectors holding a valid National Board Commission and in accordance with the applicable chapters of the National Board Inspection Code, a Manual for Boiler and Pressure Vessel Inspectors, 1979. This code is incorporated by reference and made a part of this standard. It may be examined at any Metal and Nonmetal Mine Safety and Health District Office of the Mine Safety and Health Administration, and may be obtained from the publisher, the National Board of Boiler and Pressure Vessel Inspector, 1055 Crupper Avenue, Columbus, Ohio 43229.
- (b) Records of inspections shall be kept in accordance with requirements of the National Board Inspection Code, and the records shall be made available to the Secretary or his authorized representative.

#### **Program Policy Manual 56/57.13015(b)**

Section (b) of standard 56/57.13015 requires that records of inspections made by inspectors holding a valid *National Board Commission* shall be retained by the mine operator in accordance with the requirements of the National Board Inspection Code (progressive record - no limit on retention time) and shall be made available to the Secretary or his authorized representative.

The record-keeping requirement may be satisfied by an operator's written statement that the inspections have been made in accordance with the incorporated code. MSHA will accept such a certifying statement annually, without regard to format, if it is made available at the time of inspection.

## **SAFETY DEFECTS – MOBILE EQUIPMENT PRE-SHIFT INSPECTIONS**

Requirement:	Standard: 30CFR § 56.14100 (d)
Type of Record:	Any written document
Frequency of Record Keeping:	As per standard
Length of Retention:	Until the defects are corrected.

### **30 CFR § 56.14100 Safety defects; examination, correction and records.**

- (d) Defects on self-propelled mobile equipment affecting safety, which are not corrected immediately, shall be reported to and recorded by the mine operator. The records shall be kept at the mine or nearest mine office from the date the defects are recorded, until the defects are corrected. Such records shall be made available for inspection by an authorized representative of the Secretary.

#### **Program Policy Manual 56.14100**

This standard applies to all off-road and on-road self-propelled equipment used on mine property, including vehicles such as vans, suburbans, and pick-up trucks that are used at mine sites and remain on mine property. In most instances, it does not apply to vehicles used to transport persons between locations off mine property to mine property; however, if such vehicles transport personnel on mine property (e.g., from the gate to various sites at the mine), then such equipment must be inspected.

This standard will not be cited when an audible warning device has been installed on heavy duty mobile equipment at surface mines and surface operations of underground mines, but is inoperative because of electrical or mechanical defect.

Standard .14132 shall be used when the equipment has not been equipped with audible warning devices, or when they have been so equipped, and the device is not operational for whatever reason.

In some cases, mine operators have installed audible reverse alarms on underground equipment because prevailing conditions have dictated the need for a warning device to ensure miner safety. In this instance, Standard .14100 can be considered if the alarm is inoperable or inaudible and the defect can be shown to affect the safety of workers in the area. Surrounding noise levels, confined work areas, and distracting work assignments shall be considered at the time.



***Pre-Shift Inspection***  
***Mobile Equipment Safety Defect Report***

Date: \_\_\_\_\_

Fecha: \_\_\_\_\_

Equipment #: \_\_\_\_\_

# de Equipo: \_\_\_\_\_

	OK	NEEDS WORK		OK	NEEDS WORK
Brakes			Brekas		
Steering			Machanismo De Direccion		
Back-up Alarm			Alarma De Reversa		
Mirrors			Espejos		
Transmission			Transmision		
Final Drives			Paseos Final		
Instrument/Gauges			Instrumentos/Calibrador		
Lights/Reflectors			Luces/Reflectores		
Horn			Pito		
Windshield Wipers			Limpia Vidrio		
Belts			Bandas		
Tires/Wheels/Valve caps			Llantas/Ruedas/Tapas De Varbula		
Drain Air Tank			Vaciar El Tanque De Aire		
Doors/Latches			Puertas/Bisagrae		
Ladders/Hand Rails			Escaleras/Barandillas		
Seat Belt			Fajas		
Fasten Seat Belt			Amarre Fajas		
Water Gauges			Caligrador de aire		
Hoses/Airlines			Mangueras (Agua/Aire)		
Fire Extinguisher			Extinguidor de fuengo		

Check water and oil before starting.  
 Do not leave yard unless all lights are working.  
 Be sure to refuel before parking.

Mira la agua y la aceite antes de comensar.  
 Este seguro de llenar su equipo con gasoline o de diesel  
 No salga de la yarda sin luces

\_\_\_\_\_  
 Operator/Operador

\_\_\_\_\_  
 Mechanic

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **ROPS LABELS**

Requirement:	Standard: 30CFR § 56.14130(c)
Type of Record:	Manufacturer's Label
Frequency of Record Keeping:	
Length of Retention:	

### **30 CFR § 56.14130 - Roll-over protective structures (ROPS) and seat belts.**

(c) *ROPS labeling.* ROPS shall have a label permanently affixed to the structure identifying

- (1) The manufacturer's name and address;
- (2) The ROPS model number; and
- (3) The make and model number of the equipment for which the ROPS is designed.

## EXAMINATION OF WORKING PLACES

Requirement:	Standard: 30CFR § 56.18002
Type of Record:	Any written document
Frequency of Record Keeping:	1 year
Length of Retention:	Once each shift for each working place.

### **30 CFR § 56.18002 - Examination of working places.**

- (a) A competent person designated by the operator shall examine each working place at least once each shift for conditions which may adversely affect safety or health. The operator shall promptly initiate appropriate action to correct such conditions.
- (b) A record that such examinations were conducted shall be kept by the operator for a period of one year, and shall be made available for review by the Secretary or his authorized representative.
- (c) In addition, conditions that may present an imminent danger which are noted by the person conducting the examination shall be brought to the immediate attention of the operator who shall withdraw all persons from the area affected (except persons referred to in section 104(c) of the Federal Mine Safety and Health Act of 1977) until the danger is abated.

#### **Program Policy Manual 56/57.18002**

MSHA intends that the terms "competent person" and "working place," used in §§ 56/57.18002(a), be interpreted as defined in §§ 56/57.2, Definitions.

A "competent person," according to §§ 56/57.2, is "a person having abilities and experience that fully qualify him to perform the duty to which he is assigned." This definition includes any person who, in the judgment of the operator, is fully qualified to perform the assigned task. MSHA does not require that a competent person be a mine foreman, mine superintendent, or other person associated with mine management.

The phrase "working place" is defined in 30 CFR §§ 56/57.2 as: "any place in or about a mine where work is being performed." As used in the standard, the phrase applies to those locations at a mine site where persons work during a shift in the mining or milling processes.

Standards 56/57.18002(b) require operators to keep records of working place examinations. These records must include: (1) the date the examination was made; (2) the examiner's name; and (3) the working places examined. MSHA intends to allow operators considerable flexibility in complying with this provision in order to minimize the paperwork burden. Records of examinations may be entered on computer data bases or documents already in use, such as production sheets, logs, charts, time cards, or other format that is more convenient for mine operators.

In order to comply with the record retention portion of §§ 56/57.18002(b), operators must retain workplace examination records for the preceding 12 months. As an alternative to the 12-month retention period, an operator may discard these records after MSHA has completed its next regular inspection of the mine, if the operator also certifies that the examinations have been made for the preceding 12 months.

Evidence that a previous shift examination was not conducted or that prompt corrective action was not taken will result in a citation for violation of §§ 56/57.18002(a) or (c). This evidence may include information which demonstrates that safety or health hazards existed prior to the working shift in which they were found. Although the presence of hazards covered by other standards may indicate a failure to comply with this standard, MSHA does not intend to cite §§ 56/57.18002 automatically when the Agency finds an imminent danger or a violation of another standard.

## *Work Place Examination*

Date: \_\_\_\_\_

Plant: \_\_\_\_\_

Area: \_\_\_\_\_

Items	Safe	Unsafe	N/A	Comments
Housekeeping				
Cylinders & Gauges				
Fire Extinguishers				
Fire Hazards				
Berms & Roads				
Warning Signs				
Screen Units				
Conveyors				
Crushers				
Guards				
Handrails & Toe Boards				
Safe Access				
Walkways				
Electrical Conductors				
Electrical Cover Plates				
Electrical Switch Gear				
Insulation & Fittings				
Pumps				
Dredges/Boats				
Other				

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

## **FIRST AID CERTIFICATION**

Requirement:	Standard: 30CFR § 56.18010
Type of Record:	any type of written record
Frequency of Record Keeping:	Depends on previous certification
Length of Retention:	Most Current

### **30 CFR § 56.18010 - First Aid**

An individual capable of providing first aid shall be available on all shifts. The individual shall be currently trained and have the skills to perform patient assessment and artificial respiration; control bleeding; and treat shock, wounds, burns, and musculoskeletal injuries. First aid training shall be made available to all interested miners.

**EMERGENCY TELEPHONE NUMBERS**

Requirement: Standard: 30CFR § 56.18012  
Type of Record: N/A.  
Frequency of Record Keeping: N/A  
Length of Retention: Most current

**30 CFR § 56.18012 - Emergency Telephone Numbers.**

Emergency telephone numbers shall be posted at appropriate telephones

EMERGENCY PHONE NUMBERS	
<b>EMERGENCY 9-1-1</b>	
<u>PHYSICIAN</u>	or _____
<u>HOSPITAL</u>	or _____
<u>AMBULANCE</u>	or _____
<u>FIRE DEPT.</u>	or _____
<u>POLICE</u>	or _____
_____	_____
_____	_____

## **EMERGENCY MEDICAL ASSISTANCE & TRANSPORTATION**

Requirement:	Standard: 30CFR § 56.18014
Type of Record:	Documentation recommended.
Frequency of Record Keeping:	N/A
Length of Retention:	Most current

### **30 CFR § 56.18014 - Emergency medical assistance and transportation.**

Arrangements shall be made in advance for obtaining emergency medical assistance and transportation for injured persons.

## **OCCUPATIONAL NOISE EXPOSURE**

Requirement:	Standard: 30CFR § 62.110 (d)
Type of Record:	Any written record
Frequency of Record Keeping:	
Length of Retention:	Duration of employment plus 6 months.

## **NOISE EXPOSURE ASSESSMENT**

### **30 CFR § 62.110 - Noise exposure assessment**

- d) Miner notification. The mine operator must notify a miner of his or her exposure when the miner's exposure is determined to equal or exceed the action level, exceed the permissible exposure level, or exceed the dual hearing protection level, provided the mine operator has not notified the miner of an exposure at such level within the prior 12 months. The mine operator must base the notification on an exposure evaluation conducted either by the mine operator or by an authorized representative of the Secretary of Labor. The mine operator must notify the miner in writing within 15 calendar days of:
- (1) the exposure determination; and
  - (2) the corrective action being taken.
- (e) The mine operator must maintain a copy of any such miner notification, or a list on which the relevant information about that miner's notice is recorded, for the duration of the affected miner's exposure at or above the action level and for at least 6 months thereafter.



***NOISE EXPOSURE  
EMPLOYEE NOTIFICATION LETTER***

Mr. \_\_\_\_\_

Date: \_\_\_\_\_

In keeping with our goal to provide a safe and productive work environment for all employees, we have recently completed noise monitoring of certain target areas in your plant. This letter is to inform you that your exposure exceeded the “**Action Level**” for occupational noise exposure specified by the Mine Safety and Health Administration (MSHA).

Therefore, as a result of these findings, you are hereby notified of your enrolled in the company’s Hearing Conservation Program (HCP). The HCP includes requirements for:

- a. A system of monitoring;
- b. Voluntary use of company provided hearing protection;
- c. Voluntary audiometric testing; and
- d. Training

At no cost to you, a variety of appropriate hearing protective devices (earplugs or muffs) will be made available to you. Training on their use and proper hygiene will be provided.

Once a year hearing test and training will be scheduled. You will be notified of the date and time of testing and training.

Your signature on this letter acknowledges receipt of this notification. Should you have any question, please contact you Supervisor.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
employee

\_\_\_\_\_  
Date

Copy to File

***NOISE EXPOSURE  
EMPLOYEE NOTIFICATION LETTER***

Mr. \_\_\_\_\_

Date: \_\_\_\_\_

In keeping with our goal to provide a safe and productive work environment for all employees, we have recently completed noise monitoring of certain target areas in your plant. This letter is to inform you that your exposure exceeded the “**Permissible Exposure Level**” for occupational noise exposure specified by the Mine Safety and Health Administration (MSHA).

Therefore, as a result of these findings, you are hereby notified of your enrolled in the company’s Hearing Conservation Program (HCP). The HCP includes requirements for:

- e. A system of monitoring;
- f. Use of company provided hearing protection;
- g. Voluntary audiometric testing; and
- h. Training

At no cost to you, a variety of appropriate hearing protective devices (earplugs or muffs) will be made available to you. Adequate training on their use and proper hygiene will be provided. Failure to wear required hearing protection in high noise level areas may result in administrative disciplinary action.

Once a year, hearing test and training will be scheduled. You will be notified of the date and time of testing appointment and training.

Your signature on this letter acknowledges receipt of this notification. Should you have any question, please contact you Supervisor.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
employee

Copy to File

***NOISE EXPOSURE  
EMPLOYEE NOTIFICATION LETTER***

Mr. \_\_\_\_\_

Date: \_\_\_\_\_

In keeping with our goal to provide a safe and productive work environment for all employees, we have recently completed noise monitoring of certain target areas in your plant. This letter is to inform you that your exposure exceeded the “**Dual Hearing Protection Level**” for occupational noise exposure specified by the Mine Safety and Health Administration (MSHA).

Therefore, as a result of these findings, you are hereby notified of your enrolled in the company’s Hearing Conservation Program (HCP). The HCP includes requirements for:

- i. A system of monitoring;
- j. Use of company provided hearing protection (both plugs and muffs);
- k. Voluntary audiometric testing; and
- l. Training

At no cost to you, a variety of appropriate hearing protective devices (earplugs and muffs) will be made available to you. Adequate training on their use and proper hygiene will be provided. Failure to wear required dual hearing protection as instructed may result in disciplinary action.

Once a year, hearing test and training will be scheduled. You will be notified of the date and time of testing appointment and training.

Your signature on this letter acknowledges receipt of this notification. Should you have any question, please contact you Supervisor.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
employee

## ADMINISTRATIVE NOISE CONTROLS

Requirement:	Standard: 30CFR § 62.130(a)
Type of Record:	Any written record
Frequency of Record Keeping:	Any time administrative controls are utilized to maintain employee noise exposures below the PEL
Length of Retention:	Most current

### **30 CFR § 62.130 – Permissible exposure limit**

- (a) The mine operator must assure that no miner is exposed during any work shift to noise that exceeds the permissible exposure level. If during any work shift a miner's noise exposure exceeds the permissible exposure level, the mine operator must use all feasible engineering and administrative controls to reduce the miner's noise exposure to the permissible exposure level, and enroll the miner in a hearing conservation program that complies with [§ 62.150](#) of this part. When a mine operator uses administrative controls to reduce a miner's exposure, the mine operator must post the procedures for such controls on the mine bulletin board and provide a copy to the affected miner.

***ADMINISTRATIVE NOISE CONTROLS***

**POST ON BULLETIN BOARD**

<b>Affected Miner</b>	<b>Location</b>	<b>Procedures</b>	<b>Effective Date</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GIVE COPY TO AFFECTED MINERS

## HEARING CONSERVATION PROGRAM

Requirement:	Standard: 30CFR § 62.150
Type of Record:	Any written record
Frequency of Record Keeping:	When a miner's noise exposure equals or exceeds the Action Level
Length of Retention:	Most current

### 30 CFR § 62.150 - Hearing conservation program

A hearing conservation program established under this part must include:

- (a) a system of monitoring under [§ 62.110](#) of this part;
- (b) the provision and use of hearing protectors under [§ 62.160](#) of this part;
- (c) audiometric testing under §§ [62.170](#) through [62.175](#) of this part;
- (d) training under [§ 62.180](#) of this part; and
- (e) recordkeeping under [§ 62.190](#) of this part.

***SAMPLE HEARING CONSERVATION  
PROGRAM***

**Company Name**

**Address**

**City, State Zip Code**

## *Hearing Conservation Program*

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**PERSONAL HEARING PROTECTION**

**AUDIOMETRIC TESTING PROGRAM**

**ENGINEERING AND ADMINISTRATIVE NOISE CONTROLS**

**MANAGEMENT COMMITMENT**



## *Hearing Conservation Program*

### **PURPOSE:**

Hearing conservation is an important aspect of the overall safety and health program. Workplace noise can cause hearing loss.

Fortunately, noise exposure can be controlled. When feasible engineering controls do not reduce the noise level to or below the permissible exposure limit (PEL) of 90 dB, proper hearing protectors are used. Also, all employees exposed to noise levels above 85 dB are included in a hearing conservation program. There are many reasons for providing an effective hearing conservation program, including:

- protecting the organization's most important resource - employees,
- providing a safe and healthful workplace, and
- complying with governmental regulations.

Management, supervisory, and employee commitment to hearing conservation and positive attitude are important aspects of the overall hearing conservation program.

The key elements of the organization's hearing conservation program are:

- 1 Noise exposure measurements,
- 2 Engineering and administrative noise exposure control,
- 3 Personal hearing protection,
- 4 Audiometric testing and follow-up, and
- 5 Education.

### **NOISE EXPOSURE MEASUREMENT:**

The success of the company's hearing conservation program depends on an accurate knowledge of the existing noise environment. Accurate surveys define areas within acceptable guidelines for noise exposure and those areas where potentially harmful noise exposure exists. Effective noise exposure measurement prevents possible loss of hearing by detecting work areas where employees must wear hearing protectors and must be tested. The results of all measurements are recorded, and employees are notified of their exposure level.

### **EMPLOYEE EDUCATION:**

The Company recognizes the need for a strong educational program. Therefore, Company Name properly educates its noise-exposed employees. At least annually, all new employees and those with a time-weighted average exposure level of 85 dBA and above are reminded of the need for an effective hearing conservation program. The educational program consists of an initial presentation by company personnel concerning the need for an effective hearing conservation program. During this program an explanation of company policy relative to the requirements of wearing hearing protective devices is given. All employees are encouraged to ask questions concerning the program. Topics covered include the effects of noise on hearing, the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on the selection, fitting, use, and care of protectors. The purpose and procedures of audiometric testing are also discussed.

## *Hearing Conservation Program*

The Company recognizes the need for continuing education in the implementation of any safety program and, therefore, will regularly remind employees of the necessity for preserving their hearing. All areas where hearing protection is required are posted with appropriate signs in order to alert employees to the need for wearing protective devices.

Employees not exposed to noise levels exceeding the accepted guidelines are encouraged to participate whenever possible in the educational programs provided.

The Company recognizes the fact that a loss of one's ability to hear can occur from many causes other than industrial noise exposure, and that for this reason all employees benefit from the educational programs described above. Since the hearing conservation program described in this plan protects employees' hearing from potentially harmful environments and could possibly alert them to potentially harmful physical disorders, the program is considered an additional benefit program for employees.

### **PERSONAL HEARING PROTECTION:**

Until such time as engineering and/or administrative controls reduce the amount of noise exposure to or below the allowed limits, appropriate personal hearing protective devices are made available and issued to noise-exposed employees. It is recognized that the use of these devices is considered a temporary solution to the problem of overexposure until feasible controls are provided.

As with all safety equipment, the wearing of hearing protection in required areas is mandatory. All supervisors properly enforce hearing protection requirements. Continuing failure of an employee to properly wear the protection provided could result in the disciplinary action.

### **AUDIOMETRIC TESTING PROGRAM:**

The objective of the hearing conservation program developed by the Company is the preservation of the hearing of its employees. In order to achieve this goal, an effective audiometric testing program has been implemented. This program includes audiograms for all employees whose exposures equal or exceed a TWA of 85 dBA in order to establish baselines, and termination audiograms when possible. Employees who continue to be exposed to levels equal to or exceeding a TWA of 85 dBA are encouraged to participate in annual audiometric testing.

The success of the hearing conservation program with regard to each individual employee is evaluated by comparing annual audiograms to the baseline audiogram. Audiogram review is performed by an audiologist or physician, and recommendations regarding the audiometric results are followed. This procedure, among others, helps to determine the effectiveness of the hearing protection program, and, as a result, ensures the protection of employees' hearing.

## *Hearing Conservation Program*

### **ENGINEERING AND ADMINISTRATIVE NOISE CONTROLS:**

Company Name recognizes the desirability of controlling the existing noise levels by engineering and/or administrative controls. Therefore the feasibility of such controls is carefully considered. Due to the complexity of some machinery used by the company and in view of economic limitations, some noise levels cannot currently be reduced to below acceptable limits. In those cases, the company considers possible redesign of existing machinery, the building of partial or total enclosures, and other engineering noise control procedures for reducing the existing noise levels, where such procedures are deemed technologically and economically feasible.

Within the limitation of work schedules and employee skills and training background, administrative controls have been considered. Where feasible, over-exposed employees are moved to other areas having noise levels below the required levels.

Engineering and administrative controls are being considered and implemented where feasible on a continuing basis.

### **MANAGEMENT COMMITMENT:**

As indicated by the program described above, it is the full intent of Company Name to protect and preserve the hearing of its employees. This company routinely reviews the program developed and outlined in this compliance plan and attempts within the company's financial and technical capability to improve the program where feasible.

If and when the work area noise levels are reduced below the accepted guidelines, the company reserves the right to terminate any or all of the phases of the program described herein.

## **AUDIOMETRIC TEST RECORD**

Requirement:	Standard: 30CFR § 62.171
Type of Record:	Any written document
Frequency of Record Keeping:	As per standard
Length of Retention:	Duration of employment plus 6 months.

### **30 CFR §62.171 - Audiometric test procedures**

(b) The mine operator must compile an audiometric test record for each miner tested. The record must include:

- (3) name and job classification of the miner tested;
- (4) a copy of all of the miner's audiograms conducted under this part;
- (5) evidence that the audiograms were conducted in accordance with paragraph (a) of this section;
- (6) any exposure determination for the miner conducted in accordance with [§ 62.110](#) of this part; and
- (7) the results of follow-up examination(s), if any.

(d) The operator must maintain audiometric test records for the duration of the affected miner's employment, plus at least 6 months, and make the records available for inspection by an authorized representative of the Secretary of Labor.

## **AUDIOGRAM RESULTS – REPORTING REQUIREMENTS**

Requirement:	Standard: 30CFR § 62.172(a)(1)
Type of Record:	Documentation recommended/as per standard
Frequency of	
Record Keeping:	Within 30 days of conducting an audiogram
Length of Retention:	Duration of employment plus 6 months.

### **30 CFR §62.172 – Evaluation of audiograms.**

(a) The mine operator must:

- (1) Inform persons evaluating audiograms of the requirements of this part and provide those persons with a copy of the miner's audiometric test records;

## REPORTING REQUIREMENTS

Requirement:	Standard 30CFR § 62.175
Type of Record:	(a) Any written document (b) MSHA 7000-1
Frequency of Record Keeping:	As per standard
Length of Retention:	Duration of employment plus 6 months.

### **30 CFR §62.175(a) - Notification of (audiogram) results; reporting requirements**

- (a) The mine operator must, within 10 working days of receiving the results of an audiogram, or receiving the results of a follow-up evaluation required under [§ 62.173](#) of this part, notify the miner in writing of:
1. the results and interpretation of the audiometric test, including any finding of a standard threshold shift or reportable hearing loss; and
  2. the need and reasons for any further testing or evaluation, if applicable.
- (b) When evaluation of the audiogram shows that a miner has incurred a reportable hearing loss as defined in this part, the mine operator must report such loss to MSHA as a noise-induced hearing loss in accordance with part 50 of this title, unless a physician or audiologist has determined that the loss is neither work-related nor aggravated by occupational noise exposure.

## HEARING CONSERVATION TRAINING

Requirement:	Standard 30CFR § 62.180(c)
Type of Record:	Any written document
Frequency of Record Keeping:	Within 3 months of being enrolled in the HCP and annually thereafter
Length of Retention:	Most recent (as long as the miner is enrolled in the HCP) and 6 months thereafter.

### **30 CFR §62.180 - Training**

- (a) The mine operator must, within 30 days of a miner's enrollment into a hearing conservation program, provide the miner with training. The mine operator must give training every 12 months thereafter if the miner's noise exposure continues to equal or exceed the action level. Training must include:
- (1) the effects of noise on hearing;
  - (2) the purpose and value of wearing hearing protectors;
  - (3) the advantages and disadvantages of the hearing protectors to be offered;
  - (4) the various types of hearing protectors offered by the mine operator and the care, fitting, and use of each type;
  - (5) the general requirements of this part;
  - (6) the mine operator's and miner's respective tasks in maintaining mine noise controls; and
  - (7) the purpose and value of audiometric testing and a summary of the procedures.
- (d) The mine operator must certify the date and type of training given each miner, and maintain the miner's most recent certification for as long as the miner is enrolled in the hearing conservation program and for at least 6 months thereafter.

## RECORD KEEPING

Requirement:	Standard: 30CFR § 50.30(a)
Type of Record:	As per requirements
Frequency of Record Keeping:	
Length of Retention:	Duration of employment plus 6 months.

### 30 CFR §62.190 - Records.

- (a) The authorized representatives of the Secretaries of Labor and Health and Human Services must have access to all records required under this part. Upon written request, the mine operator must provide, within 15 calendar days of the request, access to records to:
- (1) the miner, or with the miner's written consent, the miner's designee, for all records that the mine operator must maintain for that individual miner under this part;
  - (2) any representative of miners designated under part 40 of this title, to training certifications compiled under § 62.180(b) of this part and to any notice of exposure determination under [§ 62.110\(d\)](#) of this part, for the miners whom he or she represents; and
  - (3) any former miner, for records which indicate his or her own exposure.
- (b) When a person with access to records under paragraphs (a)(1), (a)(2), or (a)(3) of this section requests a copy of a record, the mine operator must provide the first copy of such record at no cost to that person, and any additional copies requested by that person at reasonable cost.
- (c) Transfer of records.
- (1) The mine operator must transfer all records required to be maintained by this part, or a copy thereof, to a successor mine operator who must maintain the records for the time period required by this part.
  - (2) The successor mine operator must use the baseline audiogram, or revised baseline audiogram, as appropriate, obtained by the original mine operator to determine the existence of a standard threshold shift or reportable hearing loss. Appendix to part 62