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## **SECTION 7**

# **TRAINING PLANS & PROCEDURES**

# Section 7 Action Items

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1. Determine if your mine falls under CFR 30 Part 46 or Part 48 for safety training purposes. Contact Dave Carlson (phone 906-487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)) – also ask for a written Part 46 Training Plan.
2. If you fall under Part 46, you need a training plan. Under Part 48, you may train under the certified trainer's plan. The following types of training are required under both parts:
  - a. Train all new inexperienced miners for 24 hours (40 hours for underground).
  - b. Train all newly hired experienced miners for at least the minimum times listed on the Part 46 training plan. Part 48 requires a full 8 hours for some surface miners.
  - c. Task-train all workers in any newly-assigned tasks. Update training if task procedures change.
  - d. Annual refresher training is 8 hours for Part 46 and Part 48 and must be done by the end of the 12th month after the miner is hired, and every year thereafter by the end of the same month as during the previous year.
  - e. Give site-specific hazard training to all visitors (customers, etc.) This can be done by judicious use of warning signs or with verbal/written instructions, whichever you have specified in your training plan. For miners who go to different mine IDs, site-specific hazard training is required at each ID along with a training certificate (certificate not required for non-miners).
3. Keep records of annual refresher training for 2 years and of all new miner and task training until 60 days after the miner terminates employment. Issue training certificates. Follow instructions given here for completing certificates correctly.
4. Part 46 training must be done by the competent person(s) or training organization(s) listed in your mine's training plan. Training certificates must be signed by the mine employee responsible for safety and health listed in the mine's training plan. Training certificates must meet the requirements of the standard. If form 5000-23 is used, complete it according to the instructions in this section.
5. For Part 48 training, the certified trainer can sign the 5000-23 training certificate, but MSHA recommends that it be done by the mine person responsible for safety and health at the mine (remember, however, that Part 48 new miner, new experienced miner, and annual refresher training (but not task training) must be done by an MSHA-certified trainer). Follow the instructions in this section for completing form 5000-23.

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## SECTION 7

# Training Plans and Procedures

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## Training Test

1. Part 48 is the part of 30CFR dealing with metal, coal, gypsum and underground mining operations. T , F
2. Part 46 deals with almost all surface nonmetal, nongypsum, noncoal mines as well as cement plants. T , F
3. A part 48 training plan requires MSHA approval, but a part 46 plan is considered to be approved if it meets the standards requirements. T , F
4. Part 48 training, other than task and site-specific hazard training, must be done by MSHA-certified instructors. T , F
5. Part 46 training must be done by MSHA-certified instructors. T , F
6. A competent person who trains miners must be approved by MSHA. T , F  ***Part 46 training for each subject covered must be done by the competent company person(s) and/or training organizations listed for that subject in the company's training plan.***
7. Part 46 task training must be done by a competent person. T , F  ***The training organizations name, or a miner who is competent to train the subject matter must be listed in the mines plan.***
8. A Part 46 training certificate must be signed by the person responsible for safety and health at the mine, while a part 48 certificate may be signed either by the MSHA-certified instructor or by the person at the mine responsible for safety and health. T , F
9. 4 hours of part 46 new inexperienced miner training must be completed before the miner goes to work and the remaining 20 hours may include a brief review of first aid, respirator training where applicable, and practice under the supervision of the competent person listed in the mine's training plan. T , F
10. A Part 46 training plan must include the name of the competent person who will oversee "supervised practice of the assigned task". T , F
11. Part 46 requires new experienced miners to have 4 hours of training before working. T , F  ***Times must equal or exceed the minimum times listed in the mine's training plan.***
12. Annual refresher training is required a)  within 1 year of completing new miner or new experienced miner training, b)  during the following year by the end of the same month the miner was hired or had his annual refresher training, or c)  as soon as the rest of the miners get annual refresher training.
13. Under Part 46 new inexperienced miner training, a short review of first aid must be taught within 60 days of starting work. T , F
14. Under Part 46, a new inexperienced miner must have a full first aid and CPR course before he can work. T , F  ***Advanced first aid, as required by 56.18010, must be offered to all interested miners and at least one trained person must be available at the worksite whenever work is taking place.***

15. An on-road truck driver who loads his own truck with sand and gravel is considered a miner under Part 46 and needs comprehensive training. T , F .
16. An on-road truck driver who only goes on mine property to have the mine operator load his truck with sand and gravel is considered a miner under Part 46 and needs comprehensive training. T , F .
17. Part 46 specifies the entire list of subjects required for annual refresher training. T , F  ***Eight hours of annual training is required; one topic – changes adversely affecting safety and health – is required. Other subjects are to be selected by the mine operator and listed in the mine's training plan along with competent person(s) and/or training organizations for each.***
18. A truck driver who hauls sand and gravel from one location on mine property to another location on mine property needs comprehensive training under Part 46. T , F .
19. Before Part 46 training can commence, the training plan used must be posted for 2 weeks at a location where the miners can review its contents. T , F .
20. To become an experienced miner under Parts 46 and 48, the person must have received new miner training T , F , have 12 months of cumulative experience T , F , and have gained his/her 12 months experience within 3 years. T , F  (***see the standard for exceptions for miners who were experienced miners before Oct. 2, 2000 for Part 46 and February 3, 1999 for Part 48.***)
21. People who maintain and/or repair mining equipment at mine sites for “frequent” or “extended” periods do not need annual refresher training if the equipment is shut down and away from mining activities. T , F .
22. A miner transferred to another Part 46 mine owned by the same employer only needs site-specific hazard awareness training. T , F .
23. A contractor who has the mine operator perform the contractor's Part 46 training need not have a training plan T , F .
24. A Part 46 training plan can cover only one mine. T , F .
25. A Part 46 training certificate can list the names of more than one trainee. T , F .
26. Annual refresher training can address both Part 46 and Part 48. T , F .
27. Training records should be available where they can be sent to the mine site immediately at the request of the MSHA inspector. T , F .
28. Construction workers not exposed to mine hazards need only receive site-specific hazard awareness training. T , F .
29. Independent contractors, who are miners under Part 46, must make available at the mine site, a copy of each miner's training certificates for inspection. T , F .
30. Miners are required to carry Part 46 training certificates. T , F .

## Introduction to Part 46

**Note:** *A miner is any person, including operators or supervisors, who works at a mine and who is engaged in mining operations. This definition includes independent contractors and employees of independent contractors who are engaged in mining operations and any construction worker who is exposed to hazards of mining operations.*

**Part 46 Applies to --** Miners Engaged in Shell Dredging or Employed at Sand and Gravel, Surface Stone, Surface Clay, Colloidal Phosphate, Surface Limestone, Marble, Shale, Kaolin, Feldspar, Granite, Traprock, Cement, Lime, Sandstone, and Slate Mines and Operations

**What Part 46 Means to You?** – MSHA can issue citations and withdrawal orders to sand and gravel, surface stone, surface limestone, surface clay, shell dredging, and colloidal phosphate mines for failure to provide training that meets the requirements spelled out in 30 CFR Part 46.

-- Mine operators and contractors must have a training plan (need one? – contact Dave Carlson – 906-487-2453 or see <http://www.msha.gov/TRAINING/STATES/STATES.HTM> for the contact in your state).

-- New miners must receive at least 24 hours of training, with a minimum of four hours of instruction in seven specific areas before they start work. The seven areas are: 1)introduction to the work environment, 2)instruction in recognizing and avoiding hazards, 3)review of escape and emergency plans, 4)instruction on health and safety aspects of the work they will be doing, 5)instruction on statutory rights of miners, 6)a review and description of the line of authority, and 7)an introduction to the procedures for reporting mine hazards.

-- Miners must receive at least eight hours of annual refresher training yearly by the end of the same month as during the previous year, which covers major changes at the mine which may adversely affect safety and health and other topics specified in the mine's training plan.

-- Miners must also be trained on health and safety aspects of each newly assigned task including hazardous chemicals they may be exposed to.

-- Training must be provided by a competent person (a person designated by the production-operator or independent contractor who has the ability, training, knowledge, or experience to provide training to miners in his or her area of expertise. The competent person must be able both to effectively communicate the training subject to miners and to evaluate whether the training given to miners is effective). Instructors do not need MSHA approval, but must be listed in the training plan by subject.

-- Mine operators are allowed to substitute equivalent training required by OSHA or other federal or state agencies, if this training is listed in the mine's training plan along with the competent persons/ organizations, times, materials, training methods and evaluation methods. Certificates for this training must also meet MSHA's requirements.

You need to have a training plan on file for each of five types of training:

- New miner
- Newly-hired experienced miner
- New task
- Annual refresher
- Site-specific hazard awareness

## **Training Plan Requirements**

A training plan [Section 46.3(b)] is automatically approved without submitting it to MSHA if it contains the following information”

- Mine Name(s);
- MSHA mine ID number(s) or independent contractor (if available) identification number(s);
- Name and position of designated person responsible for health and safety training at the mine;
- General description of teaching methods – i.e. lecture, discussion, etc.
- Source of course materials to be used in training program, including subject areas to be covered, i.e. MSHA, Company, Vendor, etc.
- Approximate time to be spent on each subject area – i.e. ½ to 3 hours;
- List of persons and/or organizations who will provide the training, and the subject areas in which each person and/or organization is competent to instruct;
- The evaluation procedures used to determine the effectiveness of training.

## **SUMMARY OF PART 46 FOR NEW MINES**

### **Part 46 Training Requirements for Newly Opened Mines**

- **Develop a training plan.** The plan must include all of the information called for in 30 CFR 46.3. If Starter Kits are used, new miner, newly employed experienced miner, and task training programs need to be changed to include “information about the physical and health hazards of chemicals in the miner’s work area, the protective measures a miner can take against these hazards, and the contents of the mine’s HazCom program” (46.5{b}{4}, 46.6{b}{4}, 46.7{a}).
- **Provide miners with new miner training or newly employed experienced miner training, as appropriate.** Experienced miner training is appropriate for the following: (1) miners who had at least 12 months of cumulative surface mining or equivalent experience on or before October 2, 2000; (2) miners hired on or after October 2, 2000 who have completed 24 hours of new miner training under 46.5 or 48.25 and who have at least 12 cumulative months of surface mining or equivalent experience; or (3) miners with less than 12 cumulative months of surface mining or equivalent experience who have completed new miner training under 46.5 or 48.25 within 36 months before beginning work at the mine. Experienced miner training must be provided before any of the above-described miners begins work at the mine. New miner training must be completed no later than 90 days after a person who is not an experienced miner begins work at the mine according to the provisions of 46.5. Miners who have not yet received the full 24 hours of new miner training must work where an experienced miner can observe that the new miner is performing his or her work in a safe and healthful manner.
- **Provide task training to miners who are reassigned to new tasks in which they have no previous work experience.** Task training must also be provided if changes in assigned tasks occur that affect health and safety risks. Miners with previous training and experience in assigned tasks may be excused from training if they demonstrate the necessary skills to safely perform the tasks. Practice under the close observation of a competent person may be used to fulfill the task-training requirement if hazard recognition training specific to the assigned task is given before the miner performs the task.
- **Provide each miner with no less than eight hours of annual refresher training no later than the end of the 12th month after the miner begins work at the mine.** If the new miner was hired April 2, 2003, the next round of annual refresher training must be completed by April 30, 2004 and the following round no later than April 30, 2005 etc.

**Provide site-specific hazard awareness training to office personnel, scientific workers, delivery workers, customers, vendors, visitors, and independent contractors.**

# Changes in Part 48 Training Standard Resulting From HazCom Standard

## § 48.7 Training of miners assigned to a task in which they have had no previous experience; minimum courses of instruction.

### PART 48—[AMENDED]

9. The authority citation for part 48 continues to read as follows:

**Authority:** 30 U.S.C. 811, 825.

10. Paragraph (b)(13) of § 48.5 is revised to read as follows:

## § 48.5 Training of new miners; minimum courses of instruction; hours of instruction.

(b) (13) *Health and safety aspects of the tasks to which the new miner will be assigned.* The course shall include instruction in the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

11. Paragraph (b)(11) of § 48.6 is revised to read as follows:

## § 48.6 Experienced miner training.

(b) (11) *Health and safety aspects of the tasks to which the experienced miner is assigned.* The course must include instruction in the health and safety aspects of the tasks assigned, including the safe work procedures of such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. Experienced miners who must complete new task training under § 48.7 do not need to take training under this paragraph.

12. Paragraphs (a)(1) and (c) of § 48.7 are revised to read as follows:

(a) (1) *Health and safety aspects and safe operating procedures for work tasks, equipment, and machinery.* The training shall include instruction in the health and safety aspects and the safe operating procedures related to the assigned tasks, including information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. The training shall be given in an on-the-job environment; and

(c) Miners assigned a new task not covered in paragraph (a) of this section shall be instructed in the safety and health aspects and safe work procedures of the task, including information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program, prior to performing such task.

13. Paragraphs (c) and (d) of § 48.8 are redesignated as paragraphs (d) and (e) respectively, and new paragraph (c) is added to read as follows:

## § 48.8 Annual refresher training of miners; minimum courses of instruction; hours of instruction.

(c) Refresher training may include other health and safety subjects that are relevant to mining operations at the mine. Recommended subjects include, but are not limited to, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

14. Paragraph (b)(12) of § 48.25 is revised to read as follows:

## § 48.25 Training of new miners; minimum courses of instruction; hours of instruction.

(b) (12) *Health and safety aspects of the tasks to which the new miner will be assigned.* The course shall include instructions in the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent

to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

15. Paragraph (b)(11) of § 48.26 is revised to read as follows:

### **§ 48.26 Experienced miner training.**

(b) (11) *Health and safety aspects of the tasks to which the experienced miner is assigned.* The course must include instruction in the health and safety aspects of the tasks assigned, including the safe work procedures of such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. Experienced miners who must complete new task training under § 48.27 do not need to take training under this paragraph.

16. Paragraphs (a)(1) and (c) of § 48.27 are revised to read as follows:

### **§ 48.27 Training of miners assigned to a task in which they have had no previous experience; minimum courses of instruction.**

(a) (1) *Health and safety aspects and safe operating procedures for work tasks, equipment, and machinery.* The training shall include instruction in the health and safety aspects and safe operating procedures related to the assigned task, including information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. The training shall be given in an on-the-job environment; and

(c) Miners assigned a new task not covered in paragraph (a) of this section shall be instructed in the safety and health aspects and safe work procedures of the task, including information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program, prior to performing such task.

17. Paragraphs (c) and (d) of § 48.28 are redesignated as paragraphs (d) and (e) respectively, and new paragraph (c) is added to read as follows:

### **§ 48.28 Annual refresher training of miners; minimum courses of instruction; hours of instruction.**

(c) Refresher training may include other health and safety subjects that are relevant to mining operations at the mine. Recommended subjects include, but are not limited to, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

# Changes in Part 46 Training Standard Resulting From HazCom Standard

## PART 46—[AMENDED]

1. The authority citation for part 46 continues to read as follows:

**Authority:** 30 U.S.C. 811, 825.

2. Paragraph (b)(4) of § 46.5 is revised to read as follows:

### § 46.5 New miner training.

(b)(4) Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program;

3. Paragraph (b)(4) of § 46.6 is revised to read as follows:

### § 46.6 Newly hired experienced miner training.

(b)(4) Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program;

4. Paragraph (a) of § 46.7 is revised to read as follows:

### § 46.7 New task training.

(a) You must provide any miner who is reassigned to a new task in which he or she has no previous work experience with training in the health and safety aspects of the task to be assigned, including the safe work procedures of such task, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. This training must be provided before the miner performs the new task.

5. The second sentence of paragraph (c) of § 46.8 is amended by inserting the phrase “information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program;” after the phrase “including mandatory health and safety standards;”

## Part 48 Standard for Surface Mines

### Subpart B – Surface Mines

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23640, May 28, 1982]

Subpart B--Training and Retraining of Miners Working at Surface Mines and Surface Areas of Underground Mines

#### 30 CFR § 48.21

##### Scope.

The provisions of this subpart B set forth the mandatory requirements for submitting and obtaining approval of programs for training and retraining miners working at surface mines and surface areas of underground mines. Requirements regarding compensation for training and retraining are also included. The requirements for training and retraining miners working in underground mines are set forth in subpart A of this part.

This part does not apply to training and retraining of miners at shell dredging, sand, gravel, surface stone, surface clay, colloidal phosphate, and surface limestone mines, which are covered under 30 CFR [Part 46](#).

#### 30 CFR § 48.22

##### Definitions.

For the purposes of this subpart B--

(a)(1) *Miner* means, for purposes of [§48.23](#) through 48.30 of this subpart B, any person working in a surface mine or surface areas of an underground mine and who is engaged in the extraction and production process, or who is regularly exposed to mine hazards, or who is a maintenance or service worker employed by the operator or a maintenance or service worker contracted by the operator to work at the mine for frequent or extended periods. This definition shall include the operator if the operator works at the mine on a continuing, even if irregular, basis. Short-term, specialized contract workers, such as drillers and blasters, who are engaged in the extraction and production process and who have received training under [§48.26](#) (Training of newly employed experienced miners) of this subpart B, may in lieu of subsequent training under that section for each new employment, receive training under [§48.31](#) (Hazard training) of this subpart B. This definition does not include:

(i) Construction workers and shaft and slope workers under subpart C of this Part [48](#);

(ii) Any person covered under paragraph (a)(2) of this section.

(2) *Miner* means, for purposes of [§ 48.3](#) (Hazard training) of this subpart B, any person working in a surface mine, including any delivery, office, or scientific worker or occasional, short-term maintenance or service worker contracted by the operator, and any student engaged in academic projects involving his or her extended presence at the mine. This definition excludes persons covered under paragraph (a)(1) of this section and subpart C of this part.

(b) *Experienced miner* means:

- (1) A miner who has completed MSHA-approved new miner training for surface miners or training acceptable to MSHA from a State agency and who has had at least 12 months of surface mining experience; or
- (2) A supervisor who is certified under an MSHA-approved State certification program and who is employed as a surface supervisor on October 6, 1998; or
- (3) An experienced surface miner on February 3, 1999.

(c) *New miner* means a miner who is not an experienced miner.

(d) *Normal working hours* means a period of time during which a miner is otherwise scheduled to work. This definition does not preclude scheduling training classes on the sixth or seventh working day if such a work schedule has been established for a sufficient period of time to be accepted as the operator's common practice. Miners shall be paid at a rate of pay which shall correspond to the rate of pay they would have received had they been performing their normal work tasks.

(e) *Operator* means any owner, lessee, or other person who operates, controls, or supervises a surface mine or surface area of an underground mine; or any independent contractor identified as an operator performing services or construction at such time.

(f) *Task* means a work assignment that includes duties of a job that occur on a regular basis and which requires physical abilities and job knowledge.

(g) *Act* means the Federal Mine Safety and Health Act of 1977.

[43 FR 47459, Oct. 13, 1978; 44 FR 1980, Jan. 9, 1979]

### 30 CFR § 48.23

#### **Training plans; time of submission; where filed; information required; time for approval; method for disapproval; commencement of training; approval of instructors.**

- (a) Each operator of a mine shall have an MSHA approved plan containing programs for training new miners, training newly-employed experienced miners, training miners for new tasks, annual refresher training, and hazard training for miners as follows:
  - (1) In the case of a mine which is operating on the effective date of this subpart B, the operator of the mine shall submit such plan for approval within 150 days after the effective date of this subpart B.
  - (2) Within 60 days after the operator submits the plan for approval, unless extended by MSHA, the operator shall have an approved plan for the mine.
  - (3) In the case of a new mine which is to be opened or a mine which is to be reopened or reactivated after the effective date of this subpart B, the operator shall have an approved plan prior to opening the new mine, or reopening or reactivating the mine unless the mine is reopened or reactivated periodically using portable equipment and mobile teams of miners as a normal method of operation by the operator. The operator to be

so excepted shall maintain an approved plan for training covering all mine locations which are operated with portable equipment and mobile teams of miners.

- (b) The training plan shall be filed with the District Manager for the area in which the mine is located.
- (c) Each operator shall submit to the District Manager the following information:
  - (1) The company name, mine name, and MSHA identification number of the mine.
  - (2) The name and position of the person designated by the operator who is responsible for health and safety training at the mine. This person may be the operator.
  - (3) A list of MSHA approved instructors with whom the operator proposes to make arrangements to teach the courses, and the courses each instructor is qualified to teach.
  - (4) The location where training will be given for each course.
  - (5) A description of the teaching methods and the course materials which are to be used in training.
  - (6) The approximate number of miners employed at the mine and the maximum number who will attend each session of training.
  - (7) The predicted time or periods of time when regularly scheduled refresher training will be given. This schedule shall include the titles of courses to be taught, the total number of instruction hours for each course, and the predicted time and length of each session of training.
  - (8) For the purposes of [§48.27](#) (New task training of miners) of this subpart B, the operator shall submit:
    - (i) A complete list of task assignments to correspond with the definition of "task" in [§48.22\(f\)](#) of this subpart B.
    - (ii) The titles of personnel conducting the training for this section.
    - (iii) The outline of training procedures used in training miners in those work assignments listed according to paragraph (c)(8)(i) of this section.
    - (iv) The evaluation procedures used to determine the effectiveness of training under [§48.27](#) of this subpart B.
  - (d) The operator shall furnish to the representative of the miners a copy of the training plan 2 weeks prior to its submission to the District Manager. Where a miners' representative is not designated, a copy of the plan shall be posted on the mine bulletin board 2 weeks prior to its submission to the District Manager. Written comments received by the operator from miners or their representatives shall be submitted to the District Manager. Miners or their representatives may submit written comments directly to the District Manager.
  - (e) All training required by the training plan submitted to and approved by the District Manager as required by this subpart B shall be subject to evaluation by the District Manager to determine the effectiveness of the training programs. If it is deemed necessary, the District Manager may require changes in, or additions to, programs. Upon request from the District Manager the operator shall make available for evaluation the

instructional materials, handouts, visual aids, and other teaching accessories used or to be used in the training programs. Upon request from the District Manager the operator shall provide information concerning schedules of upcoming training.

(f) The operator shall make a copy of the MSHA approved training plan available at the mine site for MSHA inspection and examination by the miners and their representatives.

(g) Except as provided in [§48.27](#) (New task training of miners) and §48.31 (Hazard training) of this subpart B, all courses shall be conducted by MSHA approved instructors.

(h) Instructors shall be approved by the District Manager in one or more of the following ways:

(1) Instructors shall take an instructor's training course conducted by the District Manager or given by persons designated by the District Manager to give such instruction; and instructors shall have satisfactorily completed a program of instruction approved by the Office of Educational Policy and Development, MSHA, in the subject matter to be taught.

(2) Instructors may be designated by MSHA as approved instructors to teach specific courses based on written evidence of the instructors' qualifications and teaching experience.

(3) At the discretion of the District Manager, instructors may be designated by MSHA as approved instructors to teach specific courses based on the performance of the instructors while teaching classes monitored by MSHA. Operators shall indicate in training plans submitted for approval whether they want to have instructors approved based on monitored performance. The District Manager shall consider such factors as the size of the mine, the number of employees, the mine safety record and remoteness from a training facility when determining whether instructor approval based on monitored performance is appropriate.

(4) On the effective date of this subpart B, cooperative instructors who have been designated by MSHA to teach MSHA approved courses and who have taught such courses within 24 months prior to the effective date of this subpart shall be considered approved instructors for such courses.

(i) Instructors may have their approval revoked by MSHA for good cause which may include not teaching a course at least once every 24 months. Before any revocation is effective, the District Manager must send written reasons for revocation to the instructor and the instructor shall be given an opportunity to demonstrate or achieve compliance before the District Manager on the matter. A decision by the District Manager to revoke an instructor's approval may be appealed by the instructor to the Administrator for Coal Mine Safety and Health or Administrator for Metal and Non-metal Safety and Health, as appropriate, MSHA, 1100 Wilson Boulevard Room 2424 (Coal) or Room 2436 (Metal and Nonmetal), Arlington, Virginia 22209-3939. Such an appeal shall be submitted to the Administrator within 5 days of notification of the District Manager's decision. Upon revocation of an instructor's approval, the District Manager shall immediately notify operators who use the instructor for training.

(j) The District Manager for the area in which the mine is located shall notify the operator and the miners' representative, in writing, within 60 days from the date on which the training plan is filed, of the approval or status of the approval of the training programs.

(1) If revisions are required for approval, or to retain approval thereafter, the revisions required shall be specified to the operator and the miners' representative and the operator and the miners' representative shall

be afforded an opportunity to discuss the revisions with the District Manager, or propose alternate revisions or changes. The District Manager, in consultation with the operator and the representative of miners, shall fix a time within which the discussion will be held, or alternate revisions or changes submitted, before final approval is made.

(2) The District Manager may approve separate programs of the training plan and withhold approval of other programs, pending discussion of revisions or submission of alternate revisions or changes.

(k) Except as provided under §48.28(c) (Annual refresher training of miners) of this subpart B, the operator shall commence training of miners within 60 days after approval of the training plan, or approved programs of the training plan.

(l) The operator shall notify the District Manager of the area in which the mine is located and the miners' representative of any changes of modifications which the operator proposes to make in the approval training plan. The operator shall obtain the approval of the District Manager for such changes or modifications.

(m) In the event the District Manager disapproves a training plan or a proposed modification of a training plan or requires changes in a training plan or modification, the District Manager shall notify the operator and the miners' representative in writing of:

(1) The specific changes or items of deficiency.

(2) The action necessary to effect the changes or bring the disapproved training plan or modification into compliance.

(3) The deadline for completion of remedial action to effect compliance, which shall serve to suspend punitive action under the provisions of sections 104 and 110 of the Act and other related regulations until that established deadline date, except that no such suspension shall take place in imminent danger situations.

(n) The operator shall post on the mine bulletin board, and provide to the miners' representative, a copy of all MSHA revisions and decisions which concern the training plan at the mine and which are issued by the District Manager.

(Pub. L. No. 96-511, 94 Stat. 2812 (44 U.S.C. 3501 et seq.))

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 14696, Apr. 6, 1982; 47 FR 23640, May 28, 1982; 47 FR 28095, June 29, 1982; 60 FR 33719, June 29, 1995]

## 30 CFR § 48.24

### Cooperative training program.

(a) An operator of a mine may conduct his own training programs, or may participate in training programs conducted by MSHA, or may participate in MSHA approved training programs conducted by State or other

Federal agapproval; encies, or associations of mine operators, miners' representatives, other mine operators, private associations, or educational institutions.

(b) Each program and course of instruction shall be given by instructors who have been approved by MSHA to instruct in the courses which are given, and such courses and the training programs shall be adapted to the mining operations and practices existing at the mine and shall be approved by the District Manager for the area in which the mine is located.

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23641, May 28, 1982]

## 30 CFR § 48.25

### **Training of new miners; minimum courses of instruction; hours of instruction.**

(a) Each new miner shall receive no less than 24 hours of training as prescribed in this section. Except as otherwise provided in this paragraph, new miners shall receive this training before they are assigned to work duties. At the discretion of the District Manager, new miners may receive a portion of this training after assignment to work duties: *Provided*, That no less than 8 hours of training shall in all cases be given to new miners before they are assigned to work duties. The following courses shall be included in the 8 hours of training: Introduction to work environment, hazard recognition, and health and safety aspects of the tasks to which the new miners will be assigned. Following the completion of this preassignment training, new miners shall then receive the remainder of the required 24 hours of training, or up to 16 hours, within 60 days. Operators shall indicate in the training plans submitted for approval whether they want to train new miners after assignment to duties and for how many hours. In determining whether new miners may be given this training after they are assigned duties, the District Manager shall consider such factors as the mine safety record, rate of employee turnover and mine size. Miners who have not received the full 24 hours of new miner training shall be required to work under the close supervision of an experienced miner.

(b) The training program for new miners shall include the following courses:

(1) *Instruction in the statutory rights of miners and their representatives under the Act; authority and responsibility of supervisors.* The course shall include instruction in the statutory rights of miners and their representatives under the Act, including a discussion of section 2 of the Act; a review and description of the line of authority of supervisors and miners' representatives and the responsibilities of such supervisors and miners' representatives; and an introduction to the operator's rules and the procedures for reporting hazards.

(2) *Self-rescue and respiratory devices.* The course shall include instruction and demonstration in the use, care, and maintenance of self-rescue and respiratory devices, where applicable.

(3) *Transportation controls and communication systems.* The course shall include instruction on the procedures in effect for riding on and in mine conveyances where applicable; the controls for the transportation of miners and materials; and the use of mine communication systems, warning signals, and directional signs.

(4) *Introduction to work environment.* The course shall include a visit and tour of the mine, or portions of the mine which are representative of the entire mine. The method of mining or operation utilized shall be observed and explained.

(5) *Escape and emergency evacuation plans; firewarning and firefighting.* The course shall include a review of the mine escape system, and escape and emergency evacuation plans in effect at the mine; and instruction in the firewarning signals and firefighting procedures.

(6) *Ground control; working in areas of highwalls, water hazards, pits and spoil banks; illumination and night work.* The course shall include, where applicable, and introduction to and instruction on the highwall and ground control plans in effect at the mine; procedures for working safely in areas of highwalls, water hazards, pits and spoil banks; the illumination of work areas; and safe work procedures during the hours of darkness.

(7) *Health.* The course shall include instruction on the purpose of taking dust measurements, where applicable, and noise and other health measurements, and any health control plan in effect at the mine shall be explained. The health provisions of the Act and warning labels shall also be explained.

(8) *Hazard recognition.* The course shall include the recognition and avoidance of hazards present in the mine.

(9) *Electrical hazards.* The course shall include recognition and avoidance of electrical hazards.

(10) *First aid.* The course shall include instruction in first aid methods acceptable to MSHA.

(11) *Explosives.* The course shall include a review and instruction on the hazards related to explosives. The only exception to this course component is when no explosives are used or stored on mine property.

(12) *Health and safety aspects of the tasks to which the new miner will be assigned.* The course shall include instructions in the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

(13) Such other courses as may be required by the District Manager based on circumstances and conditions at the mine.

(c) Methods, including oral, written or practical demonstration, to determine successful completion of the training shall be included in the training plan. Upon completion of training, the methods for determining successful completion shall be administered to the miner. The method for determining successful completion of pre-assignment training under paragraph (a) of this section shall be administered to the miner before he is assigned to work duties.

(d) A newly employed miner who has less than 12 months of mining experience and has received the courses and hours of instruction in paragraphs (a) and (b) of this section, within 36 months preceding employment at a mine, does not have to repeat this training. Before the miner starts work, the operator must provide the miner with the experienced miner training in [§ 48.26\(b\)](#) of this part and, if applicable, the new task training in [§ 48.27](#) of this part. The operator must also provide the miner with annual refresher training and additional new task training, as applicable.

**Experienced miner training.**

(a) Except as provided in paragraph (e), this section applies to experienced miners who are--

- (1) Newly employed by the operator;
- (2) Transferred to the mine;
- (3) Experienced surface miners transferred from underground to surface; or
- (4) Returning to the mine after an absence of more than 12 months.

(b) Experienced miners must complete the training prescribed in this section before beginning work duties. Each experienced miner returning to mining following an absence of 5 years or more, must receive at least 8 hours of training. The training must include the following instruction:

- (1) *Introduction to work environment.* The course shall include a visit and tour of the mine. The methods of mining or operations utilized at the mine shall be observed and explained.
- (2) *Mandatory health and safety standards.* The course shall include the mandatory health and safety standards pertinent to the tasks to be assigned.
- (3) *Authority and responsibility of supervisors and miners' representatives.* The course shall include a review and description of the line of authority of supervisors and miners' representatives and the responsibilities of such supervisors and miners' representatives; and an introduction to the operator's rules and the procedures for reporting hazards.
- (4) *Transportation controls and communication systems.* The course shall include instruction on the procedures in effect for riding on and in mine conveyances; the controls for the transportation of miners and materials; and the use of the mine communication systems, warning signals, and directional signs.
- (5) *Escape and emergency evacuation plans; firewarning and firefighting.* The course must include a review of the mine escape system and the escape and emergency evacuation plans in effect at the mine, and instruction in the firewarning signals and firefighting procedures in effect at the mine.
- (6) *Ground controls; working in areas of highwalls, water hazards, pits, and spoil banks; illumination and night work.* The course shall include, where applicable, an introduction to and instruction on the highwall and ground control plans in effect at the mine; procedures for working safely in areas of highwalls, water hazards, pits, and spoil banks, the illumination of work areas, and safe work procedures for miners during hours of darkness.
- (7) *Hazard recognition.* The course must include the recognition and avoidance of hazards present in the mine.
- (8) *Prevention of accidents.* The course must include a review of the general causes of accidents applicable to the mine environment, causes of specific accidents at the mine, and instruction in accident prevention in the work environment.
- (9) *Emergency medical procedures.* The course must include instruction on the mine's emergency medical arrangements and the location of the mine's first aid equipment and supplies.

(10) *Health.* The course must include instruction on the purpose of taking dust, noise, and other health measurements, where applicable; must review the health provisions of the Act; and must explain warning labels and any health control plan in effect at the mine.

(11) *Health and safety aspects of the tasks to which the experienced miner is assigned.* The course must include instruction in the health and safety aspects of the tasks assigned, including the safe work procedures of such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. Experienced miners who must complete new task training under Sec. [48.27](#) do not need to take training under this paragraph.

(12) Such other courses as may be required by the District Manager based on circumstances and conditions at the mine.

(c) The operator may include instruction in additional safety and health subjects based on circumstances and conditions at the mine.

(d) The training time spent on individual subjects must vary depending upon the training needs of the miners.

(e) Any miner returning to the same mine, following an absence of 12 months or less, must receive training on any major changes to the mine environment that have occurred during the miner's absence and that could adversely affect the miner's health or safety.

(1) A person designated by the operator who is knowledgeable of these changes must conduct the training in this paragraph. An MSHA approved instructor is not required to conduct the training outlined in this paragraph.

(2) No record of this training is required.

(3) The miner must complete annual refresher training as required in [§ 48.28](#), if the miner missed taking that training during the absence.

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23641, May 28, 1982]

## **30 CFR § 48.27**

### **Training of miners assigned to a task in which they have had no previous experience; minimum courses of instruction.**

(a) Miners assigned to new work tasks as mobile equipment operators, drilling machine operators, haulage and conveyor systems operators, ground control machine operators, and those in blasting operations shall not perform new work tasks in these categories until training prescribed in this paragraph and paragraph (b) of this section has been completed. This training shall not be required for miners who have been trained and who have demonstrated safe operating procedures for such new work tasks within 12 months preceding assignment. This training shall also not be required for miners who have performed the new work tasks and who have demonstrated safe operating procedures for such new work tasks within 12 months preceding assignment. The training program shall include the following:

(1) *Health and safety aspects and safe operating procedures for work tasks, equipment, and machinery.* The training shall include instruction in the health and safety aspects and safe operating procedures related to the assigned task, including information about the physical and health hazards of chemicals in the

miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. The training shall be given in an on-the-job environment; and

(2)(i) *Supervised practice during nonproduction.* The training shall include supervised practice in the assigned tasks, and the performance of work duties at times or places where production is not the primary objective; or,

(a)(2)(ii) *Supervised operation during production.* The training shall include, while under direct and immediate supervision and production is in progress, operation of the machine or equipment and the performance of work duties.

(3) *New or modified machines and equipment.* Equipment and machine operators shall be instructed in safe operating procedures applicable to new or modified machines or equipment to be installed or put into operation in the mine, which require new or different operating procedures.

(4) Such other courses as may be required by the District Manager based on circumstances and conditions at the mine.

(b) Miners under paragraph (a) of this section shall not operate the equipment or machine or engage in blasting operations without direction and immediate supervision until such miners have demonstrated safe operating procedures for the equipment or machine or blasting operation to the operator or the operator's agent.

(c) Miners assigned a new task not covered in paragraph (a) of this section shall be instructed in the safety and health aspects and safe work procedures of the task, including information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program, prior to performing such task.

(d) All training and supervised practice and operation required by this section shall be given by a qualified trainer, or a supervisor experienced in the assigned tasks, or other person experienced in the assigned tasks.

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23640, May 28, 1982]

## 30 CFR § 48.28

### **Annual refresher training of miners; minimum courses of instruction; hours of instruction.**

(a) Each miner shall receive a minimum of 8 hours of annual refresher training as prescribed in this section.

(b) The annual refresher training program for all miners shall include the following courses of instruction:

(1) *Mandatory health and safety standards.* The course shall include mandatory health and safety standard requirements which are related to the miner's tasks.

(2) *Transportation controls and communication systems.* The course shall include instruction on the procedures for riding on and in mine conveyances; the controls in effect for the transportation of miners and materials; and the use of the mine communication systems, warning signals, and directional signs.

(3) *Escape and emergency evacuation plans; firewarning and firefighting.* The course shall include a review of the mine escape system; escape and emergency evacuation plans in effect at the mine; and instruction in the firewarning signals and firefighting procedures.

(4) *Ground control; working in areas of highwalls, water hazards, pits, and spoil banks; illumination and night work.* The course shall include, where applicable, a review and instruction on the highwall and ground control plans in effect at the mine; procedures for working safely in areas of highwalls, water hazards, pits, and spoil banks; the illumination of work areas; and safe work procedures during hours of darkness.

(5) *First aid.* The course shall include a review of first aid methods acceptable to MSHA.

(6) *Electrical hazards.* The course shall include recognition and avoidance of electrical hazards.

(7) *Prevention of accidents.* the course shall include a review of accidents and causes of accidents, and instruction in accident prevention in the work environment.

(8) *Health.* The course shall include instruction on the purpose of taking dust measurements, where applicable, and noise and other health measurements, and any health control plan in effect at the mine shall be explained. The health provisions of the Act and warning labels shall also be explained.

(9) *Explosives.* The course shall include a review and instruction on the hazards related to explosives. The only exception to this course component is when there are no explosives used or stored on the mine property.

(10) *Self-rescue and respiratory devices.* The course shall include instruction and demonstration in the use, care, and maintenance of self-rescue and respiratory devices, where applicable.

(11) Such other courses as may be required by the District Manager based on circumstances and conditions at the mine.

(c) Refresher training may include other health and safety subjects that are relevant to mining operations at the mine. Recommended subjects include, but are not limited to, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program.

(d) All coal supervisors who are subject to [§ 77.107-1](#) of this chapter must receive annual refresher training required by this section within 12 months of October, 1998.

(e) Where annual refresher training is conducted periodically, such sessions shall not be less than 30 minutes of actual instruction time and the miners shall be notified that the session is part of annual refresher training.

**30 CFR § 48.29****Records of training.**

(a) Upon a miner's completion of each MSHA approved training program, the operator shall record and certify on MSHA form 5000-23 that the miner has received the specified training. A copy of the training certificate shall be given to the miner at the completion of the training. The training certificates for each miner shall be available at the mine site for inspection by MSHA and for examination by the miners, the miners' representative and State inspection agencies. When a miner leaves the operator's employ, the miner shall be entitled to a copy of his training certificates.

(b) False certification that training was given shall be punishable under section 110(a) and (f) of the Act.

(c) Copies of training certificates for currently employed miners shall be kept at the mine site for 2 years, or for 60 days after termination of employment.

(Pub. L. No. 96-511, 94 Stat. 2812 (44 U.S.C. 3501 et seq.))

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 14706, Apr. 6, 1982; 60 FR 33719, June 29, 1995]

**30 CFR § 48.30****Compensation for training.**

(a) Training shall be conducted during normal working hours; miners attending such training shall receive the rate of pay as provided in [§48.22\(d\)](#) (Definition of normal working hours) of this subpart B.

(b) If such training shall be given at a location other than the normal place of work, miners shall be compensated for the additional costs, such as mileage, meals, and lodging, they may incur in attending such training sessions.

**30 CFR § 48.31****Hazard training.**

(a) Operators shall provide to those miners, as defined in [§48.22\(a\)\(2\)](#) (Definition of miner) of this subpart B, a training program before such miners commence their work duties. This training program shall include the following instruction, which is applicable to the duties of such miners:

- (1) Hazard recognition and avoidance;
- (2) Emergency and evacuation procedures;
- (3) Health and safety standards, safety rules and safe working procedures;

(4) Self-rescue and respiratory devices; and,

(5) Such other instruction as may be required by the District Manager based on circumstances and conditions at the mine.

(b) Miners shall receive the instruction required by this section at least once every 12 months.

(c) The training program required by this section shall be submitted with the training plan required by [§48.23\(a\)](#) (Training plans: Submission and approval) of this subpart B and shall include a statement on the methods of instruction to be used.

(d) In accordance with [§48.29](#) (Records of training) of this subpart B, the operator shall maintain and make available for inspection, certificates that miners have received the instruction required by this section.

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23641, May 28, 1982]

## **30 CFR § 48.32**

### **Appeals procedures.**

The operator, miner, and miners' representative shall have the right of appeal from a decision of the District Manager.

(a) In the event an operator, miner, or miners' representative decides to appeal a decision by the District Manager, such an appeal shall be submitted, in writing, to the Administrator for Coal Mine Safety and Health or Administrator for Metal and Non-metal Safety and Health, as appropriate, MSHA, 1100 Wilson Boulevard Room 2424 (Coal) or Room 2436 (Metal and Nonmetal), Arlington, Virginia 22209-3939, within 30 days of notification of the District Manager's decision.

(b) The Administrator may require additional information from the operator, the miners or their representatives, and the District Manager, if the Administrator determines such information is necessary.

(c) The Administrator shall render a decision on the appeal within 30 days after receipt of the appeal.

[43 FR 47459, Oct. 13, 1978, as amended at 47 FR 23641, May 28, 1982]

**Part 46 Standard as Copied from 30 CFR on MSHA's Home Page (<http://www.msha.gov>)****Part 46 - Training and Retraining of Miners Engaged in Shell Dredging or Employed at Sand, Gravel, Surface Stone, Surface Clay, Colloidal Phosphate, or Surface Limestone Mines.****30 CFR § 46.1****Scope.**

The provisions of this part set forth the mandatory requirements for training and retraining miners and other persons at shell dredging, sand, gravel, surface stone, surface clay, colloidal phosphate, and surface limestone mines.

**30 CFR § 46.2****Definitions.**

The following definitions apply in this part:

(a) Act means the Federal Mine Safety and Health Act of 1977.

(b) Competent person means a person designated by the production-operator or independent contractor who has the ability, training, knowledge, or experience to provide training to miners in his or her area of expertise. The competent person must be able both to effectively communicate the training subject to miners and to evaluate whether the training given to miners is effective.

(c) Equivalent experience means work experience where the person performed duties similar to duties performed in mining operations at surface mines. Such experience may include, but is not limited to, work as a heavy equipment operator, truck driver, skilled craftsman, or plant operator.

(d)(1) Experienced miner means:

(i) A person who is employed as a miner on April 14, 1999;

(ii) A person who has at least 12 months of cumulative surface mining or equivalent experience on or before October 2, 2000;

(iii) A person who began employment as a miner after April 14, 1999, but before October 2, 2000, and who has received new miner training under § [48.25](#) of this title or under proposed requirements published April 14, 1999, which are available from the Office of Standards, Regulations and Variances, MSHA, 1100 Wilson Boulevard, Room 2352, Arlington, Virginia 22209-3939; or

(iv) A person employed as a miner on or after October 2, 2000, who has completed 24 hours of new miner training under § [46.5](#) of this part or under § [48.25](#) of this title and who has at least 12 cumulative months of surface mining or equivalent experience.

(2) Once a miner is an experienced miner under this section, the miner will retain that status permanently.

(e) Independent contractor means any person, partnership, corporation, subsidiary of a corporation, firm, association, or other organization that contracts to perform services at a mine under this part.

(f) Mine site means an area of the mine where mining operations occur.

(g)(1) Miner means:

- (i) Any person, including any operator or supervisor, who works at a mine and who is engaged in mining operations. This definition includes independent contractors and employees of independent contractors who are engaged in mining operations; and
- (ii) Any construction worker who is exposed to hazards of mining operations.

(2) The definition of "miner" does not include scientific workers; delivery workers; customers (including commercial over-the-road truck drivers); vendors; or visitors. This definition also does not include maintenance or service workers who do not work at a mine site for frequent or extended periods.

(h) Mining operations means mine development, drilling, blasting, extraction, milling, crushing, screening, or sizing of minerals at a mine; maintenance and repair of mining equipment; and associated haulage of materials within the mine from these activities.

(i) New miner means a person who is beginning employment as a miner with a production-operator or independent contractor and who is not an experienced miner.

(j) Newly hired experienced miner means an experienced miner who is beginning employment with a production-operator or independent contractor. Experienced miners who move from one mine to another, such as drillers and blasters, but who remain employed by the same production-operator or independent contractor are not considered newly hired experienced miners.

(k) Normal working hours means a period of time during which a miner is otherwise scheduled to work, including the sixth or seventh working day if such a work schedule has been established for a sufficient period of time to be accepted as the common practice of the production-operator or independent contractor, as applicable.

(l) Operator means any production-operator, or any independent contractor whose employees perform services at a mine.

(m) Production-operator means any owner, lessee, or other person who operates, controls, or supervises a mine under this part.

(n) Task means a work assignment or component of a job that requires specific job knowledge or experience.

(o) We or us means the Mine Safety and Health Administration (MSHA).

(p) You means production-operators and independent contractors.

## 30 CFR § 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.

(b) A training plan is considered approved by us if it contains, at a minimum, the following information:

- (1) The name of the production-operator or independent contractor, mine name(s), and MSHA mine identification number(s) or independent contractor identification number(s);
- (2) The name and position of the person designated by you who is responsible for the health and safety training at the mine. This person may be the production-operator or independent contractor;
- (3) A general description of the teaching methods and the course materials that are to be used in the training program, including the subject areas to be covered and the approximate time or range of time to be spent on each subject area.
- (4) A list of the persons and/or organizations who will provide the training, and the subject areas in which each person and/or organization is competent to instruct; and
- (5) The evaluation procedures used to determine the effectiveness of training.

(c) A plan that does not include the minimum information specified in paragraphs (b)(1) through (b)(5) of this section must be submitted to and approved by the Regional Manager, Educational Field Services Division, or designee, for the region in which the mine is located. You also may voluntarily submit a plan for Regional Manager approval. You must notify miners or their representatives when you submit a plan for Regional Manager approval. Within two weeks of receipt or posting of the plan, miners and their representatives may also request review and approval of the plan by the Regional Manager and must notify the production-operator or independent contractor of such request.

(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.

(e) Within 2 weeks following the receipt or posting of the training plan under paragraph (d) of this section, miners or their representatives may submit written comments on the plan to you, or to the Regional Manager, as appropriate.

(f) The Regional Manager must notify you and miners or their representatives in writing of the approval, or status of the approval, of the training plan within 30 calendar days of the date we received the training plan for approval, or within 30 calendar days of the date we received the request by a miner or miners' representative that we approve your plan.

(g) You must provide the miners' representative, if any, with a copy of the approved plan within one week after 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 within one week after approval.

(h) If you, miners, or miners' representatives wish to appeal a decision of the Regional Manager, you must send the appeal, in writing, to the Director for Educational Policy and Development, MSHA, 1100 Wilson Boulevard, Room 2100, Arlington, Virginia 22209-3939, within 30 calendar days after notification of the Regional Manager's decision. The Director will issue a final decision of the Agency within 30 calendar days after receipt of the appeal.

(i) You must make available at the mine a copy of the current training plan for inspection by us 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, miners, or their representatives.

(j) You must comply with the procedures for plan approval under this section whenever the plan undergoes revisions.

(k) The addresses for the EFS Regional Managers are as follows. Current information on the EFS organization is available on MSHA's Internet Home Page at <http://www.msha.gov>.

Eastern Regional Manager - Educational Field Services  
National Mine Health and Safety Academy  
1301 Airport Road  
Beaver, WV 25813-9426  
Telephone: (304) 256-3223  
FAX: (304) 256-3319  
E-mail: [EFS\\_EAST@msha.gov](mailto:EFS_EAST@msha.gov)

Western Regional Manager - Educational Field Services  
P.O. Box 25367  
Denver, CO 80225-0367  
Telephone: (303) 231-5434  
FAX: (304) 231-5474  
E-mail: [EFS\\_WEST@msha.gov](mailto:EFS_WEST@msha.gov)

## 30 CFR § 46.4

### **Training plan implementation.**

- (a) You must ensure that each program, course of instruction, or training session is:
  - (1) Conducted in accordance with the written training plan;
  - (2) Presented by a competent person; and
  - (3) Presented in language understood by the miners who are receiving the training.
- (b) You may conduct your own training programs or may arrange for training to be conducted by: state or federal agencies; associations of production-operators or independent contractors; miners' representatives; consultants; manufacturers' representatives; private associations; educational institutions; or other training providers.
- (c) You may substitute, as applicable, health and safety training required by the Occupational Safety and Health Administration (OSHA), or other federal or state agencies to meet requirements under this part. This training must be relevant to training subjects required in this part. You must document the training in accordance with § [46.9](#) of this part.
- (d) Training methods may consist of classroom instruction, instruction at the mine, interactive computer-based instruction or other innovative training methods, alternative training technologies, or any combination of training methods.
- (e) Employee health and safety meetings, including informal health and safety talks and instruction, may be credited under this part toward either new miner training, newly hired experienced miner training, or annual refresher training requirements, as appropriate, provided that you document each training session in accordance with § [46.9](#) of this part. In recording the duration of training, you must include only the portion of the session actually spent in training.

**30 CFR § 46.5**

New miner training.

(a) Except as provided in paragraphs (f) and (g) of this section, you must provide each new miner with no less than 24 hours of training as prescribed by paragraphs (b), (c), and (d). Miners who have not yet received the full 24 hours of new miner training must work where an experienced miner can observe that the new miner is performing his or her work in a safe and healthful manner.

<p><b>(b) Before a new miner begins work at the mine</b></p>	<p><b>You must provide the miner with no less than 4 hours of training in the following subjects, which must also address site-specific hazards:</b></p> <ul style="list-style-type: none"> <li><b>(1) An introduction to the work environment, including a visit and tour of the mine, or portions of the mine that are representative of the entire mine (walkaround training). The method of mining or operation utilized must be explained and observed;</b></li> <li><b>(2) Instruction on the recognition and avoidance of electrical hazards and other hazards present at the mine, such as traffic patterns and control, mobile equipment (e.g., haul trucks and front-end loaders), and loose or unstable ground conditions;</b></li> <li><b>(3) A review of the emergency medical procedures, escape and emergency evacuation plans, in effect at the mine, and instruction on the firewarning signals and firefighting procedures;</b></li> <li><b>(4) Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program;</b></li> <li><b>(5) Instruction on the statutory rights of miners and their representatives under the Act;</b></li> <li><b>(6) A review and description of the line of authority of supervisors and miners' representatives and the responsibilities of such supervisors and miners' representatives; and</b></li> <li><b>(7) An introduction to your rules and procedures for reporting hazards.</b></li> </ul>
<p><b>(c) No later than 60 calendar days after a new miner begins work at the mine</b></p>	<p><b>You must provide the miner with training in the following subject:</b></p> <ul style="list-style-type: none"> <li><b>(1) Instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine; and</b></li> <li><b>(2) A review of first aid methods.</b></li> </ul>
<p><b>(d) No later than 90 calendar days after a new miner begins work at the mine</b></p>	<p><b>You must provide the miner with 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.</b></p>

(e) Practice under the close observation of a competent person may be used to fulfill the requirement for training on the health and safety aspects of an assigned task in paragraph (b)(4) of this section, if hazard recognition training specific to the assigned task is given before the miner performs the task.

(f) A new miner who has less than 12 cumulative months of surface mining or equivalent experience and has completed new miner training under this section or under § [48.25](#) of this title within 36 months before beginning work at the mine does not have to repeat new miner training. However, you must provide the miner with training specified in paragraph (b) of this section before the miner begins work at the mine.

(g) A new miner training course completed under § [48.5](#) or § [48.25](#) of this title may be used to satisfy the requirements of paragraphs (a), (b), and (c) of this section, if the course was completed by the miner within 36 months before beginning work at the mine; and the course is relevant to the subjects specified in paragraphs (b) and (c) of this section.

## 30 CFR § 46.6

### Newly hired experienced miner training.

(a) Except as provided in paragraph (f) of this section, you must provide each newly hired experienced miner with training as prescribed by paragraphs (b) and (c).

**(b) Before a newly hired experienced miner begins work at the mine**

**You must provide the miner with training in the following subjects, which must also address site-specific hazards:**

- (1) An introduction to the work environment, including a visit and tour of the mine, or portions of the mine that are representative of the entire mine (walkaround training). The method of mining or operation utilized must be explained and observed;**
- (2) Instruction on the recognition and avoidance of electrical hazards and other hazards present at the mine, such as traffic patterns and control, mobile equipment (e.g., haul trucks and front-end loaders), and loose or unstable ground conditions;**
- (3) A review of the emergency medical procedures, escape and emergency evacuation plans, in effect at the mine, and instruction on the firewarning signals and firefighting procedures;**
- (4) Instruction on the health and safety aspects of the tasks to be assigned, including the safe work procedures of such tasks, the mandatory health and safety standards pertinent to such tasks, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program;**
- (5) Instruction on the statutory rights of miners and their representatives under the Act;**
- (6) A review and description of the line of authority of supervisors and miners' representatives and the responsibilities**

	<p><b>of such supervisors and miners' representatives; and</b>  <b>(7) An introduction to your rules and procedures for reporting hazards.</b></p>
<p><b>(c) No later than 60 calendar days after a newly hired experienced miner begins work at the mine</b></p>	<p><b>You must provide the miner with an instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine.</b></p>

(d) Practice under the close observation of a competent person may be used to fulfill the requirement for training on the health and safety aspects of an assigned task in paragraph (b)(4) of this section, if hazard recognition training specific to the assigned task is given before the miner performs the task.

(e) In addition to subjects specified in paragraphs (b) and (c) of this section, you may provide training on any other subjects that promote occupational health and safety for miners.

(f) You are not required to provide a newly hired experienced miner who returns to the same mine, following an absence of 12 months or less, with the training specified in paragraphs (b) and (c) of this section. Instead you must provide such miner with 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 must be given before the miner begins work at the mine. If the miner missed any part of annual refresher training under § [46.8](#) of this part during the absence, you must provide the miner with the missed training no later than 90 calendar days after the miner begins work at the mine.

## 30 CFR § 46.7

### New task training.

(a) You must provide any miner who is reassigned to a new task in which he or she has no previous work experience with training in the health and safety aspects of the task to be assigned, including the safe work procedures of such task, information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program. This training must be provided before the miner performs the new task.

(b) If a change occurs in a miner's assigned task that affects the health and safety risks encountered by the miner, you must provide the miner with training under paragraph (a) of this section that addresses the change.

(c) You are not required to provide new task training under paragraphs (a) and (b) of this section to miners who have received training in a similar task or who have previous work experience in the task, and who can demonstrate the necessary skills to perform the task in a safe and healthful manner. To determine whether task training under this section is required, you must observe that the miner can perform the task in a safe and healthful manner.

(d) Practice under the close observation of a competent person may be used to fulfill the requirement for task training under this section, if hazard recognition training specific to the assigned task is given before the miner performs the task.

(e) Training provided under this section may be credited toward new miner training, as appropriate.

## 30 CFR § 46.8

### Annual refresher training.

(a) You must provide each miner with no less than 8 hours of annual refresher training—

(1) No later than 12 months after the miner begins work at the mine, or no later than March 30, 2001, whichever is later; and

(2) Thereafter, no later than 12 months after the previous annual refresher training was completed.

(b) The refresher training must include instruction on changes at the mine that could adversely affect the miner's health or safety.

(c) Refresher training must also address other health and safety subjects that are relevant to mining operations at the mine. Recommended subjects include, but are not limited to: applicable health and safety requirements, including mandatory health and safety standards; information about the physical and health hazards of chemicals in the miner's work area, the protective measures a miner can take against these hazards, and the contents of the mine's HazCom program; 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; and respiratory devices. Training is also recommended on the hazards associated with the equipment that has accounted for the most fatalities and serious injuries at the mines covered by this rule, including: mobile equipment (haulage and service trucks, front-end loaders and tractors); conveyor systems; cranes; crushers; excavators; and dredges. Other recommended subjects include: maintenance and repair (use of hand tools and welding equipment); material handling; fall prevention and protection; and working around moving objects (machine guarding).

## 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.

## 30 CFR § 46.10

### Compensation for training.

(a) Training must be conducted during normal working hours. Persons required to receive training must be paid at a rate of pay that corresponds to the rate of pay they would have received had they been

performing their normal work tasks.

(b) If training is given at a location other than the normal place of work, persons required to receive such training must be compensated for the additional costs, including mileage, meals, and lodging, they may incur in attending such training sessions.

## **30 CFR § 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:

- (1) Office or staff personnel;
- (2) Scientific workers;
- (3) Delivery workers;
- (4) Customers, including commercial over-the-road truck drivers;
- (5) Construction workers or employees of independent contractors who are not miners under § [46.2](#) of this part;
- (6) Maintenance or service workers who do not work at the mine site for frequent or extended periods; and
- (7) 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, walkaround 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.

## **30 CFR § 46.12**

### **Responsibility for independent contractor training.**

(a)(1) Each production-operator has primary responsibility for ensuring that site-specific hazard awareness training is given to employees of independent contractors who are required to receive such

(2) Each production-operator must provide information to each independent contractor who employs a person at the mine on site-specific mine hazards and the obligation of the contractor to comply with our regulations, including the requirements of this part.

(b)(1) Each independent contractor who employs a miner, as defined in § [46.2](#), at the mine has primary responsibility for complying with §§ 46.3 through 46.10 of this part, including providing new miner training, newly hired experienced miner training, new task training, and annual refresher training.

(2) The independent contractor must inform the production-operator of any hazards of which the contractor is aware that may be created by the performance of the contractor's work at the mine.

## **Training Requirements – Surface Mines – Parts 46 and 48\***

**This is an attempt to summarize the standards – See 30 CFR for more accurate information!**

	<b>Part 46</b>	<b>Part 48 (Surface Mines)</b>
<b>Commodity Mined</b>	Miners Engaged in Shell Dredging or Employed at Sand and Gravel, Surface Stone, Surface Clay, Colloidal Phosphate, Surface Limestone, Marble, Shale, Kaolin, Feldspar, Granite, Traprock, Cement, Lime, Sandstone, and Slate Mines and Operations	Miners employed at coal, metal, gypsum, and underground mines.
<b>Who needs comprehensive training?</b>	Any person, including any operator or supervisor, who works at a mine and is engaged in mining operations -- includes contractors engaged in mining operations; and maintenance or service workers who work at a mine site for frequent or extended periods -- also construction workers exposed to hazards of mining operations.	Person including operator working in a surface mine or surface areas of an underground mine who is engaged in the extraction and production process, or who is regularly exposed to mine hazards, or who is a maintenance or service worker employed or contracted by the operator to work at the mine for frequent or extended periods. Short-term, specialized contract workers, such as drillers and blasters, who are engaged in the extraction and production process and who have received experienced-miner training, may in lieu of subsequent training under that section for each new employment, receive training under §48.31 (Hazard training). This definition does not include: (i) Construction workers and shaft and slope workers under subpart C of this Part 48
<b>Who needs hazard training?</b>	Scientific workers; delivery workers; customers (including commercial over-the-road truck drivers); vendors; or visitors, maintenance or service workers who do not work at a mine site for frequent or extended periods; also hazard training and certificates are needed by miners and contractors for each mine ID they work at.	Person working in a surface mine, including any delivery, office, or scientific worker or occasional, short-term maintenance or service worker contracted by the operator, and any student engaged in academic projects involving his or her extended presence at the mine.

<b>Training Requirements – Surface Mines – Parts 46 and 48*</b>		
	<b>Part 46</b>	<b>Part 48 (Surface Mines)</b>
<b>Experienced Miner</b>	(i) Person employed as a miner on April 14, 1999; person with 12 months cumulative surface mining or equivalent experience on October 2, 2000; (iii) person who began employment after April 14, 1999, but before October 2, 2000, who received new miner training or (iv) person employed as a miner on or after October 2, 2000, who has completed 24 hours of new miner training and who has at least 12 months of surface mining or equivalent experience. (See Note that the 12 months of experience must be received within 36 months of the new miner training for a miner to be considered an experience miner – See 46.5(g))	(1) A miner who has completed MSHA-approved new miner training for surface miners or training acceptable to MSHA from a State agency and who has had at least 12 months of surface mining experience (Note that the 12 months of experience must be received within 36 months of the new miner training for a miner to be considered an experience miner – See 48.25(d)); or (2) A supervisor who is certified under an MSHA-approved State certification program and who is employed as a surface supervisor on October 6, 1998; or (3) An experienced surface miner on February 3, 1999.
<b>Training Plan Required</b>	Yes -- your own plan only	Yes -- your own or certified trainer's plan
<b>MSHA Approval Required</b>	No	Yes
<b>On-line filing available</b>	<a href="http://www.msha.gov/forms/pt48train.htm">http://www.msha.gov/forms/pt48train.htm</a>	<a href="http://www.msha.gov/forms/pt48train.htm">http://www.msha.gov/forms/pt48train.htm</a>
<b>Plan requires</b>		
	1) The name of the production-operator or independent contractor, mine name(s), and MSHA mine identification number(s) or independent contractor identification number(s);	1. Company name, mine name, and MSHA ID
	(2) The name and position of the person designated by you who is responsible for the health and safety training at the mine. This person may be the production-operator or independent contractor;	2. Name and position of person responsible for health & safety training
	(3) A general description of the teaching methods and the course materials that are to be used in the training program, including the subject areas to be covered and the approximate time or range of time to be spent on each subject area.	3. List of MSHA-approved instructors and courses for which qualified
	(4) A list of the persons and/or organizations who will provide the training, and the subject areas in which each person and/or organization is competent to instruct; and	4. Location where training will be given

<b>Training Requirements – Surface Mines – Parts 46 and 48*</b>		
	<b>Part 46</b>	<b>Part 48 (Surface Mines)</b>
	(5) The evaluation procedures used to determine the effectiveness of training.	5. Description of teaching methods and course materials
		6. Approximate number of miners employed and maximum number attending each session of training
		7. Schedule of annual training
		8. List of work tasks and method by which task training will be accomplished
<b>Training records</b>		
	<b>Maintain until 60 days after the miner terminates employment, except annual refresher, which must only be maintained for 2 years.</b>	<b>Maintain until 60 days after the miner terminates employment, except annual refresher, which must only be maintained for 2 years.</b>
	Modified form 5000-23 or a form containing the following: (1) The printed full name of the person trained; (2) Type, duration, date of training, name of competent person who provided the training; (3) Name of 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."	Form 5000-23 or MSHA-Approved Alternate
<b>Instructors</b>		
	Competent Person designated by the production-operator or independent contractor	Except as provided in §48.27 (New task training of miners) and §48.31 (Hazard training) of this subpart B, all courses shall be conducted by MSHA approved instructors.

<b>Training Requirements – Surface Mines – Parts 46 and 48*</b>		
	<b>Part 46</b>	<b>Part 48 (Surface Mines)</b>
<b>Instructor Requirements</b>	Competent person must have the ability, training, knowledge, or experience to provide training to miners in his or her area of expertise. Person must be able to effectively communicate training subject to miners and to evaluate whether the training given is effective.	Except for task and hazard training: (1) Instructors shall take an instructor's training course conducted by the District Manager or given by persons designated by the District Manager to give such instruction; and instructors shall have satisfactorily completed a program of instruction approved by the Office of Educational Policy and Development, MSHA, in the subject matter to be taught. (2) Instructors may be designated by MSHA as approved instructors to teach specific courses based on written evidence of the instructors' qualifications and teaching experience. (3) At the discretion of the District Manager, instructors may be designated by MSHA as approved instructors to teach specific courses based on the performance of the instructors while teaching classes monitored by MSHA. Operators shall indicate in the training plans submitted for approval whether they want to have instructors approved based on monitored performance.
		Under Sections 48.3(g)/48.23(g), task training required by Sections 48.7/48.27 may be given by a qualified trainer, by an experienced supervisor, or by persons experienced in the particular task. Sections 48.3(c)(8)(ii)/48.23(c)(8)(ii) require listing
<b>Hours of Training</b>		
<b>New Inexperienced Miner – Surface</b>	24 – 4 hours covering required subjects before starting work, respirator training (when applicable) and First Aid review (1/2 hr +/-) within 60 days.	24 – 8 hours covering required subjects before starting work if approved by District.

<b>Training Requirements – Surface Mines – Parts 46 and 48*</b>		
	<b>Part 46</b>	<b>Part 48 (Surface Mines)</b>
<b>New Inexperienced Miner Underground</b>		
	N/A	40 (8 hours at mine site)
<b>New Experienced Miner – Surface</b>		
	Sum of minimum times for subjects listed in training plan. Not required when experienced miner returns to the same mine, following an absence of 12 months or less. Instead you must provide training on changes that could adversely affect the miner's health or safety before the miner begins work. If the miner missed any part of annual refresher training, you must provide the missed training no later than 90 calendar days after the miner begins work at the mine. Respirator training (when applicable) within 60 days.	Each experienced miner returning to mining following an absence of 5 years or more, must receive at least 8 hours of training.
<b>Annual Refresher</b>		
	8 hrs – by the end of the same month the year after the miner is hired or by the end of the same month the previous year's annual refresher training was completed.	8 hrs – by the end of the same month the year after the miner is hired or by the end of the same month the previous year's annual refresher training was completed.
<b>Task</b>		
	As in plan	As in plan
<b>Person available who is trained in First Aid?</b>		
	Yes - see 56.18010	Yes - see 56.18010

**PARTS 46 AND 48 SURFACE MINE TRAINING – REQUIRED SUBJECTS**  
 (Best Effort Summary Only – Accurate Information is Available in 30 CFR Parts 46 and 48)

TRAINING AREAS	24 HOUR NEW MINER TRAINING		NEWLY EMPLOYED EXPERIENCED MINER TRAINING		TASK TRAINING (NEW or CHANGES)****		8 HOUR ANN. REFRESHER TRAINING		HAZARD TRAINING	
	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46
1 Introduction to the Work Environment	X	X	X	X						
2 Hazard Recognition and Avoidance	X	X	X	X			X**		X	X
3 Emergency Medical Procedures	X	X	X	X						
4 Health and Safety Aspects of the Task	X	X	X	X	X	X				
or task-specific hazard recognition training + practice under close supervision of competent person.			X		X					
5 Statutory Rights of Miners	X	X			X					
6 Auth. and Resp. of Supervisors/Miner's Reps.	X	X	X	X						
7 Introduction to Rules for Reporting Hazards		X		X						
8 Self-Rescue and Respiratory Devices	X	X	X	X			X	rec.	X	
9 First Aid Review	X	X					X	rec.		
10 Changes that could adversely affect health & safety			X	X*					X	
11 Safety Rules and Safe Working Procedures		X		X			X			X
12 Supervised Practice (non-production)					X <sup>1</sup>	X***				
13 Other relevant health and safety subjects -- see recommended (rec.) ones									X	
14 Mandatory Health and Safety Standards	X	X	X	X			X	rec.	X	
15 Transportation Systems and Controls	X						X	rec.		
16 Communication Systems	X		X					rec.		
17 Escape and Emergency Evacuation Plans	X		X				X	rec.	X	X
18 Firewarning and Firefighting	X	X	X	X			X	rec.		
19 Ground Conditions and Control								rec.		
20 Traffic Patterns and Control		X		X				rec.		X
21 Working in Areas of highwalls								rec.		
22 Water Hazards, Pits and Spoil Banks	X		X				X	rec.		
23 Illumination and Night Work	X						.	rec.		
24 Electrical Hazards	X	X		X			X	rec.		X

**PARTS 46 AND 48 SURFACE MINE TRAINING – REQUIRED SUBJECTS**  
 (Best Effort Summary Only – Accurate Information is Available in 30 CFR Parts 46 and 48)

TRAINING AREAS	24 HOUR NEW MINER TRAINING		NEWLY EMPLOYED EXPERIENCED MINER TRAINING		TASK TRAINING (NEW or CHANGES)****		8 HOUR ANN. REFRESHER TRAINING		HAZARD TRAINING	
	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46	PART 48	PART 46
25 Prevention of Accidents			X				X	rec.		
26 Health	X		X				X	rec.		
27 Explosives	X						X	rec.		
28 Mobile Equipment hazards		X		X				rec.		
29 Conveyor System Hazards								rec.		
30 Crane Hazards								rec.		
31 Crusher Hazards								rec.		
32 Excavator Hazards								rec.		
33 Dredge Hazards								rec.		
34 Maintenance and Repair (Hand tools and Welding Equipment.								rec.		
35 Material Handling								rec.		
36 Fall Prevention and Protection								rec.		
37 Machine Guarding								rec.		
38 Information or Instructions on hazards person exposed to at the mine and applicable emergency procedures.										X
39 Powered Haulage Hazards										X
40 Other special safety procedures										X
41 Unique Geologic and Environmental Cond.										X
42 Restricted Areas										X
43 Warning and Evacuation Signals										X
44 Ground Control (highwalls)	X		X				X	rec.		
45 Supervised Operation During Production						X <sup>1</sup>				
46 New or Modified Machines and Equip. Training						X <sup>1</sup>				
47 Other training Required by District	X		X			X <sup>1</sup>		X		X

\* Only for miner who returns to same mine within 12 months and the only course he/she must take other than missed parts of annual refresher training.

\*\* Hazard recognition training required if practice under supervision of a competent person used to fulfill task training requirement.

\*\*\* Competent person required (non-production not specified under Part 46).

\*\*\*\* Credit task training under Part 46 to New Miner Training

x1 Required for miners assigned to new work tasks as mobile equipment operators, drilling machine operators, haulage and conveyor systems operators, ground control machine operators, and those in blasting operations.

'rec.' stands for 'recommended' topic area. These are topics that are not required by law but can be used to fulfill training requirements.

## **Training Plan – Part 48 Plan Used by MTU (Includes HazCom Training)**

# **Training Plans – Part 48 (Surface)**

## **Contents**

Part 48 Annual Refresher Training for Michigan Surface Mines

Part 48 New Miner Training for Michigan Surface Mines

Part 48 Independent Contractor & Newly Employed, Experienced Miner Training

## **Program Information**

### Address

Michigan Mine Safety & Health Training Program

Geological and Mining Engineering and Science Dept.

Michigan Technological University

1400 Townsend Drive

Houghton, MI 49931

## **Trainers**

<u>Name</u>	<u>Job Title</u>	<u>Part 48 Training Cert</u>	<u>Courses</u>
David Carlson	Prog. Director	FA, IS, IU	All M/NM Part 48
Philip Eggerding	Instructor	FA, IS, IU	All M/NM Part 48
Sharon Regan-Brown	Consultant	AI, FA, IS	All M/NM Part 48 Surface
Mitch Turner	Consultant	FA, IS	All M/NM Part 48 Surface
Dan Brown	Consultant	FA,IS	All M/NM Part 48 Surface
Ron Gradowski	Instructor	AI, IS	All M/NM Part 48 Surface

Part 48 Annual Refresher Training for Michigan Surface Mines  
**Title 30 CFR, Part 48.28**

## **PART 48 ANNUAL REFRESHER -- SURFACE PAGE 1**

Note that it is very important that each annual refresher training session have at least one person assigned by each of the mines represented, who is knowledgeable and ready to discuss site-specific hazards and hazards resulting from changes that have taken place at the mine during the past year. Some, but not all of the topics the mine person may need to discuss are:

1. New processes, stationary equipment, and mobile equipment.
2. New traffic patterns.
3. Visibility and illumination around mobile equipment.
4. Loadout area and customer concerns.
5. New ground and highwall conditions.
6. Road condition concerns (mud, dust, hills, curves, blind spots).
7. Power line placement concerns.
8. New electrical hazards or lockout/tagout programs.
9. Access to new difficult-to-reach locations.
10. Areas miners shouldn't enter.
11. New potential fall hazards.
12. New potential drowning hazards.
13. New Noise Hazards.
14. New Chemical Hazards.

The trainer will use lecture, discussion, videos, overheads, PowerPoint presentations, games or other means to present the 8 hours of Annual Refresher training in the following topics. Each training session will be presented to encourage personal responsibility for safety. Participants will be expected to demonstrate enhanced skills and/or knowledge of the topics presented. Other topics requested by the mine operator will be made available including program policy bulletins, updates on accidents, or materials required by the District manager.

- #1 Changes at the Mine Adversely Affecting Safety and Health – 5 min to 2 hours**
- #2 Special Mine Equipment (Cranes, dredges, lifts, draglines, excavators, drilling & blasting) – 5 min to 2 hours**
- # 3 Mandatory Health & Safety Standards -15 min to 2 hours**  
Pertinent Regulations: Title 30 CFR. Parts 47, 48, 56 and 62.
- # 4 Lifesaving First-Aid Skills -- 20 min to 6 hours**  
Fundamental topics following the American Red Cross Check-Call-Care protocol. Emphasis on performing patient assessment and artificial respiration; controlling bleeding; and treating shock, wounds, burns, and musculoskeletal injuries.
- #5 Escape and Emergency Evacuation Plans, Fire-warning and Fire-fighting -- 10 min to 1 hour**  
Lists of phone numbers to call in emergencies and locations and markings for phones/radios, fire extinguishers and hoses, alarms, evacuation procedures, exit markings, providing information to

**PART 48 ANNUAL REFRESHER -- SURFACE PAGE 2**

community emergency services, classification of fires, types/location/use of extinguishers, alarm systems, employee instructions, communications.

**#6 Accident Prevention Techniques – 15 min to 4 hours**

- a. **Guarding and access (Crushers, conveyors, screens and other stationary equipment)**
- b. **Maintenance and Repair –**
  - (1) **Fall Protection and Prevention**
  - (2) **Lockout/Tagout**
  - (3) **Cutting & Welding**
  - (4) **Material Handling**
  - (5) **High pressure safety.**
  - (6) **Rigging**
- c. **Transportation Systems and Controls**

Mobile equipment including loaders, railway vehicles, trucks, personnel carriers, dozers -- pre-shift inspection, signs and signals, alarms, communication systems, haulageways, hills, curves overhead lines, roads, berms, visibility.
- d. **Electrical Hazards**
- e. **Ground Control and water hazards**

Highwalls, stockpiles, spoil banks, pits, and water hazards.
- f. **Fire prevention and housekeeping, fueling and other sources of fire such as electrical & welding, flammable materials.**

**#7 Health Protection Skills 15 min to 2 hours**

- a. **Respiratory devices and airborne contaminants.**
- b. **Hearing Conservation.**
- c. **Hazard Communication**
- d. **Back Injury Protection**

Evaluation of the miners' achievement of the objectives will be made by oral discussions, question-answer sessions and written short quizzes. Clients will be asked to limit class sizes to a maximum of 30 students if possible, or to provide special facilities for classes larger than 30. When the 3-hour first aid is taught, clients will be asked to limit the class size to 14 or less or provide needed assistance.

**PART 48 ANNUAL REFRESHER -- SURFACE PAGE 3**

Main Topic areas	Lesson Titles	Subjects Addressed	Times are avg.			Teaching Methods	Eval. matls
			Year 1	Year 2	Year 3		
Mine Specific Topics	Changes Adversely Effecting S&H & Other Site-Specific Training	Mine-Specific Information	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
	Special Equipment, Materials & Conditions	Cranes, lifts, dredges, draglines, excavators, boats, drilling/blasting, confined spaces, contractor equipment & chemical hazards.	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Mandatory Health & Safety Standards	New standards, top MSHA citations for prev. year	CFR 30 – Parts 47,48,56, and 62	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Lifesaving First Aid Skills	MTU Certified First Aid	MTU First Aid Course - per 56.18010	3			Lecture Practice	Oral or Written Testing
	First Aid/Emergency Resp. Review	First Aid Review	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Escape and Emergency Evac., Fire-warning & Firefighting	Responding to Emergencies	Emergencies -- medical, fire, weather, violence. Getting assistance, community services, fire extinguishers, alarms, evacuation routes & markings, violent weather.	0.25	0.25	0.5	Lecture Discuss	Oral or Written Testing
Accident Prevention Techniques	Guarding	Conveyors, crushers, screens, guarding, access	0.25	0.25	0.25	Lecture Discuss	Oral or Written Testing
	Fall Protection	Fall Protection & Prevention		0.5		Lecture Discuss	Oral or Written Testing
	Lockout - Tagout	Lockout/Tagout	0.5	0.5	1	Lecture Discuss	Oral or Written Testing
	Welding & Pressure Vessels	Cutting, Welding, Pressure Effects -- incl. Tires, air tanks, compr. Gases, hydraulic lines (whipping hoses, hot oil), fuel tanks, water tanks, sealed drums.	0.25	0.5	0.25	Lecture Discuss	Oral or Written Testing

**PART 48 ANNUAL REFRESHER -- SURFACE PAGE 4**

Main Topic areas	Lesson Titles	Subjects Addressed	Times are avg.			Teaching Methods	Eval. matls
			Year 1	Year 2	Year 3		
Accident Prevention Techniques Continued	Material Handling	Material Handling			0.5	Lecture Discuss	Oral or Written Testing
	Rigging	Rigging			0.5	Lecture Discuss Demo	Oral or Written Testing
	Mobile Equipment	Mobile equipment including loaders, railway vehicles, trucks, personnel carriers, dozers -- pre-shift inspection, signs and signals, alarms, communication systems, etc.	0.25	0.5	0.5	Lecture Discuss	Oral or Written Testing
	Transportation Systems & Controls	Haulageways, roads, hills, curves, signs, berms, overhead lines, visibility etc.		0.5	0.5	Lecture Discuss	Oral or Written Testing
	Electrical Hazards	Basics, grounding, testing, precautions		1		Lecture Discuss	Oral or Written Testing
	Ground Control and Water Hazards	Highwalls, stockpiles, spoil banks, pits, and water hazards			0.5	Lecture Discuss	Oral or Written Testing
	Fire Prevention & Housekeeping	Fueling, electrical & welding fires, flammable materials.		0.5		Lecture Discuss	Oral or Written Testing
Health Protection Skills	Respirators	Dust Control		0.5		Lecture Discuss Demo	Oral or Written Testing
	Hearing Conservation Program	As reqd. by Part 62	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
	Hazard Communication	As required by Part 47			0.5	Lecture Discuss	Oral or Written Testing

Total Time Est. for Instruction 7 7.5 7.5

Total Training Time Requirement 8 8 8

**PART 48 NEW MINER -- SURFACE PAGE 1**

## Title 30 CFR Part 48 New Miner Training for Michigan Surface Mines

The Michigan Mine Safety & Health Training Program trainer will use lecture, discussion, videos, overheads, PowerPoint presentations, games or other means to present the New Miner (Surface) training. Each training session will be presented to encourage personal responsibility for safety. Participants will be expected to demonstrate enhanced skills and/or knowledge of the topics presented. Other topics requested by the mine operator will be made available including program policy bulletins, updates on accidents, or materials required by MSHA's District manager. No less than eight hours of training shall be given to new miners before they are assigned to work duties. At a minimum, the following topics will be included in the initial 8 hours: a) Introduction to the work environment, b) Hazard Recognition and, c) Health and Safety Aspects of the tasks assigned. Following the completion of this pre-assignment training, new miners shall then receive the remainder of the required 24 hours of training, or up to 16 hours, within 60 days. Miners who have not received the full 24 hours of new miner training shall be required to work under the close supervision of an experienced miner.

**Special Note:** Program trainers will consult with the mine operator or independent contractor to ensure that information covered in "introduction to the work environment" and "health and safety aspects of the assigned tasks" is appropriate and relevant to the work setting. For some independent contractors it may not be possible to conduct these courses at the job site. In these cases, appropriate site-specific information will need to be covered by the mine operator in hazard training.

**PART 48 NEW MINER -- SURFACE PAGE 2****Complete New Miner training will include all the following topics:**

<b>Subjects from 48.25 (Refer to standard for details.)</b>	<b>Training Methods</b>	<b>Course Materials</b>	<b>Evaluation Method(s)</b>
(1) Statutory rights of miners and their representatives; authority and responsibility of supervisors.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(2) Self-rescue and respiratory devices.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(3) Transportation controls and communication systems.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(4) Introduction to work environment.	Lecture, demonstration, discussion, video or other.	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(5) Escape and emergency evacuation plans; firewarning and firefighting.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(6) Ground control; working in areas of highwalls, water hazards, pits and spoil banks; illumination and night work.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(7) Health.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(8) Hazard recognition.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(9) Electrical hazards.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(10) First aid.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(11) Explosives.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(12) Health/Safety aspects of the tasks assigned to the new miner, including the following on HazCom.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
Information about the physical & health hazards of chemicals in the work area	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
Protective measures a miner can take against chemical hazards	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
Contents of the mine's HazCom program	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other.
(13) Such other courses as may be required by the District Manager	Lecture, demonstration, discussion, video or other	Materials suggested by the District Manager.	Oral/written questions, demonstration or other.

**PART 48 INDEPENDENT CONTRACTOR AND NEWLY-EMPLOYED EXPERIENCED MINER -  
- SURFACE PAGE 1**

The Michigan Mine Safety & Health training Program trainer will use lecture, discussion, videos, overheads, PowerPoint presentations, games or other means to present Independent Contractor/Newly Employed, Experienced Miner (Surface) training. Each training session will be presented to encourage personal responsibility for safety. Participants will be expected to demonstrate enhanced skills and/or knowledge of the topics presented. Other topics requested by the mine operator will be made available including program policy bulletins, updates on accidents, or materials required by MSHA's District manager. Note that the October 6, 1998 redefines an "experienced miner" in 30 CFR Part 48.3(b and 48.22(b) to mean a miner who has completed new miner training and has 12 months of mining experience. Once the miner has attained that training and experience, the miner retains "experienced miner" status for life for training purposes.

**Note:** Experienced miners who are away from mining for more than 5 years will need to complete at least 8 hours of training. For others the amount of time will depend on experience and how long they are away from the industry. Independent contractors will be considered experienced miners if they were working in the field as of February 1999 or if they have had new miner training and 12 months of cumulative experience (Note that the 12 months of experience must be received within 36 months of the new miner training for a miner to be considered an experience miner – See 48.25(d)).

**Special Note:** Program trainers will consult with the mine operator or independent contractor to ensure that information covered in "introduction to the work environment" and "health and safety aspects of the assigned tasks" is appropriate and relevant to the work setting. For some independent contractors it may not be possible to conduct these courses at the job site. In these cases, appropriate site-specific information will need to be covered by the mine operator in hazard training.

**Independent Contractor and Newly Employed Experienced Miner training will include all the following topics:**

<b>Subjects from 48.26 (Refer to standard for details.)</b>	<b>Training Methods</b>	<b>Course Materials (Subject to update)</b>	<b>Evaluation Method(s)</b>
(1) Introduction to work environment.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(2) Mandatory health & safety standards	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(3) Authority & responsibility of supervisors & miner's representatives.	Lecture, demonstration, discussion, video or other	MSHA training modules & booklet, MTU PPT program.	Oral/written questions, demonstration or other
(4) Transportation controls and communication systems.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(5) Escape and emergency evacuation plans; firewarning and firefighting.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(6) Ground control; working in areas of highwalls, water hazards, pits and spoil banks; illumination and night work.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(7) Hazard recognition.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(8) Accident Prevention	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(9) Emergency Medical Procedures	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(10) Health.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(11) Health/Safety aspects of the tasks assigned to the miner, including the following on HazCom.	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
Information about the physical & health hazards of chemicals in the work area	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
Protective measures a miner can take against chemical hazards	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
Contents of the mine's HazCom program	Lecture, demonstration, discussion, video or other	MSHA training modules, company safety rules, other	Oral/written questions, demonstration or other
(12) Such other courses as may be required by the District Manager	Lecture, demonstration, discussion, video or other	Materials suggested by the District Manager.	Oral/written questions, demonstration or other

## Correctly Completed Form 5000-23 Training Certificate

Certificate of Training		<b>PART 48</b>	U.S. Department of Labor Mine Safety and Health Administration	
Approved OMB Number 1219-0070, Expires September 30, 2001.				
This certificate is required under Public Law 91-173 as amended by Public Law 95-164. Failure to comply may result in penalties and other sanctions as provided by sections 108 and 110, Public Law 91-173 as amended by Public Law 95-164.				
<input type="checkbox"/> Issue Certificate Immediately Upon Completion of Training		Serial Number (for operator's use)		
1. Print Full Name of Person Trained (first, middle, last)				
<b>PRINT FULL NAME OF TRAINEE HERE</b>				
2. Check Type of Approved Training Received:				
<input type="checkbox"/> Annual Refresher  <input type="checkbox"/> New Task (specify below)		<input type="checkbox"/> Experienced Miner  <input type="checkbox"/> Newly Employed, Inexperienced Miner	<input type="checkbox"/> Hazard Training  <input type="checkbox"/> Other (specify)	
Date	Task	Initials Instr	Date	Task
<b>CHECK BOXES THAT APPLY TO TYPE OF TRAINING AND YOUR TYPE OF OPERATION</b>				
3. Check Type of Operation and Related Industry:				
A. <input type="checkbox"/> Surface B. <input type="checkbox"/> Coal		<input type="checkbox"/> Construction <input type="checkbox"/> Metal	<input type="checkbox"/> Underground <input type="checkbox"/> Nonmetal	<input type="checkbox"/> Shaft & Slope
4. Date Training Requirements Completed				
<b>3/3/02</b> <input type="checkbox"/> If completed, go to item		<b>DATE OF TRAINING</b> <input type="checkbox"/> Check if not completed and go to item 5, below.		
5. Check Subjects Completed				
<input type="checkbox"/> Introduction to Work Environment <input type="checkbox"/> Hazard Recognition <input type="checkbox"/> Emergency Medical Procedures <input type="checkbox"/> H&S Aspects of Tasks Assigned <input type="checkbox"/> Statutory Rights of Miners <input type="checkbox"/> Self-Rescue & Respiratory Devices <input type="checkbox"/> Transport & Communication Systems		<input type="checkbox"/> Roof/Ground Control & Ventilation <input type="checkbox"/> Mine Map; Escapeways; Emergency Evacuation; Barricading <input type="checkbox"/> Cleanup; Rock Dusting <input type="checkbox"/> Mandatory Health & Safety Standards <input type="checkbox"/> Authority & Responsibility of Supervisors & Miners' Representatives		
<b>6. False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety &amp; Health Act (P. L. 91-173 as amended by P. L. 95-164).</b>		I certify that the above training has been completed <small>(signature of person responsible for training)</small> <i>Certified Trainer or Responsible Person Signature</i>		
7. Mine Name, ID, & Location of Training (if institution, give name & address)				
<b>FILL IN MINE NAME, I.D., AND ACTUAL LOCATION OF TRAINING</b>				
8. Date		<b>DATE OF TRAINING</b> <input type="checkbox"/> I verify that I have completed the above training <small>(signature of person trained)</small> <i>Miner's Signature</i>		
MSHA Form 5000-23, Jan. 99 (revised)				
Copy 1 - Employer's Personnel Record				

# **Training Plan & Cover Letter – Part 46**

(Includes HazCom Training)

**To: Mine Operator**  
**From: Dave Carlson, Michigan Technological University**  
**Subject: Your Training Plan**

**NOTE!!**

Your Part 46 training plan is attached. The plan on disk (or email attachment) is in an earlier version of Microsoft Word for Windows. If you have Microsoft Office software you should be able to open it on your computer.

The plan, once completed, is designed to meet all MSHA requirements, and need not to be submitted to MSHA for approval. You must adhere to the plan in all respects, so make sure you understand and can live with its requirements. Time ranges for the various subjects were chosen to make the plan very flexible. Contact Dave Carlson for assistance in making revisions to your plan, if needed. Your miners must have 2 weeks to review any revisions.

Any miners who did not have 12 months of experience as of October 2, 2000 will need **New Inexperienced Miner** or **New Experienced** miner training, depending upon whether or not they are experienced miners. Contractors are generally viewed as **New Experienced** miners if they have had **New Inexperienced Miner** training followed by 12 months of work experience or if they had 12 months of experience prior to October 2, 2000 in the tasks they perform at the mine. Similar experience in other non-mine occupations can also be credited in determining if other newly-hired miners are considered to be a **New Experienced** or **New Inexperienced** miners.

**Note that MSHA inspectors will be looking for your training plans. They will also want your training records for each of the types of training required and listed in your plan (no certificate is required for site-specific hazard awareness training of nonminers, but MSHA will be looking for signs, etc. to warn visitors of hazards).** Blank copies of the five different training record/certification forms are included at the end of the plan. You should make copies of these and use them for your training records.

**New Inexperienced** miners must be trained 4 hours in the 7 subjects specified in your plan before they go to work. You will need to spend another half hour or so going over the basics of first aid within 60 days and complete the remaining 19 ½ hours within 90 days. The plan is designed to allow you to use “practice of the newly-assigned task” to complete the remaining 19 ½ hours. **Remember that this practice will need to be supervised by the competent person or persons you listed in the plan as trainer(s) for the particular task.**

**New Experienced** miners must be trained in the same 7 subjects as **New Inexperienced** miners, but there is no 4-hour minimum time requirement. The minimum times for training **New Experienced Miners** in each of the 7 subjects are the minimum times listed in the plan.

You will find that the subjects covered under **New Inexperienced** and **New Experienced** Miner training are, for the most part, mine specific, and that you are the most qualified to do this training with a little preparation. In addition, you will need a “Statutory Rights of Miners” booklet (can be found at

www.msha.gov), and you may want to print out the Training Manual on our Internet Site ([www.mine-safety.mtu.edu](http://www.mine-safety.mtu.edu)), which is loaded with questions and answers on numerous safety-and-health topics.

Any persons assigned to new tasks after October 2, 2000 must have **New Task** training or demonstrate that they can do the task in a safe and healthful manner. New task training is most easily done using a procedure called a **JSA** (job safety analysis). Break the job into 4 or 5 steps, list the hazards associated with each step and list correct procedures to eliminate each of these hazards. You can involve the miner being trained in the entire process as part of the training. The rest of the task training is practice under the supervision of a competent person as listed in your plan. There is no time requirement for task training unless you are crediting this training as part of **New (Inexperienced or Experienced) Miner Training.**

Eight hours of **Annual Refresher** training must be completed within 1 year after a miner begins work at the mine. **Annual Refresher** training must be completed each year by the end of the same month the previous year's annual refresher training was completed. We recommend that you have us (The State Grants Program at Michigan Technological University) do your annual refresher training (call Dave Carlson at 906/487-2453). We have a Federal grant, which will help hold down your training costs. We are also capable of either conducting or assisting you in conducting your **New Inexperienced** and **New Experienced** Miner Training. We have trainers located in Houghton, MI, Gaylord, MI, and Bay City, MI. The topics listed in the attached plan for **Annual Refresher** training are the ones our trainers cover. If you are doing your own training, you may change these Annual Refresher training subjects in your plan to better fit your company's needs. The only Annual Refresher Training subject required by law is "changes that may adversely affect the miner's health or safety". Other Annual Refresher training subjects can be selected by you to better fit your company.

To complete your plan you will need to do the following:

1. Fill in any missing dates.
2. Study your plan over carefully to make sure that you are able to fulfill its requirements; also to make whatever changes you think may be needed. (Feel free to contact Dave Carlson at 906/487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu) to discuss any changes you deem necessary.)
3. Make the new plan or any revisions available for review by your employees for 2 weeks before using them.
4. All training including site-specific hazard awareness training of **miners** (but not site-specific hazard training of **nonminers**) will have to be recorded on training record/certificate forms such as those at the end of the plan. Note that **miners** need site-specific hazard training and certificates for each of the pits they will work at.
5. All certificates must be signed by the person designated in the plan as the person responsible for safety and health at your company. This person is the only person authorized to certify training, regardless of who does the training.

### **Other Things You Should Be Aware Of**

Your people will need to comply with the safety standards listed in 30 CFR Part 56 to keep you from being cited by MSHA inspectors. A copy of Part 56 Standards and Program Policies on CD is provided to all companies trained by Michigan Tech. The CD also has other information you will need to comply with the standards.

The last two pages of this letter contain a list of written materials mine operators and contractors are required to have available when an MSHA inspector visits the mine site. The State Grants Program at Michigan Tech has developed training and lesson plans, which help ensure that various required training is covered in annual refresher training. For example, our trainers cover hearing conservation training each year to satisfy MSHA requirements that anyone who has been put into a hearing conservation program receive annual training. Annual refresher training also uses a revolving lesson plan. While each important topic is discussed each year, greater emphasis is placed on different topics each year over a 3-year cycle. During year 1, about half of the 8-hour class is spent teaching advanced first aid and first aid cards meeting the requirements of 56.18010 are issued along with the annual refresher training certificates. To have an instructor sent to your mine site to train your people, contact Dave Carlson (906/487-2453 or [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)).

Sincerely,

Dave Carlson  
Program Director

**PLEASE SEND YOUR \$40 CHECK\*\* MADE PAYABLE TO “MICHIGAN TECHNOLOGICAL UNIVERSITY” TO:**

Dave Carlson  
Mine Safety  
Room 212, M&ME Building  
Michigan Technological University  
Houghton, MI 49931

\*\* Note – Payment is not required if you use Michigan Technological University to do your training.

**Michigan Mine Operators and Contractors:** There are a number of records MSHA inspectors will look for including, but not limited to the following:

For standards cited below see: <http://www.msha.gov/REGDATA/MSHA/0.0.HTM>

1. Part 46 training plan if you are working in nonmetal surface mines (other than gypsum) and your own or the training provider's MSHA-Certified Part 48 plan when working in a metal or gypsum surface mine or in an underground mine.
2. Part 46 or 48 -- Record of training (such as a lesson plan that is consistent with the training plan), and training certificates (form 5000-23 required for P 48 training) signed by the person listed in the training plan as "the person responsible for safety and health" including:
  - a. New miner, new experienced miner or annual refresher training certificate less than 1 year old for each employee,
  - b. Task training certificate if you are assigned to a new task at a nonmetal mine (other than gypsum). To determine whether task training under Part 46 is required, you must observe that the miner can perform the task in a safe and healthful manner (see 46.7 for details).
  - c. Task training certificate in metal and gypsum mines if assigned to new work tasks (not performed in the past 12 months) as mobile equipment operators, drilling machine operators, haulage and conveyor systems operators, ground control machine operators, and those in blasting operations (see 48.27 for details and content of training).
3. Record that a person available on site has been trained in advanced first aid (56.18010).
4. Accident investigation reports for MSHA reportable accidents during the past 5 years (Part 50).
5. Quarterly Employment Reports for the past 5 years of work on mine property (Part 50)
6. Information on subcontractors (Part.45.4) including: Trade name, business address, phone number, description or nature of work performed, mine location, MSHA ID , if any, and Address of Record.
7. Crane boom charts, boom angle indicator charts where cranes are used.
8. Electrical continuity/resistance of grounding systems tests within 12 months or after installation, repair, or modification (56.12028).
9. Emergency telephone numbers posted at appropriate locations (56.18012).
10. Emergency firefighting, evacuation and rescue procedures (56.4330)
11. Records for each fire extinguisher of monthly visual inspection and annual maintenance inspection (56.4201).
12. Written HazCom program, accessible MSDSs for hazardous chemicals, record of HazCom training as part of all new miner, new experienced miner, or task training (Part 47). – ***You may be able to just show the inspector that you use no hazardous chemicals on site if this is the case.***
13. Record of employees noise exposure, which shows that exposure is less than a 50 % noise dose over workshift (equal to 85 dBA average over 8-hour shift or somewhat less

than 85 dBA average over longer shift). This could be data from monitoring (you or MSHA), equipment manufacturer, similar equipment etc. If the workshift noise dose exceeds 50 %, all records and actions in a hearing conservation program (Part 62) are required.

14. Notification (phone call to MSHA field office) before commencement or closing of mines (56.1000). (not usually required of contractor).
15. Notification of Legal Identity (Part 41 – not usually required of contractor)  
<http://www.msha.gov/forms/forms.htm>
16. Pressure vessel inspection certificate annually – not typically required for household type water heaters (56.13030) or for compressed air receivers <250 psi or <15 cu ft.
17. Daily written preshift inspection safety defect log for mobile equipment must be kept until repairs are completed (56.14100(d)).
18. Daily written work area inspection record kept for 1 year or until the next MSHA inspection (56.18002).

**Dave Carlson (906)487-2453 or [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)**

## **Part 46 Training Plan**

# **GENERAL COMPANY INFORMATION**

MSHA ID Number:

Company Name:

Company Address:

City, State & Code:

Mine Name:

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

[Section 46.3(b)(2)]:

Responsible Person:

Position>Title:

Phone Number:

Fax:

E-mail (optional):

Date Plan Revised or Completed \_\_\_\_\_;

**Note – Law says miners must have 2 weeks to review plan or any changes in Plan before implementation!!**

Newly-Hired Inexperienced Miner Training				
Subject		Check if subject applies	Competent Organization(s)**	Competent Person(s) or Organization(s)
1	Introduction to work environment	x	St. Grants Prog – Michigan Tech. Univ. *	
1	Safety Rules and Safe Working Procedures	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Electrical Hazards	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Ground Conditions	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Hazard Recognition and Avoidance	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Mandatory Health & Safety Standards	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Mobile Equipment Hazards	x	St. Grants Prog – Michigan Tech. Univ. *	
2	Traffic Patterns and Control	x	St. Grants Prog – Michigan Tech. Univ. *	
3	Emergency escape and evacuation	x	St. Grants Prog – Michigan Tech. Univ. *	
3	Emergency medical procedures	x	St. Grants Prog – Michigan Tech. Univ. *	
3	Firewarning and Firefighting	x	St. Grants Prog – Michigan Tech. Univ. *	
4	Health and Safety Aspects of the Task or task-specific hazard recognition + practice under close supervision.	x	St. Grants Prog – Michigan Tech. Univ. *	See names of competent persons in list for New Task Training
5	Statutory Rights of Miners	x	St. Grants Prog – Michigan Tech. Univ. *	
6	Authority and Responsibility of Supervisors/Miner's Reps.	x	St. Grants Prog – Michigan Tech. Univ. *	
7	Introduction to Rules for Reporting Hazards	x	St. Grants Prog – Michigan Tech. Univ. *	
F	First Aid Review	x	St. Grants Prog – Michigan Tech. Univ. *	
H	Chemical Hazards – HazCom	x	St. Grants Prog – Michigan Tech. Univ. *	
R	Respiratory Devices			

\* Requires assistance and (or) information provided by mine

\*\* The State Grants Program at Michigan Technological University may be reached to do your training by calling Dave Carlson at 906/487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)

Newly-Hired Experienced Miner Training				
Subject		Subject applies	Competent Organization(s)**	Competent Person(s) or Organization(s)
1	<b>Changes That Could Adversely Affect Health &amp; Safety</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
1	<b>Introduction to work environment</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
1	<b>Safety Rules and Safe Working Procedures</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Electrical Hazards</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Ground Conditions</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Hazard Recognition and Avoidance</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Mandatory Health &amp; Safety Standards</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Mobile Equipment Hazards</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
2	<b>Traffic Patterns and Control</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
3	<b>Emergency escape and evacuation</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
3	<b>Emergency medical procedures</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
3	<b>Firewarning and Firefighting</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
4	<b>Health and Safety Aspects of the Task or task-specific hazard recognition + practice under close supervision.</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
5	<b>Statutory Rights of Miners</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
6	<b>Authority and Responsibility of Supervisors/Miner's Reps.</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
7	<b>Introduction to Rules for Reporting Hazards</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
F	<b>First Aid Review</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
H	<b>Chemical Hazards – HazCom</b>	x	St. Grants Prog – Michigan Tech. Univ. *	
R	<b>Respiratory Devices</b>			

\* Requires assistance and (or) information provided by mine

\*\* The State Grants Program at Michigan Technological University may be reached to do your training by calling Dave Carlson at 906/487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)



Annual Refresher Training				
Subject	Check if subject applies	Competent Organization(s)**	Competent Person(s) or Organization(s)	
<b><u>Changes Adversely Effecting S&amp;H (Required Training) &amp; Other Site-Specific Training</u></b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Special Equipment, Materials &amp; Conditions</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Mandatory Safety &amp; Health Standards</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Lifesaving First Aid Skills</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Escape and Emergency Evac., Firewarning &amp; Firefighting,</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Guarding</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Fall Prevention &amp; Fall Protection</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Lockout-Tagout</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Welding &amp; Pressure Vessels</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Materials Handling</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Rigging</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Mobile Equipment</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Transportation Systems &amp; Controls</b>	x	St. Grants Prog – Michigan Tech. Univ. *		
<b>Electrical Hazards</b>	x	St. Grants Prog – Michigan Tech. Univ. *		

\* Requires assistance and (or) information provided by mine  
 \*\* The State Grants Program at Michigan Technological University may be reached to do your training by calling Dave Carlson at 906/487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)

## Annual Refresher Training Continued

\* Requires assistance and (or) information provided by mine

\*\* The State Grants Program at Michigan Technological University may be reached to do your training by calling Dave Carlson at 906/487-2453 or email [dcarlson@mtu.edu](mailto:dcarlson@mtu.edu)

**NEWLY-HIRED INEXPERIENCED MINER TRAINING Page 1**

A. EACH NEWLY-HIRED INEXPERIENCED 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. Subject:Introduction to Work Environment [Section 46.5(b)(1)]

Approximate Time(s): 0 hours 15 minutes to 4 hours 0 minutes

**TEACHING METHODS:**

<input type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Site tour
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

## COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input checked="" type="checkbox"/> Applicable Regulations
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Other _____
<input type="checkbox"/> Vendor/Manufacturer	

## EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

2. SUBJECT: Recognition and Avoidance of Electrical Hazards and Other Hazards, Such as Traffic Patterns and Control, Mobile Equipment, and Ground Conditions [Section 46.5(b)(2)]

Approximate Time(s): 0 hours 15 minutes to 4 hours 0 minutes

**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Site tour
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

## COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input type="checkbox"/> Lockout Devices
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Other _____

## EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

## NEWLY-HIRED INEXPERIENCED MINER TRAINING Page 2

3. SUBJECT: Emergency Medical Procedures; Escape and Emergency Evacuation Plans; Firewarning Signals and Firefighting ProceduresApproximate Time(s): 0 hours 10 minutes to 2 hours 0 minutes**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	___ Demonstration
<input checked="" type="checkbox"/> Discussion	___ Site Tour
<input type="checkbox"/> Audiovisual	___ Other _____

## COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	___ Firewarning Signals and Firefighting Procedures
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> Vendor/Manufacturer	___ Other _____
<input type="checkbox"/> Escape and Emergency Evacuation Plans	

## EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	___ Observation
<input type="checkbox"/> Written Feedback	___ Other _____

4. SUBJECT: Health and Safety Aspects of the Tasks to be Assigned (Includes HazCom -- See Subjects under "Task Training")Approximate Time(s): From 1/4 hour to 24 hours depending upon experience and learning abilities.**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	___ Demonstration
<input checked="" type="checkbox"/> Discussion	___ Site Tour
<input type="checkbox"/> Audiovisual	___ Other _____
<input checked="" type="checkbox"/> Practice (under close supervision)	

## COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	___ Safe Work Procedures
<input checked="" type="checkbox"/> Company	___ Applicable Regulations
<input type="checkbox"/> Vendor/Manufacturer	___ Other _____

## EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input checked="" type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	___ Other _____

## NEWLY-HIRED INEXPERIENCED MINER TRAINING Page 3

5. SUBJECT: Statutory Rights of Miners and Their Representatives (Note that a Guide to this topic is available at <http://www.msha.gov/s&hinfo/minersrights/minersrights2000.pdf>)

Approximate Time(s): 0 hours 10 minutes to 0 hours 30 minutes

**TEACHING METHODS:**

Lecture  Computer  
 Discussion  Other \_\_\_\_\_  
 Audiovisual

## COURSE MATERIALS:

MSHA  Company Rules  
 Company  Applicable Regulations  
 1977 Mine Act  Other \_\_\_\_\_

## EVALUATION PROCEDURES:

Oral Feedback  Observation  
 Written Feedback  Other \_\_\_\_\_

6. SUBJECT: Authority and Responsibility of Supervisors and Miners' Representatives – See Chapter 1 of Michigan Tech's MSHA Compliance Assistance Manual at <http://www.mine-safety.mtu.edu/compman/sec1.pdf>

Approximate Time(s): 0 hours 5 minutes to 0 hours 30 minutes

**TEACHING METHODS:**

Lecture  Computer  
 Discussion  Other \_\_\_\_\_  
 Audiovisual

## COURSE MATERIALS:

MSHA  Company Rules  
 Company  Applicable Regulations  
 1977 Mine Act  Other \_\_\_\_\_

## EVALUATION PROCEDURES:

Oral Feedback  Observation  
 Written Feedback  Other \_\_\_\_\_

**NEWLY-HIRED INEXPERIENCED MINER TRAINING Page 4****7. SUBJECT: *Introduction to Rules and Procedures for Reporting Hazards***Approximate Time(s): 0 hours 5 minutes to 1 hours 0 minutes**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Computer
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

**COURSE MATERIALS:**

<input type="checkbox"/> MSHA	<input checked="" type="checkbox"/> Company Rules
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> 1977 Mine Act	<input type="checkbox"/> Other _____

**EVALUATION PROCEDURES:**

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

## NEWLY-HIRED INEXPERIENCED MINER TRAINING PAGE 5

B. AFTER EACH NEW MINER BEGINS WORK, THE MINER WILL RECEIVE THE FOLLOWING TRAINING WITHIN 60 DAYS [SECTION 46.5(C)(1)]

1. SUBJECT: Self-Rescue and Respiratory Devices (FOR MINERS IF THIS APPLIES)

This subject is:  Applicable  Not Applicable

Approximate Time(s): 0 hours 15 minutes to 2 hours 0 minutes

**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Demonstration
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input type="checkbox"/> Training Devices
<input type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input checked="" type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Other _____

EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Fit Test
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Observation	

2. SUBJECT: First Aid

Approximate Time(s): 0 hours 15 minutes to 8 hours 0 minutes

**TEACHING METHODS:**

<input type="checkbox"/> Lecture	<input type="checkbox"/> Demonstration
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input type="checkbox"/> First Aid Supplies
<input type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Other _____

EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

C. WITHIN 90 DAYS 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.

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

Yes  No

**NEWLY-HIRED EXPERIENCED MINER & INDEPENDENT CONTRACTOR  
TRAINING (SECTION 46.6)**

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. Subject:Introduction to Work Environment [Section 46.6(b)(1)]*

Approximate Time(s): 0 hours 10 minutes to 4 hours 0 minutes

**TEACHING METHODS:**

<input type="checkbox"/> Lecture	<input checked="" type="checkbox"/> Site tour
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input checked="" type="checkbox"/> Applicable Regulations
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Other _____
<input type="checkbox"/> Vendor/Manufacturer	

EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

*2. SUBJECT: Recognition and Avoidance of Electrical Hazards and Other Hazards, Such as Traffic Patterns and Control, Mobile Equipment, and Ground Conditions [Section 46.5(b)(2)]*

Approximate Time(s): 0 hours 15 minutes to 4 hours 0 minutes

**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Site tour
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

COURSE MATERIALS:

<input checked="" type="checkbox"/> MSHA	<input type="checkbox"/> Lockout Devices
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Other _____

EVALUATION PROCEDURES:

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

**NEWLY-HIRED EXPERIENCED MINER & INDEPENDENT CONTRACTOR TRAINING**  
**Page 2**

**3. SUBJECT: Emergency Medical Procedures; Escape and Emergency Evacuation Plans; Firewarning Signals and Firefighting Procedures**

Approximate Time(s): 0 hours 10 minutes to 2 hours 0 minutes

**TEACHING METHODS:**

Lecture  
 Discussion  
 Audiovisual

Demonstration  
 Site Tour  
 Other \_\_\_\_\_

**COURSE MATERIALS:**

MSHA  
 Company  
 Vendor/Manufacturer  
 Escape and Emergency Evacuation Plans

Firewarning Signals and Firefighting Procedures  
 Applicable Regulations  
 Other \_\_\_\_\_

**EVALUATION PROCEDURES:**

Oral Feedback  
 Written Feedback

Observation  
 Other \_\_\_\_\_

**4. SUBJECT: Health and Safety Aspects of the Tasks to be Assigned (Includes HazCom -- See Subjects under "Task Training")**

Approximate Time(s): From 1/4 to 24 hours depending upon experience and learning abilities.

**TEACHING METHODS:**

Lecture  
 Discussion  
 Audiovisual  
 Practice (under close supervision)

Demonstration  
 Site Tour  
 Other \_\_\_\_\_

**COURSE MATERIALS:**

MSHA  
 Company  
 Vendor/Manufacturer

Safe Work Procedures  
 Applicable Regulations  
 Other \_\_\_\_\_

**EVALUATION PROCEDURES:**

Oral Feedback  
 Written Feedback

Observation  
 Other \_\_\_\_\_

**NEWLY-HIRED EXPERIENCED MINER TRAINING & INDEPENDENT CONTRACTOR**  
**Page 3**

5. SUBJECT: Statutory Rights of Miners and Their Representatives (Note that a Guide to this topic is available at <http://www.msha.gov/s&hinfo/minersrights/minersrights2000.pdf>)

Approximate Time(s): 0 hours 10 minutes to 0 hours 30 minutes

**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Computer
<input type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

**COURSE MATERIALS:**

<input checked="" type="checkbox"/> MSHA	<input type="checkbox"/> Company Rules
<input type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> 1977 Mine Act	<input type="checkbox"/> Other _____

**EVALUATION PROCEDURES:**

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

6. SUBJECT: Authority and Responsibility of Supervisors and Miners' Representatives – See Chapter 1 of Michigan Tech's MSHA Compliance Assistance Manual at <http://www.mine-safety.mtu.edu/compman/sec1.pdf>

Approximate Time(s): 0 hours 5 minutes to 0 hours 30 minutes

**TEACHING METHODS:**

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Computer
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Audiovisual	

**COURSE MATERIALS:**

<input type="checkbox"/> MSHA	<input type="checkbox"/> Company Rules
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Applicable Regulations
<input type="checkbox"/> 1977 Mine Act	<input type="checkbox"/> Other _____

**EVALUATION PROCEDURES:**

<input checked="" type="checkbox"/> Oral Feedback	<input type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

**NEWLY-HIRED EXPERIENCED MINER TRAINING & INDEPENDENT CONTRACTOR Page 4****7. SUBJECT: Introduction to Rules and Procedures for Reporting Hazards**Approximate Time(s): 0 hours 10 minutes to 1 hours 0 minutes**TEACHING METHODS:**

Lecture  
 Discussion  
 Audiovisual

Computer  
 Other \_\_\_\_\_

**COURSE MATERIALS:**

MSHA  
 Company  
 1977 Mine Act

Company Rules  
 Applicable Regulations  
 Other \_\_\_\_\_

**EVALUATION PROCEDURES:**

Oral Feedback  
 Written Feedback

Observation  
 Other \_\_\_\_\_

**NEWLY-HIRED EXPERIENCED MINER & INDEPENDENT CONTRACTOR TRAINING**  
**Page 5**

**A. AFTER EACH NEWLY-HIRED EXPERIENCED MINER BEGINS WORK, THE MINER WILL RECEIVE THE FOLLOWING TRAINING WITHIN 60 DAYS [SECTION 46.6(c)(1)]**

**1. SUBJECT: Self-Rescue and Respiratory Devices (FOR MINERS TO WHOM THIS APPLIES)**

This subject is:  Applicable  Not Applicable

Approximate Time(s): 0 hours 30 minutes to 2 hours 0 minutes

**TEACHING METHODS:**

Lecture  
 Discussion  
 Audiovisual

Demonstration  
 Other \_\_\_\_\_

**COURSE MATERIALS:**

MSHA  
 Company  
 Vendor/Manufacturer

Training Devices  
 Applicable Regulations  
 Other \_\_\_\_\_

**EVALUATION PROCEDURES:**

Oral Feedback  
 Written Feedback  
 Observation

Fit Test  
 Other \_\_\_\_\_

**B. TRAINING MAY BE GIVEN ON ANY OTHER SUBJECTS THAT PROMOTE OCCUPATIONAL HEALTH AND SAFETY FOR MINERS [Section 46.6(e)].**

**C. 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)].**

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 SPECIFIC TO THAT NEW TASK. THIS TRAINING WILL BE PROVIDED BEFORE THE MINER PERFORMS THE NEW TASK [Section 46.7(a)]. (Each task that will require training is specified below. The competent person giving the training is provided in Item 3 of the General Information section.)**

## 1. SUBJECT: *Health and Safety Aspects of the New Task*

Specify the task: {All tasks checked on Competent Person List}

Approximate Time(s): From 1/4 to 24 hours depending upon experience and learning abilities.

## **TEACHING METHODS:**

Lecture       Demonstration  
 Discussion       Site Tour  
 Audiovisual       Other \_\_\_\_\_  
 Practice (under close supervision)

## COURSE MATERIALS:

MSHA       Safe Work Procedures  
 Company       Applicable Regulations  
 Vendor/Manufacturer       Other \_\_\_\_\_

## EVALUATION PROCEDURES:

Oral Feedback       Observation  
 Written Feedback       Other \_\_\_\_\_

2. SUBJECT: Information about the physical and health hazards of chemicals in the miner's work area, protective measures, and contents of the mine's HazCom program

Approximate Time(s): 0 hours 15 minutes to 1 hours 0 minutes

## TEACHING METHODS:

Lecture       Computer  
 Discussion       Other \_\_\_\_\_  
 Audiovisual

## COURSE MATERIALS:

MSHA       Company Rules  
 Company       Applicable Regulations  
 1977 Mine Act       Other \_\_\_\_\_

## EVALUATION PROCEDURES:

Oral Feedback or  Observation  
 Written Feedback  Other

**ANNUAL REFRESHER TRAINING PAGE 1**

Note that it is very important that **each annual refresher training** session have **at least one person assigned by each of the mines represented**, who is knowledgeable and ready to discuss site-specific hazard and hazards resulting from changes that have taken place at the mine during the past year. Some, but not all of the topics the mine person may need to discuss are:

1. New processes, stationary equipment, and mobile equipment.
2. New traffic patterns
3. Visibility and illumination around mobile equipment.
4. Loadout area and customer concerns
5. New ground and highwall conditions.
6. Road condition concerns (mud, dust, hills, curves, blind spots).
7. Power line placement concerns.
8. New electrical hazards or lockout/tagout programs.
9. Access to new difficult-to-reach locations.
10. Areas miners shouldn't enter.
11. New potential fall hazards.
12. New potential drowning hazards.

**NOTE: Annual Refresher Training can be conducted either as a single 8-hour session or in periodic meetings throughout the year that are a minimum length of ½ hour each.** If you are training your people in periodic meetings throughout the year, complete the certificate entitled “Training Roster/Certificate for Annual Refresher Training in Short Segments Throughout the Year”(request copy from Dave Carlson – 906/487-2453, if not attached to this plan).

The trainer will use lecture, discussion, videos, overheads, powerpoint presentations, games or other means to present the approved 8 hours of Annual Refresher training in the following topics. Each training session will be presented to encourage personal responsibility for safety. Each participant will be expected to demonstrate enhanced skills and knowledge of the topics presented. Other topics will be made available upon request by the mine operator, program policy bulletins, updates on accidents, or materials required by the district manager.

**#1 Changes at the Mine Adversely Affecting Safety and Health – 5 min to 2 hours**

**#2 Special Mine Equipment (Cranes, dredges, draglines, excavators, drilling & blasting) – 5 min to 2 hours**

**# 3 Mandatory Health & Safety Standards (15 to 45 minutes) 15 min to 2 hours**  
Pertinent Regulations: Title 30 CFR. Parts 47, 48, 56 and 62.

**# 4 Lifesaving First-Aid Skills -- 20 min to 6 hours**

Fundamental topics following the American Red Cross Check-Call-Care protocol. Emphasis on performing patient assessment and artificial respiration; controlling bleeding; and treating shock, wounds, burns, and musculoskeletal injuries.

**ANNUAL REFRESHER TRAINING PAGE 2****#5 Escape and Emergency Evacuation Plans, Fire-warning and Fire-fighting -- 10 min to 1 hour**

Lists of phone numbers to call in emergencies and locations and markings for phones/radios, fire extinguishers and hoses, alarms, evacuation procedures, exit markings, providing information to community emergency services, classification of fires, types/location/use of extinguishers, alarm systems, employee instructions, communications.

**#6 Accident Prevention Techniques – 15 min to 4 hours****a. Guarding and access (Crushers, conveyors, screens and other stationary equipment)****b. Maintenance and Repair –**

- (1) Fall Protection and Prevention
- (2) Lockout/Tagout
- (3) Cutting & Welding
- (4) Material Handling
- (5) High pressure safety.
- (6) Rigging

**c. Transportation Systems and Controls**

Mobile equipment including loaders, railway vehicles, trucks, personnel carriers, dozers -- pre-shift inspection, signs and signals, alarms, communication systems, haulageways, hills, curves overhead lines, roads, berms, visibility.

**d. Electrical Hazards****e. Ground Control and water hazards**

Highwalls, stockpiles, spoil banks, pits, and water hazards.

**f. Fire prevention and housekeeping, fueling and other sources of fire such as electrical & welding, flammable materials.****#7 Health Protection Skills 15 min to 2 hours**

- a. Respiratory devices and airborne contaminants.
- b. Hearing Conservation.
- c. Chemical Hazards -- Hazard Communication
- d. Back Injury Protection

Evaluation of the miners' achievement of the objectives will be made by oral discussions, question-answer sessions and written short quizzes. Clients will be asked to limit class sizes to a maximum of 30 students if possible, or to provide special facilities for classes larger than 30. When the 3-hour first aid is taught, clients will be asked to limit the class size to 14 or less or provide needed assistance.

**ANNUAL REFRESHER TRAINING PAGE 3****Sample 3-Year Plan Used By Michigan Technological University**

Main Topic areas	Lesson Titles	Subjects Addressed	Times are avg.			Teaching Methods	Eval. matls
			Year 1	Year 2	Year 3		
Mine Specific Topics	Changes Adversely Effecting S&H & Other Site-Specific Training	Mine-Specific Information	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
	Special Equipment, Materials & Conditions	Cranes, dredges, draglines, excavators, boats, drilling/blasting, confined spaces & contractor equipment.	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Mandatory Health & Safety Standards	New standards, top MSHA citations for prev. year	CFR 30 -- Parts 47,48,56, and 62	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Lifesaving First Aid Skills	MTU Certified First Aid	MTU First Aid Course - per 56.18010	3			Lecture Practice	Oral or Written Testing
	First Aid/Emergency Resp. Review	First Aid Review	0.5	0.5	0.5	Lecture Discuss	Oral or Written Testing
Escape and Emergency Evac., Fire-warning & Firefighting	Responding to Emergencies	Emergencies -- medical, fire, weather, violence. Getting assistance, community services, fire extinguishers, alarms, evacuation routes & markings, violent weather.	0.25	0.25	0.5	Lecture Discuss	Oral or Written Testing
Accident Prevention Techniques	Guarding	Conveyors, crushers, screens, guarding, access	0.25	0.25	0.25	Lecture Discuss	Oral or Written Testing
	Fall Protection	Fall Protection & Prevention		0.5		Lecture Discuss	Oral or Written Testing
	Lockout - Tagout	Lockout/Tagout	0.5	0.5	1	Lecture Discuss	Oral or Written Testing

**ANNUAL REFRESHER TRAINING PAGE 4****Sample 3-Year Plan Used By Michigan Technological University Continued**

Main Topic areas	Lesson Titles	Subjects Addressed	Times are avg.			Teaching Method	Eval. matls
			Year 1	Year 2	Year 3		
Accident Prevention Techniques Continued	Welding & Pressure Vessels	Cutting, Welding, Pressure Effects -- incl. Tires, air tanks, compr. Gases, hydraulic lines (whipping hoses, hot oil), fuel tanks, water tanks, sealed drums.	0.25	0.5	0.25	Lecture Discuss	Oral or Written Testing
	Material Handling	Material Handiling			0.5	Lecture Discuss	Oral or Written Testing
	Rigging	Rigging			0.5	Lecture Discuss Demo	Oral or Written Testing
	Mobile Equipment	Mobile equipment including loaders, railway vehicles, trucks, personnel carriers, dozers -- pre-shift inspection, signs and signals, alarms, communication systems, etc.	0.25	0.5	0.5	Lecture Discuss	Oral or Written Testing
	Transportation Systems & Controls	Haulageways, roads, hills, curves, signs, berms, overhead lines, visibility etc.		0.5	0.5	Lecture Discuss	Oral or Written Testing
	Electrical Hazards	Basics, grounding, testing, precautions		1		Lecture Discuss	Oral or Written Testing
	Ground Control and Water Hazards	Highwalls, stockpiles, spoil banks, pits, and water hazards			0.5	Lecture Discuss	Oral or Written Testing
	Fire Prevention & Housekeeping	Fueling electrical & welding fires, flammable materials.		0.5		Lecture Discuss	Oral or Written Testing
Health Protection Skills	Respirators	Dust		0.5		Lecture Discuss Demo	Oral or Written Testing
	Hearing Conservation Program	As reqd. by Part 62	0.5			Lecture Discuss	Oral or Written Testing
	Hazard Communication	As required by Part 47			0.5	Lecture Discuss	Oral or Written Testing

Total Time Est. for Instruction

7      7      7

Total Training Time Requirement

8      8      8

## HAZARD AWARENESS TRAINING (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 ACCCOMPANIED AT ALL TIMES BY AN EXPERIENCED MINER WHO IS FAMILIAR WITH HAZARDS SPECIFIC TO THE MINE [Section 46.12(a)].

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)].

A. TRAINING EACH PERSON RECEIVES 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. SUBJECT: Hazards Personnel May be Exposed to While at the Mine, Including Applicable Emergency Procedures (For miners at each mine ID visited where applicable – Need training certificates) – Contractors note that this is the mines responsibility except that you are obligated to hazard train personnel entering your work area as in item 2.

Approximate Time(s): 0 hours 5 minutes to 1 hour

### TEACHING METHODS:

<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Demonstration
<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Site tour
<input type="checkbox"/> Audiovisual	<input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Written Warnings	

**HAZARD AWARENESS TRAINING Page 2****COURSE MATERIALS:**

<input type="checkbox"/> MSHA	<input type="checkbox"/> Checklist(s)
<input type="checkbox"/> Company	<input checked="" type="checkbox"/> Signs and Posted Warnings
<input type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Applicable Regulations
<input checked="" type="checkbox"/> Company Rules/Policies	<input type="checkbox"/> Other _____

**EVALUATION PROCEDURES:**

<input checked="" type="checkbox"/> Oral Feedback	<input checked="" type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

Contractors may check here when this part is :  Not Applicable

2. SUBJECT: Hazards Personnel May be Exposed to While at the Mine, Including Applicable Emergency Procedures (For Non-miners entering mine property – requires suitable warning signs, but doesn't require training certificates)

Approximate Time(s): 1 to 5 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 checked="" type="checkbox"/> Written Warnings	

**COURSE MATERIALS:**

<input type="checkbox"/> MSHA	<input type="checkbox"/> Checklist(s)
<input type="checkbox"/> Company	<input checked="" type="checkbox"/> Signs and Posted Warnings
<input type="checkbox"/> Vendor/Manufacturer	<input type="checkbox"/> Applicable Regulations
<input type="checkbox"/> Company Rules/Policies	<input type="checkbox"/> Other _____

**EVALUATION PROCEDURES:**

<input type="checkbox"/> Oral Feedback	<input checked="" type="checkbox"/> Observation
<input type="checkbox"/> Written Feedback	<input type="checkbox"/> Other _____

The following forms meet MSHA requirements for the various types of training records.

## 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 if 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>					

**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)

## Correctly Completed Form 5000-23 Certificate Used for Part 46 New Miner Training

Certificate of Training		<b>PART 46</b> <b>NEW</b> <b>MINER</b>		U.S. Department of Labor Mine Safety and Health Administration	
Approved OMB Number 12 This certificate is required. Failure to comply may result in and 110, Public Law 91-173 as amended by Public Law 95-164.		er 30, 2001. 173 as amended by Public Law 95-164. other sanctions as provided by sections 108			
<input checked="" type="checkbox"/> Issue Certificate Immediately Upon Completion of Training				Serial Number (for operator's use)	
1. Print Full Name of Person Trained (first, middle, last) <b>PRINT FULL NAME OF NEW MINER HERE</b>					
2. Check Type of Approved Training Received: <input type="checkbox"/> Annual <input type="checkbox"/> Experienced Miner <input type="checkbox"/> Hazard Training <input type="checkbox"/> Refresher <input checked="" type="checkbox"/> Newly Employed, <input type="checkbox"/> Other (specify) <input type="checkbox"/> New Task <input type="checkbox"/> Inexperienced Miner					
Date	Task	Initials Instr Studt	Date	Task	Initials Instr Studt
<b>CHECK APPROPRIATE BOXES</b>					
3. Check Type of Operation and Related Industry: A. <input checked="" type="checkbox"/> Surface <input type="checkbox"/> Construction <input type="checkbox"/> Underground <input type="checkbox"/> Shaft & Slope B. <input type="checkbox"/> Coal <input type="checkbox"/> Metal <input checked="" type="checkbox"/> Nonmetal					
4. Date Training Required <b>3/3/02</b> ← <b>Fill in Date and Duration of Training</b> →      completed → <b>4 Hours</b> If completed, go to item 6.					
5. Check Subjects Completed (use only for partially completed training): <input type="checkbox"/> Introduction to Work Environment <input type="checkbox"/> Roof/Ground Control & Ventilation <input type="checkbox"/> Health <input checked="" type="checkbox"/> Hazard Recognition <input checked="" type="checkbox"/> Mine Map; Escapeways; Emergency Evacuation; Barricading <input type="checkbox"/> Electrical Hazards <input checked="" type="checkbox"/> Emergency Medical Procedures <input type="checkbox"/> Cleanup; Rock Dusting <input type="checkbox"/> First Aid <input checked="" type="checkbox"/> H&S Aspects of Tasks Assigned <input type="checkbox"/> Mandatory Health & Safety Standards <input type="checkbox"/> Mine Gases <input checked="" type="checkbox"/> Statutory Rights of Miners <input checked="" type="checkbox"/> Authority & Responsibility of Supervisors & Miners' Representatives <input type="checkbox"/> Explosives <input type="checkbox"/> Self-Rescue & Respiratory Devices <input type="checkbox"/> Reporting Hazards <input type="checkbox"/> Prevention of Accidents <input type="checkbox"/> Transport & Communication Systems					
I certify that the above training has been completed (signature of person responsible for training) <b>Designated Company Safety Person Signs here</b>					
7. Mine Name, ID, & Location of Training (if institution, give name & address) <b>List Mine Name, ID, and Training Location here.</b>					
<b>Date &amp; Miner's Initials Optional</b>					
8. Date      I verify that I have completed the above training <b>3/3/02 JM</b> ← <b>List Competent Person Here</b> →					
MSHA Form 5000-23, Jan. 99 (revised)			Copy 1 - Employer's Personnel Record		

**NEWLY-HIRED EXPERIENCED MINER TRAINING  
RECORD/CERTIFICATE**

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

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

<b>Subject</b> <b>30 CFR Part 46.6</b>	<b>Course Length</b>	<b>Date</b>	<b>Competent Person</b>	<b>Location</b> (Name & Address if Institution)	<b>Miner's Initials</b>
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*The miner has received the following training before beginning work:*

(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 including HazCom Training					
(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					

*No later than 60 days:*

(c) Self-rescue, respiratory devices, if used					
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**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 - Note that HazCom *Training Must be Included in all New Task Training***

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

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

Duration of Training	New Task 30 CFR Part 46.7	Competent Person	Date	Location (Name & Address if Institution)	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#** \_\_\_\_\_

**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)

**Correctly Completed Form 5000-23 Certificate Used for Part 46 Annual Refresher Training**

Certificate of Training		<b>PART 46 ANNUAL REFRESHER</b>		U.S. Department of Labor Mine Safety and Health Administration 30, 2001. as amended by Public Law 95-164. sanctions as provided by sections 108 and 110, Public Law 91-173 as amended by Public Law 95-164.																																																							
Approved OMB Number 12-0005 This certificate is required by law. Failure to comply may result in fines and imprisonment. Failure to comply may result in fines and imprisonment.		<b>Issue Certificate Immediately Upon Completion of Training</b>		Serial Number (for operator's use)																																																							
1. Print Full Name of Person Trained (first, middle, last) <b>PRINT FULL NAME OF MINER HERE</b>																																																											
2. Check Type of Approved Training Received: <input checked="" type="checkbox"/> Annual Refresher <input type="checkbox"/> Experienced Miner <input type="checkbox"/> Hazard Training <input type="checkbox"/> New Task (specify below) <input type="checkbox"/> Newly Employed, Inexperienced Miner <input type="checkbox"/> Other (specify)																																																											
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8. Date      I verify that I have completed the above training <b>3/3/02 JM</b> ← <b>List Competent Person Here</b> →																																																											

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

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

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

**Mine Site and Area for Which Training is Provided**

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

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 )

# Essentials of Adult Learning

"Only when instructors allow trainees to discuss the merits of the materials presented can they be the kind of coaches that are needed to stimulate adult learning".

- 1) Common mistakes (See 'things not to do' list below)
- 2) Make Material Relevant
  - a) Provide specific details that trainee can use daily to improve safety.
  - b) Relate all instructions to trainee's experiences and current work.
    - i) S&H instructions improve company/trainee earnings & improve respect of supervisors & co-workers.
    - ii) Show costs of accidents - Lost Work Time Accident averages: \$27,000
      - (1) Product to be sold at 5% profit to cover cost of LWT accident: \$500,000
- 3) Informal Environment (while maintaining control to ensure that the material is presented)
  - a) Never talk down to trainees or make them look bad - always talk as one of their equals.
  - b) Never lecture -- rather encourage trainee participation and debate of ideas presented.
  - c) For larger groups, arrange classroom to encourage participation by all trainees.
- 4) Active Trainee Involvement
  - a) Use learner activities to the extent possible. (i.e. mine safety games, hands on practice.)
  - b) Never make trainees just sit and listen to a lecture.
- 5) Using Trainee Knowledge
  - a) Relate "dumb mistakes" you have made to get trainees to open up (keep it serious).
  - b) Recognize that the trainee will learn best by relating what you're teaching to his/her experiences.
- 6) Dealing With What Trainee Already Knows or Believes
  - a) Respectfully allow trainees to explain why they don't agree with what you're presenting.
  - b) Discuss erroneous beliefs, while carefully and respectfully presenting correct information.

Things to do	Things NOT to do.
90 minutes training time max before breaking	Don't train all day without breaks
Every 20 minutes – change teaching method or activity	Don't do only one type of activity all day
Every 8 minutes – get trainee participation	Don't let trainees sit too long
Break class into Teams	Don't lump entire class together
Have teams create case studies for other teams.	Don't create your own and force them on teams
Have participants stand when exercise is done. (Promotes slowpokes to speed up.)	Don't let activities drag on too long.
Have trainees read complicated technical material first – explain they don't have to understand – just read.	
Wait five seconds after asking a question	Don't immediately answer your own questions
Call all activities 'practice activities'.	Don't use word 'Role-play'
Adapt materials to your situation – then adopt & apply.	Don't re-invent the wheel
Show (20% retention) AND tell (10% retention) together = 50% retention) – Perform & teach back (90%)	Don't just tell – Lecturing is bad.
Closure – action planning, celebration, tie things together.	Don't add stuff at the end as an afterthought.
Pick team leaders using non-embarrassing criteria	Don't make the team leader the 'fattest guy'
Class openers should set a positive tone	
Difficult trainees – ask class for traits of bad trainers then traits of bad trainee	
Openers –break preoccupation, should help teamwork, be on-topic, enhance self esteem, fun, spark curiosity	Don't use your dry material to open a class. The opening sets the tone for the rest of the day.
The trainees will always want to know 'What's in it for me?' Make sure they find out.	
Learning has to be fun – Emotionally satisfying.	
Go over materials six times such as ask for it, Tell it, Show it, Test it, having trainees teach it, Review it.	Don't expect a single telling to do the trick.
Give handouts that make the trainee write the answers.	
5-7 items per PowerPoint slide (Chunking: It is ability of the mind to retain only 7 pieces of information at a time.)	Don't overload your PowerPoint Programs

## Analyze Trainee Needs (Prior to setting up Class)

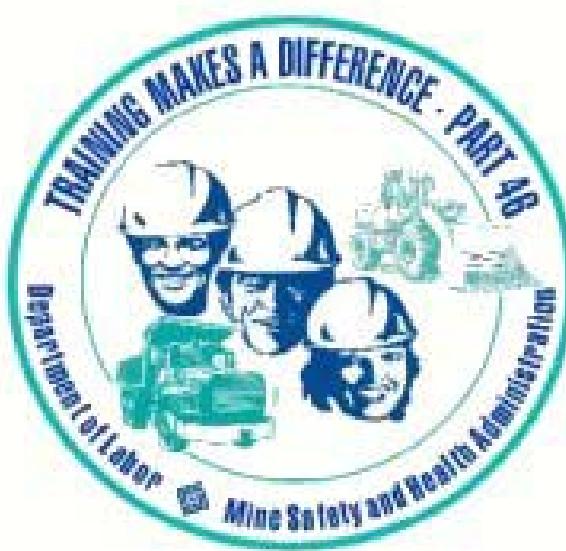
- 1) Why, Who, What, When, Where? -- Reference your training plan -- ours allows flexibility
- 2) Why Train?
  - i) Required by MSHA
  - ii) So employees can make appropriate Safety & Health decisions.
  - iii) Don't want employees to learn hazards 'by experience'. Training uses past experiences of others.
  - iv) We like our people and want them to leave here in good shape
  - v) We don't want our company to go out of business due to the high costs of a serious accident
  - vi) We don't want the company's insurance costs to go up
  - vii) We want to keep good relations between our people
- 3) Who/When/How Much
  - i) New hired inexperienced employees
    - (1) 4 hours on specified subjects before starting work
    - (2) First aid and Respirators within 60 days
    - (3) Balance of 24 hours within 90 days.
      - (a) Typically 20 hours of new task training consisting of JSAs & supervised practice.
      - (4) Task training time applies to 24 hours (In fact, it's primarily task training.)
  - ii) New experienced employees (consider level of experience in deciding content & time. 8 hrs good.)
    - (1) Same specified subjects as new inexperienced miner before starting work
    - (2) Additional training in specified subjects (see Training Requirement Chart)
    - (3) Respirators within 60 days if applicable for following reasons:
      - (a) when common sense dictates
      - (b) training for 5 years after being cited by MSHA for silica dust
  - iii) Annual Refresher
    - (1) All miners once each year by end of same month each year. (See chart for topics req. & rec.)
    - (2) Most effectively done by training organization such as State Grants program.
    - (3) Small companies with similar operations should get together for this Training to reduce cost.
  - iv) Employees starting new tasks (See Training Requirement Chart)
    - (1) Training required for all employees beginning work on new task
    - (2) May be hazard recognition and avoidance. (JSA recommended) + supervised practice
    - (3) Consider level of pertinent experience before deciding on times
    - (4) New Task training applies to 24-hour new miner training requirement (See new miner training.)
  - v) Site-Specific Hazard Awareness
    - (1) Company miners moving to different mines. (After receiving required comprehensive training. Need certificate to prove this.)
    - (2) Office workers, vendors, truck drivers, etc. (This can be done easiest with warning signs.)
- 4) What
  - i) Must meet company training plan requirements
  - ii) Available supportive resources (Our training plan allows flexibility in resources)
    - (1) (Most handouts in TT workshop are on resources i.e. Training Manual, Web Site, etc.)
  - iii) Observed employee needs -- accident reports, observed behavior etc.
  - iv) Fatal/nonfatal accidents in the industry during recent years
- 5) Where
  - i) Classroom? Near equipment being trained? Is it too noisy? Too Cold?
  - ii) Consider needs of Trainer/Trainees
    - (1) To illustrate
    - (2) To hear
    - (3) To participate
    - (4) To see
  - iii) Speakers, VCRs, TVs, screens, chalk boards, flip charts, slide projectors, overhead projectors, handouts
  - iv) Other projectors, computers etc.
  - v) Lunch and Breaks for 8-hour classes
  - vi) Rest Rooms, smoke locations, beverages, snack

# 30 CFR Part 46 Instructors Guide

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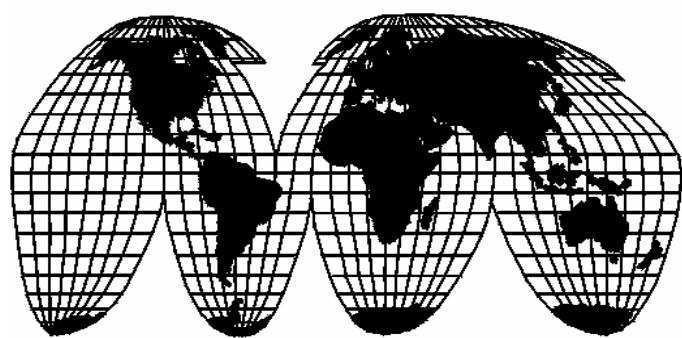
**with Lesson Plans (This is a modified Version of the MSHA Guide with Comments Added by David Carlson, Michigan Mine Safety and Health Training Program)**



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

Instruction Guide Series  
IG 37

October 1999



# **30 CFR Part 46 Instructors Guide with Lesson Plans**

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U.S. Department of Labor  
Alexis M. Herman  
Secretary

Mine Safety and Health Administration  
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Assistant Secretary

Instruction Guide Series  
IG 37

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## INTRODUCTION

**[DHC Note-- In Michigan, most mines come under Part 46, the exceptions being gypsum, iron ore and underground mines].** This guide is designed to assist mine operators and independent contractors, that are covered by the part 46 regulations, in developing effective and mine specific training programs. The target audience for this guide is the instructors who will be giving part 46 training, and those persons designated by the operator as responsible for part 46 training at the mine.

Use of this guide is strictly voluntary, and you are encouraged to modify or improve the ideas presented or design your own program. The text intentionally avoids educational jargon. Teaching methods were chosen to closely match intuitive methods people use to train employees. Paperwork has been kept to a minimum. Most of the subjects can best be taught on-site or in controlled situations on-the-job.

Each guide leads you in preparing your own class by providing a teaching purpose, suggesting additional teaching materials, a fill-in-the-blank lesson plan, and suggestions for evaluating the effectiveness of the training.

A copy of the guide is found on the MSHA Internet home page at [www.msha.gov](http://www.msha.gov). The guide can be downloaded and the electronic copy revised for additional space to input your mine specifics. You can also develop your own program using this guide as an outline.

We at MSHA hope you find this guide helpful. In addition, comments and suggestions to improve this guide are welcome.

## 30 CFR PART 46 INSTRUCTORS GUIDE

### Training and Retraining of Miners Engaged in Shell Dredging or Employed at Sand and Gravel, Surface Stone, Surface Clay, Colloidal Phosphate, Surface Limestone, Marble, Shale, Kaolin, Feldspar, Granite, Traprock, Cement, Lime, Sandstone, and Slate Mines and Operations

#### Introduction

As an instructor, you are expected to be familiar with the basic requirements of part 46. The following guidelines will help you gain a better understanding of the part 46 regulation. For additional information, please refer to the text of the regulation at 30 CFR Part 46.

#### **Training Plan ('46.3) – [DHC Note – Michigan Tech. Univ. Has a Generic Training Plan Which Includes all 5 types of Part 46 Training which you May Use – Contact Dave Carlson 906-487-2453]**

A written part 46 training plan must contain as a minimum the following:

- X The company name, mine name, and MSHA mine identification number or independent contractor I.D. number.
- X The name and position of the person responsible for the health and safety training at the mine.
- X Subject areas
  - general description of the teaching methods
  - course materials
  - approximate time spent on each subject
  - evaluation procedures used to determine the effectiveness of the training
- X A list of competent persons who will do the training and the subject areas in which each person is competent to teach. (There are 43 states and the Navajo Nation participating in the MSHA State Grant Program. They have provided training to small mines for many years and can be a source of training assistance.)

#### New Miner Training ('46.5)

Each new miner must receive 24 hours of training as described in '46.5.

Before new miners can do any work they must receive at least four hours of training in the following subjects:

- X An introduction to the work environment, including a visit and tour of the mine.
- X Instruction on the recognition and avoidance of electrical hazards and other hazards present at the mine.
- X A review of the emergency medical procedures and escape and emergency evacuation plans in effect at the mine, and instruction in the fire warning signals and fire fighting procedures.
- X Instruction in the health and safety aspects of the tasks to be assigned, including the mandatory health and safety standards pertinent to such tasks.
- X Instruction in the statutory rights of miners and their representatives under the Act.
- X A review and description of the line of authority of supervisors and miner's representatives and the responsibilities of such supervisors and miner's representatives.
- X An introduction to your rules and procedures for reporting hazards.

No later than 60 days after beginning work, a new miner must receive training in:

Instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine.

X A review of first aid methods.

No later than 90 days after beginning work, a new miner must receive the balance of the 24 hours training.

### **Newly-Hired Experienced Miner Training ('46.6)**

Unlike new miner training, newly hired experienced miner training does not need to have a minimum number of hours. Newly hired experienced miners must receive training in the same subjects as a new miner before beginning work. No later than 60 days after beginning work these miners must also receive instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine.

### **New Task Training ('46.7)**

New task training must address the safety and health aspects and safe work procedures specific to that task. Task training must be provided to miners when they are reassigned to a new task in which they have no previous experience, and where a change has occurred in an assigned task that affects their health and safety. Practice under the close observation of a competent person may be used to fulfill the requirement for task training.

### **Annual Refresher Training ('46.8)**

Each miner must receive eight hours of refresher training at least once every 12 months.

Annual refresher training must include instruction on changes at the mine that could adversely affect the miner's health or safety. Refresher training must also address health and safety subjects relevant to mining operations at the mine. Recommended subjects are listed in the regulation at '46.8.

### **Site-Specific Hazard Awareness Training ('46.11)**

You must provide site-specific hazard awareness training to any person who is not a miner but is present at a mine site.

Persons who need site-specific hazard training include:

- X Office or staff personnel
- X Scientific workers
- X Delivery workers and customers including commercial over-the-road truck drivers
- X Maintenance or service workers who do not work at the mine site for frequent or extended periods
- X Vendors or visitors

**AS A REMINDER:** *A miner is any person, including operators or supervisors, who works at a mine and who is engaged in mining operations. This definition includes independent contractors and employees of independent contractors who are engaged in mining operations and any construction worker who is exposed to hazards of mining operations.*

You must provide site-specific hazard awareness training to miners, such as drillers and blasters, who move from one mine to another while remaining employed by the same production operator or independent contractor. You must also provide site-specific hazard awareness training to construction workers or employees of independent contractors who are not miners.

You may provide hazard training through the use of written hazard warnings, oral instruction, signs and posted warnings, walk-around training, or other appropriate means.

### **Training Records ('46.9) *[DHC Note – Copies of Blank Training Records May be Found at the end of Michigan Tech's Generic Training Plan]***

Part 46 requires that the mine operator/independent contractor to record and certify that miner's have received health and safety training. A record must be kept for miners for each training class. Each training record must be certified upon completion of new miner, newly-hired experienced miner, annual refresher, upon completion by miners of site-specific hazard awareness training, and at least once every 12 months for task training. You may use the MSHA Form 5000-23 or any form that contains the following information:

- X The printed full name of the person trained (first, middle, last name).
- X The type of training, the duration of the training, the date the training was received, and the name of the competent person who provided the training.
- X The mine or independent contractor name, MSHA mine identification number or independent contractor I.D., and location of training (if an institution, the name and address of the institution).
- X The statement, "False certification is punishable under section 110(a) and (f) of the Federal Mine Safety and Health Act," printed in bold letters and in a conspicuous manner.
- X A statement signed by the person designated as responsible for health and safety training in the MSHA-approved training plan for the mine that states, "I certify that the above training has been completed."

**AS A REMINDER:** *False certification that training was completed is punishable under 110(a) and (f) of the Act.*

**30 CFR Part 46**  
**Training Program Guide**

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### **Introduction to the work environment '46.5(b)(1); '46.6(b)(1)**

Course Length: *See Your Part 46 Training Plan*

Competent Instructor(s) *See Your Part 46 Training Plan*

The object of the introduction is to:

Familiarize the miner with the mine site.

Explain and observe the mining process.

Identify and explain the vocabulary for machines, processes, and locations.

Identify any restricted areas or areas where particular caution is necessary.

Begin at the extraction site and follow the product progressively through the mining process until it leaves the mine site.

Use, define, or describe terms that identify the locations, equipment, and operations so the miner will be able to understand instructions and communicate accurately with other miners.

We mine \_\_\_\_\_ using \_\_\_\_\_ to remove the product.

The product is then loaded into (onto) \_\_\_\_\_ using \_\_\_\_\_.

The product is transported by \_\_\_\_\_ to \_\_\_\_\_ for preparation.

The product is prepared by \_\_\_\_\_ and stored\_\_\_\_\_.

You should not enter the \_\_\_\_\_ area when\_\_\_\_\_.

Point out restricted areas and general hazards associated with each step of the operation.

Allow time for questions.

**Evaluation:** Ask the miner to summarize what he/she has seen at each of the major process areas. Correct any confusion, misunderstanding, or errors. Have the miner indicate actual machines, processes, locations, controls, etc., wherever possible.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### **Recognition and avoidance of hazards '46.5(b)(2); '46.6(b)(2)**

Course Length: *See Your Part 46 Training Plan*

Competent Instructor(s) *See Your Part 46 Training Plan*

The purpose of this course is to train the miner to recognize potentially hazardous locations, conditions, or procedures. Once a potentially hazardous location, condition, or procedure is identified, discuss or demonstrate how to avoid the hazards.

Potential hazards should be discussed and considered as:

1. Hazards to the miner.
2. Hazards to others by the miner's actions.

Discuss the differences and examples of different kinds of hazards such as:

- moving vehicles
- exposed "pinch points" and rotating mechanical parts
- releases of energy such as compressed gas, hydraulic lines, energized components, explosives
- environmental such as dust, deep water, high places, slippery areas, welding areas, overhead power lines, etc.
- lifting hazards
- slips and falls
- other:

#### **Training Materials: MSHA Materials Available by Phoning 304/256-3257**

Company safety rules

Company accident reports

MSHA Hazard Recognition Pamphlet

MSHA-produced publication, "Fatal Accidents Involving Small Crushed Stone, Sand and Gravel Operations," OT-41

MSHA Health Hazard Information Cards

**Evaluation:** Have the miner identify any potential hazards he/she can identify at a work process.

Discuss these ideas with the miner and how the miner could avoid being hurt by them.

Take a few minutes to see if you can spot any of the potential causes of an accident in the \_\_\_\_\_ area.

Why do you think \_\_\_\_\_ is a potential cause for an injury?

What events would cause this to happen?

What could you do to prevent this from happening?

Discuss the miner=s responses and offer any additional insights.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### A review of emergency medical procedures, escape and emergency evacuation plans, fire warning signals, firefighting procedures '46.5(b)(3); '46.6(b)(3)

Course Length: from \_\_\_\_\_ to \_\_\_\_\_  
Competent Instructor(s)

The purpose of this training is to train the miner in the appropriate steps to take in the event of fire or other emergency requiring the miner to leave the mine or affected area of the mine.

**Training Materials: MSHA Materials Available by Phoning 304/256-3257**

Company mine emergency and evacuation plan  
Fire extinguisher  
MSHA-produced video, "Emergency Response Planning (Who Needs It?)," VC 838  
MSHA-produced video, "Fire Extinguishers," VC 879  
MSHA-produced video, "Fire Fighting in the Mineral Industry," VC 827  
MSHA-produced safety manual, "Fire Safety," SM 13

If you are hurt on the job, you should first \_\_\_\_\_; second \_\_\_\_\_.

If you see a fire or excessive smoke in the buildings or on a piece of machinery you should \_\_\_\_\_.

If the fire is \_\_\_\_\_ in size you should fight the fire using \_\_\_\_\_.

If the fire is an electrical fire you should \_\_\_\_\_.

If the fire is too large to put out you should \_\_\_\_\_.

The fire or emergency signal(s) at this mine are \_\_\_\_\_.

If you hear or see this signal(s) you should \_\_\_\_\_.

Point out the locations of fire extinguishers. Use an extinguisher to point out restraining pin, operating handle, and nozzle operation.

**Evaluation:** Have the miner explain or demonstrate the correct procedures for reporting, fighting, and escaping a fire. Also have him/her indicate the locations of fire extinguishers and describe the correct initiation and use of a fire extinguisher. Correct any mistakes and have the miner repeat the correct response.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### Health and safety aspects of the task assigned '46.5(b)(4); '46.6(b)(4)

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s) \_\_\_\_\_

The purpose of this training is to identify safe work procedures for each major step of the miner's assigned task.

Job hazards will be addressed during job training. Potential hazards will be identified and explained for each job step. Explain how to avoid each hazard in turn, and where appropriate, ways to avoid the hazard. Where feasible demonstrate correct procedures. Related health and safety standards will be discussed for each potential hazard. **Make sure HazCom training is included for all hazardous chemicals used on these Tasks.**

#### Training materials: *MSHA Materials Available by Phoning 304/256-3257*

MSHA-produced job safety analysis materials for appropriate jobs

30 CFR Part 56

MSHA-produced "On-the-Job Training Modules" for appropriate jobs

I will demonstrate the job for you and explain what I am doing, why I'm doing it, the expected results of my action and the potential consequences of the action. The job steps will be explained in the order you will normally perform them. I will identify ways you may be hurt doing each step. I will also show you ways to avoid being hurt. Please ask questions at any stage or ask if the step needs to be repeated. I will be asking you to demonstrate and explain each step back to me at the end of the training.

You have been assigned to \_\_\_\_\_.

The first job step is \_\_\_\_\_.

You do this by \_\_\_\_\_.

You could be hurt if \_\_\_\_\_.

You can keep this from happening by \_\_\_\_\_.

The MSHA standards that apply to this step are \_\_\_\_\_.

The second (etc.) job step is \_\_\_\_\_.

You do this by \_\_\_\_\_.

You could be hurt if \_\_\_\_\_.

You can keep this from happening by \_\_\_\_\_.

The MSHA standards that apply to this step are \_\_\_\_\_.

**Evaluation:** I want you to demonstrate the job for me. I want you to perform each step, in order, and tell me what you are doing, why you are doing it, what you expect to happen, and any potential problems or dangers that might happen for each step.

I have been assigned to \_\_\_\_\_.

The first job step is \_\_\_\_\_.

I will do this by \_\_\_\_\_.

I could be hurt if \_\_\_\_\_.

I can keep this from happening by \_\_\_\_\_.

The second (etc.) job step is \_\_\_\_\_.

I do this by \_\_\_\_\_.

I could be hurt if \_\_\_\_\_.

I can keep this from happening by \_\_\_\_\_.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### Instruction in the statutory rights of miners and their representatives '46.5(b)(5); '46.6(b)(5)

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s)

The purpose of this training is to inform the miner of his/her rights under the Federal Mine Health and Safety Act of 1977.

#### Training Materials: *MSHA Materials Available by Phoning 304/256-3257*

Federal Mine Safety and Health Act of 1977 ("the Act")  
MSHA-produced booklet, AA Guide to Miner's Rights and Responsibilities  
Under the Federal Mine Safety and Health Act of 1977@ (Revised 1999),  
(OT-2)

The Act gives individual miners and their representatives the following rights:

- The right to have a representative of the miners accompany Federal inspectors during inspections at a mine.
- The right to obtain an inspection of a mine where there are reasonable grounds to believe that an imminent danger, or a violation of the Act or a safety or health standard, exists.
- The right to be paid during certain periods of time when a mine or a part of a mine has been closed because of a withdrawal order.
- The right to be protected from discrimination based on the exercise of rights given by the Act.
- The right to receive safety and health training.
- The right to be informed of, and to participate in, enforcement and legal proceedings under the Act.

Discuss any questions or, if necessary, repeat any rights they were unable to follow.

**Evaluation:** A ten question true and false test. Return the corrected tests to the miner and discuss any misunderstandings or missed questions.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### A review and description of the line of authority of supervisors and miner's representatives and the responsibilities of such supervisors and miner's representatives '46.5(b)(6); '46.6(b)(6)

Course Length: from \_\_\_\_\_ to \_\_\_\_\_  
Competent Instructor(s)

The purpose of this course is to acquaint miners with the persons in authority over them, the persons who may represent them for purposes of the Mine Act, and their respective responsibilities. This knowledge is critical for the miner's correct response to instructions and warnings and for the exercise of their rights under the Mine Act.

Your immediate supervisor is \_\_\_\_\_ and he/she is responsible for \_\_\_\_\_.

In his/her absence, you will report to \_\_\_\_\_.

Your supervisor reports to \_\_\_\_\_ and he/she is responsible for \_\_\_\_\_.  
Your miner's representative is \_\_\_\_\_; he/she can be contacted \_\_\_\_\_.

Introduce the miner to each respective supervisor or manager.

**Training Materials:** Company organizational chart

**Evaluation:** Have the miner name each supervisor and give a brief description of his/her responsibilities.

## 30 CFR Part 46

### Training Program Guide

**New Miner Training ('46.5)**  
**Newly-Employed Experienced Miner ('46.6)**

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### **Introduction to company rules and procedures for reporting hazards '46.5(b)(7); '46.6(b)(7)**

Course Length: from \_\_\_\_\_ to \_\_\_\_\_  
Competent Instructor(s)

The purpose of this course is to ensure that the miner knows how to report hazards he/she may encounter while working at the mine.

#### **Training Materials: *MSHA Materials Available by Phoning 304/256-3257***

Copy of the mine reporting and safety procedures  
30 CFR Part 50

If you should become aware of a potential hazard while you are working, you should do the following immediately. (List in order appropriate reporting steps including: to whom, what method, what kind of information, etc.)

**Evaluation:** Have the miner repeat or list the steps to reporting a hazard. Correct any mistakes before ending the session.

## 30 CFR Part 46 Training Program Guide

**New Miner Training ('46.5)  
Newly-Employed Experienced Miner ('46.6)**

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

### **Practice under the close supervision of a competent person '46.5(e); '46.6(d)**

Course Length: from \_\_\_\_\_ to \_\_\_\_\_  
Competent Instructor(s)

The purpose of this training is to monitor the practice and initial performance of miners when he/she is assigned to a new task. The miner must first receive hazard recognition training specific to the assigned task before practicing the task.

This practice training will be supervised and conducted by a person competent in performing the task. The competent person will be within sight and sound (hearing distance) of the miner during the training.

The miner will be observed for \_\_\_\_\_.

**Training Materials:** *MSHA Materials Available by Phoning 304/256-3257*  
MSHA-produced "On-the-Job Training Modules" for appropriate jobs

**Evaluation:** Practice will continue until the miner can repeatedly and successfully perform each of the job steps required to accomplish the task in the appropriate order.

If the miner performs a significant step incorrectly, or performs a potentially unsafe act or an operation that could endanger others working in same area, the miner will be signaled by \_\_\_\_\_ and the miner will be retrained in the step or procedure.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

**The following courses will be presented no later than 60 days after the new miner or newly- hired experienced miner begins work at the mine:**

**Instruction and demonstration on the use, care, and maintenance of self-rescue and respiratory devices, if used at the mine '46.5(c)(1); '46.6(c)**

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s)

The purpose of this training is to prepare the miner to use the appropriate self-rescue or respiratory device in an emergency or health hazard situation.

**Training Materials: MSHA Materials Available by Phoning 304/256-3257**

MSHA and/or manufacturer's manuals for the appropriate devices

When you are working in the \_\_\_\_\_ area, you need to wear a \_\_\_\_\_ respiratory device. You properly put the unit on by \_\_\_\_\_ . The fit is then adjusted by \_\_\_\_\_. The proper filter for this unit is \_\_\_\_\_. The filter is replaced by \_\_\_\_\_. The filter should be replaced every \_\_\_\_\_.

In an emergency indicated by \_\_\_\_\_, you will (if the units are cached) indicate the location(s) and put on the \_\_\_\_\_ self-rescuer using the following steps, in order, \_\_\_\_\_ . You will then evacuate the mine by \_\_\_\_\_.

**Evaluation:** Have each miner explain to you when the device is to be used. Then have him/her demonstrate the proper method for putting on the unit, demonstrate adjusting the unit for fit, describe the type of filter used, and demonstrate changing the filter. (In the case of a self-rescue device, have the miner describe the procedure for evacuating the hazardous area.)

Correct any errors and have the miner repeat the process until satisfactory performance is achieved.

## 30 CFR Part 46

### Training Program Guide

#### New Miner Training ('46.5) Newly-Employed Experienced Miner ('46.6)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

**The following course will be given to new miners no later than 60 days after he/she begins work at the mine.**

#### A review of first aid methods '46.5(c)(2)

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s)

The purpose of this training is to provide a general overview of first methods.

**Training Materials:** *MSHA Materials Available by Phoning 304/256-3257*

- Company first aid procedures
- MSHA or other recognized first aid manual
- Bandaging material
- Splinting material
- A sample of a first aid kit used at the mine
- Stretcher

Review the steps an employee should follow if they are injured or encounter an injured person.

Where feasible, have the miner practice each of the first aid methods demonstrated in the class. Training will be prioritized based on the ability to save a life.

Review the fundamental types of first aid methods such as cardiopulmonary resuscitation (CPR), control of breathing, controlling bleeding, treating for shock, treating burns, immobilizing broken bones, etc.

Example:

- If you injure yourself here at the mine and you are able to walk, you should \_\_\_\_\_.
- If you injure yourself here at the mine and you are unable to walk, you should \_\_\_\_\_.
- If you find an injured person you should \_\_\_\_\_.
- The first aid kit(s) at this mine are located at \_\_\_\_\_.
- Emergency medical help can be obtained by \_\_\_\_\_.
- Some example accidents that may cause a person not to have a pulse are \_\_\_\_\_.
- The method for determining if a person has a pulse is \_\_\_\_\_.
- If they do not have a pulse you should \_\_\_\_\_.

Divide into pairs and check for each other's pulse. Let's practice performing one-person cardiopulmonary resuscitation (CPR) using this training mannequin.

**Evaluation:** Observe the miner practice sessions and make corrections as appropriate. At the completion of the class, have miners volunteer to serve as simulated victims. Describe an example of an accident and the type of injury the victim has received. Have small groups demonstrate on the volunteers the correct first aid procedures.

## 30 CFR Part 46

### Training Program Guide

#### New Task Training ( '46.7)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

#### Health and safety aspects of the task assigned '46.7

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s)

The purpose of this training is to identify safe work procedures for each major step of the miner's assigned task.

Job hazards will be addressed during job training. Potential hazards will be identified and explained for each job step. Explain how to avoid each hazard, in turn, and (where appropriate) ways to avoid the hazard will be discussed or demonstrated. Related health and safety standards will also be discussed for each potential hazard. **Make sure HazCom training is given for all Hazardous chemicals used on this task**

#### Training materials: *MSHA Materials Available by Phoning 304/256-3257*

MSHA-produced job safety analysis materials for appropriate jobs

30 CFR Part 56

Appropriate company-produced standard operating procedures

Demonstrate each job step in order.

Explain why the step is necessary.

Explain or demonstrate the expected result and the potential consequences of the action.

Identify ways the miner may be hurt doing each step.

Explain or demonstrate ways to avoid being hurt.

Have miner ask questions at any point or indicate if the step needs to be repeated.

Have the miner demonstrate and explain each step in the same fashion to the instructor.

You have been assigned to \_\_\_\_\_.

The first job step is \_\_\_\_\_.

You do this by \_\_\_\_\_.

You could be hurt if \_\_\_\_\_.

You can keep this from happening by \_\_\_\_\_.

The mandatory Federal health and safety standards that apply to this step are \_\_\_\_\_.

The second (etc.) job step is \_\_\_\_\_.

You do this by \_\_\_\_\_.

You could be hurt if \_\_\_\_\_.

You can keep this from happening by \_\_\_\_\_.

The mandatory Federal health and safety standards that apply to this step are \_\_\_\_\_.

**Evaluation:** I want you to demonstrate the job for me. I want you to perform each step, in order, and tell me what you are doing, why you are doing it, what you expect to happen, and any potential problems or dangers that might happen for each step.

I have been assigned to \_\_\_\_\_.

The first job step is \_\_\_\_\_.

I will do this by \_\_\_\_\_.

I could be hurt if \_\_\_\_\_.

I can keep this from happening by \_\_\_\_\_.

The second (etc.) job step is \_\_\_\_\_.

I do this by \_\_\_\_\_.

I could be hurt if \_\_\_\_\_.

I can keep this from happening by \_\_\_\_\_.

## 30 CFR Part 46

### Training Program Guide

#### Annual Refresher Training ('46.8)

The following lesson plan can be used as a model to train miner's for the indicated part 46 training.

Course Length: from \_\_\_\_\_ to \_\_\_\_\_

Competent Instructor(s) \_\_\_\_\_

The purpose of this training is to keep miners informed of conditions at the mine that present potential health or safety hazards. This training will address the working environment, equipment, mining processes, communications, and causes of accidents or near misses that have occurred. Ways to avoid or eliminate the causes of accidents or near misses will also be discussed or presented.

#### **Training Materials: *MSHA Materials Available by Phoning 304/256-3257***

- MSHA accident data
- Company accident data
- State accident data and safety materials
- Applicable MSHA safety manuals and hazard awareness publications
- Holmes Safety Bulletins
- Input from miners or their representatives

We are planning to change the method that we \_\_\_\_\_. The new process will \_\_\_\_\_. Some things that you need to be aware of are \_\_\_\_\_. Do you see any other things that we need to consider or you would like to discuss?

During the last \_\_\_\_\_ our industry has experienced the following types and numbers of accidents \_\_\_\_\_. Is there anything we need to consider to prevent these types of accident trends from happening at our mine.

During the last \_\_\_\_\_ we have experienced the following accidents (near misses) \_\_\_\_\_. I will briefly describe the events and conditions of each accident (near miss) and we can discuss ways to prevent a recurrence.

**Evaluation:** Class participation and responses to questions and discussions.

Task _____	Task Training Task Analysis Form Types of Hazards by Task Step	
Company _____	Date _____	
Location _____	Page # _____	
Type of Hazard	Step _____	Step _____
<b>Contact</b>		
1. Electrical	_____	_____
2. Chemicals	_____	_____
3. Heat/cold	_____	_____
4. Radiation	_____	_____
5. Gases or fumes	_____	_____
6. Dust	_____	_____
7. Water or steam	_____	_____
8. Poor air	_____	_____
<b>Struck By</b>		
9. Moving/falling objects	_____	_____
10. Falling Material	_____	_____
<b>Strike Against</b>		
11. Fixed/moving objects	_____	_____
12. Protruding objects	_____	_____
13. Sharp/jagged edges	_____	_____
<b>Caught in, on, between</b>		
14. Pinch points	_____	_____
15. Protruding objects	_____	_____
16. Fixed/moving objects	_____	_____
<b>Slip, trip, or Fall</b>		
17. Fall to same level	_____	_____
18. Fall to lower level	_____	_____
<b>Overexertion</b>		
19. Lifting	_____	_____
20. Pulling	_____	_____
21. Pushing	_____	_____

**Task Training - Hazards & Remedies****Identifying Information****Name of Task:**

Task's Location

---

Equipment Type:

---

Model Number:

---

Manufacturer:

---

Address:

---

Telephone:

---

**Step # Mine Site Specific Hazards** - Hazards that are specific to this task at this location.See Task  
Analysis

\_\_\_\_ Hazardous Condition: \_\_\_\_\_

\_\_\_\_ Remedial Action: \_\_\_\_\_

\_\_\_\_ Hazardous Condition: \_\_\_\_\_

---

Remedial Action: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Hazardous Condition: \_\_\_\_\_

Remedial Action: \_\_\_\_\_  
\_\_\_\_\_

**Step #** **Mine Site Specific Hazards** - Hazards that are specific to this task at this location. Page \_\_\_\_\_  
See Task Analysis

\_\_\_\_\_ Hazardous Condition: \_\_\_\_\_

Remedial Action: \_\_\_\_\_  
\_\_\_\_\_

<b>Task Training Checklist &amp; Certificate</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Trainee:					
Mine (or Contractor) Name:			I.D. #:		
Location of Training:			Initial Training Date:		
Competent Trainer:			NOTE: If more than one trainer will		
Competent Trainer:			be instructing this task, each trainer		
Competent Trainer:			should initial the step completion		
			box, rather than simply checking it.		
Task Name:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Description:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesson Plan Location (See company Training Plan):			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Description (If Applicable):			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Model Name & Number:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Manufacturer/Dealer Information:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	for	Step	
<b>Task Training Steps</b>			step	Completed	
1.	Statement of the Purpose of Training (Read statement).				
2.	Brief summary of the purpose of the task and its steps. (Read task description.)				
3.	Demonstration of correct performance of the task. (Demonstrate task.)				
4.	Task & Equipment (Review the following.)				
a)	Equipment & Operator Safety Manuals.				
b)	Correct Use/Operation Procedures for this mine site.				
c)	Operator Maintenance Procedures.				
d)	Warnings (MSDSs, Signs, Decals, Alarms, Lights)				
e)	Special Company Policies/Procedures (Including the following.)				
i)	Procedures for reporting of safety concerns.				
ii)	Procedures for removing unsafe equipment from production.				
iii)	Emergency Procedures				
5.	Task Safety & Health Analysis (Use classroom discussion and/or job observation)				
6.	Job Steps, Hazards, Remedies (Review Job Safety Analysis - JSA)				
7.	Evaluate classroom knowledge (Written (or oral) testing.)				
8.	Supervised Practice (If done by different competent person, note it on this form.)				
9.	Evaluate Performance (Task must be performed to competent persons satisfaction.)				
10.	Record Keeping				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Training Time (In Hours):			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"Trainee is familiar with information presented and has demonstrated the ability to properly perform this task in a safe and healthful manner." (Competent Person Please Initial)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>False Certification is punishable under section 110 (a) and (f) of the Mine Safety and Health Act</b>					
I certify that the above training has been completed.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Signature of person responsible for safety and health training on the mine's Training Plan					Date:

**Site-Specific Hazard Awareness Training Record/Certificate**

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

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

Mine Site and Area for Which Training is Provided

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

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

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

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

**Training Check list**

- Hazard Recognition and Avoidance including HazCom information on hazardous chemicals.
- Emergency Evacuation Plans
- Traffic Patterns and Control
- Electrical Hazards
- Information or instructions on hazards persons exposed to & applicable emergency procedures.
- Powered Haulage Hazards
- Unique Geologic and Environmental Conditions.
- Restricted Areas
- Warning and Evacuation Signals
- Other special safety procedures

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)

**Mine Site Hazard Training Checklist and Record**

Name of Person Trained (Print): \_\_\_\_\_

Mine or Contractor

Name: \_\_\_\_\_ MSHA ID #: \_\_\_\_\_

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

Date of training: \_\_\_\_\_

Length of training, minutes: \_\_\_\_\_

Competent Person Providing Training: \_\_\_\_\_

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

After receiving the safety information, check off that safety topic. Then initial above.

**1. GENERAL SAFETY INFORMATION FOR ALL PERSONS ENTERING THIS MINE SITE.**

- Signs: Non-Standard Traffic Signs & General Warning Signs
- Traffic Patterns: Right of Way, Haulage Roads, Designated Parking Areas
- Reporting Emergencies: Emergency Numbers, Directing help to your location
- Mine Evacuation: Where to report to in case of evacuation
- Minimum Required Personal Protective Equipment
- Company Drug, Alcohol & Smoking Policy
- Trespassing & Recreational Activities
- Overhead Power Lines

**2. PLANT SPECIFIC HAZARD INFORMATION**

- Stationary Machinery: Guarding, Warning Signs
- Confined Spaces
- Electrical

**3. PIT/QUARRY HAZARD INFORMATION**

- Mobile Equipment: Operator Visibility, Audible Warning Signals
- Traffic Pattern: Restricted & Forbidden Areas
- Hazardous Ground Conditions
- Blasting

**4. MAINTENANCE SHOP HAZARD INFORMATION**

- Shop Cranes/Suspended Loads
- Welding
- Hazardous Materials

**5. POWER PLANT HAZARD INFORMATION**

- Electrical Hazards

**6. TAILINGS & WASTE TREATMENT AREA HAZARD INFORMATION**

- Hazardous Waste
- Water Hazards

I have received the above training:

**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 Designated in Training Plan (Note that record and certification are required for miners only – see definition of "miner")

**Job Safety Analysis**

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

Task Analyzed: \_\_\_\_\_

Analyzed by: \_\_\_\_\_

	<b>Subtask</b>	<b>Hazards</b>	<b>Correct Operating Procedure</b>
1			
2			
3			
4			
5			