

30 CFR Part 46

Site-Specific Training for Newly-Employed Inexperienced Surface Miners [46.5]

Company Name: _____ **Mine ID No.** _____

Mine Name: _____ **Today's Date** _____

Name of Person Responsible for health and safety training at the mine: _____

Name of New Miner: _____ **Date of Hire:** _____

Before a new miner begins work at the mine, you must provide the miner with no less than 4 hours of training in the following subjects, which must also address site-specific hazards:

Instructor /Miner (Initial as completed)

- ____ / ____ Introduction to Work Environment
- ____ / ____ Visit and Tour of Mine; Walkaround Training
- ____ / ____ Method of Mining and Operation Explained and Observed
- ____ / ____ Recognition and Avoidance of Electrical Hazards
- ____ / ____ Traffic Patterns and Control
- ____ / ____ Mobile Equipment Hazards
- ____ / ____ Ground Conditions (Loose/Unstable)
- ____ / ____ Emergency Medical Procedures
- ____ / ____ Identification of First-Aid Trained Personnel
- ____ / ____ Location of First Aid Supplies
- ____ / ____ Escape and Evacuation Plans
- ____ / ____ Firewarning Signals & Firefighting Procedures
- ____ / ____ Health and Safety Aspects of Assigned Tasks*
- ____ / ____ Safe Work Procedures of Assigned Tasks
- ____ / ____ Mandatory Health and Safety Standards of Assigned Tasks
- ____ / ____ Instruction on the Statutory Rights of Miners and Their Representative under the Act
- ____ / ____ Line of Authority of Supervisors and Miners Representatives and Their Responsibilities
- ____ / ____ Company Rules and Procedures for Reporting Hazards

* Practice under close observation of a competent person may be used to fulfill the requirement for training on the health and safety aspects of the assigned task of an assigned task if hazard recognition training specific to the assigned task is given before the miner performs the task.

No later than sixty (60) days after a new miner begins work at the mine: - [Sect. 46.5(c)]

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

This subject is: ____Applicable ____Not Applicable
____ / ____ Instruction and demonstration on the use, care and maintenance of self-rescue and respiratory devices, if used at the mine
____ / ____ Date Completed: _____ Approx. Time: _____

Review of First Aid Methods - [Sect. 46.5(c)(2)]

This subject is: ____Applicable ____Not Applicable
____ / ____ Reviewed the fundamental type of first aid such as cardiac arrest, control of breathing, bleeding, shock, burns, broken bones, etc.

No later than ninety (90) days after a new miner begins work at the mine:

____ / ____ Balance, if any, of 24 hours of training on any other subjects that promote occupational health and safety for miners at the mine. (Remember to document subjects covered)
____ / ____ Date Completed: _____

Additional:

____ / ____ Persons required to receive training have been paid at a rate of pay that corresponds to the rate of pay that they would have received had they been performing their normal work tasks.
____ / ____ If training is given at a location other than normal place of work, persons have been compensated for mileage, meals or lodging as appropriate.
____ / ____ Part 46.7 training includes the safety and health aspects and safe work procedures specific to that task. If changes have occurred in a miner's regularly assigned task, the miner must receive training that addresses the changes. Practic under close supervision of a competent person may be used to fulfill requirement for task training. [Document tasks, training and date of training on reverse of this form

30 CFR Part 46

Site-Specific Training for Newly-Employed Experienced Surface Miners [46.6]

Company Name: _____ **Mine ID No.** _____

Mine Name: _____ **Today's Date** _____

Name of Person Responsible for health and safety training at the mine: _____

Name of New Miner: _____ **Date of Hire:** _____

Before a new “experienced” miner begins work at the mine, you must provide the miner with training in the following subjects [no mandatory number of hours], which must also address site-specific hazards:

Instructor /Miner (Initial as completed)

- ____ / ____ Introduction to Work Environment
- ____ / ____ Visit and Tour of Mine; Walkaround Training
- ____ / ____ Method of Mining and Operation Explained and Observed
- ____ / ____ Recognition and Avoidance of Electrical Hazards
- ____ / ____ Traffic Patterns and Control
- ____ / ____ Mobile Equipment Hazards
- ____ / ____ Ground Conditions (Loose/Unstable)
- ____ / ____ Emergency Medical Procedures
- ____ / ____ Identification of First-Aid Trained Personnel
- ____ / ____ Location of First Aid Supplies
- ____ / ____ Escape and Evacuation Plans
- ____ / ____ Firewarning Signals & Firefighting Procedures
- ____ / ____ Health and Safety Aspects of Assigned Tasks*
- ____ / ____ Safe Work Procedures of Assigned Tasks
- ____ / ____ Mandatory Health and Safety Standards of Assigned Tasks
- ____ / ____ Instruction on the Statutory Rights of Miners and Their Representative under the Act
- ____ / ____ Line of Authority of Supervisors and Miners Representatives and Their Responsibilities
- ____ / ____ Company Rules and Procedures for Reporting Hazards

* Practice under close observation of a competent person may be used to fulfill the requirement for training on the health and safety aspects of the assigned task of an assigned task if hazard recognition training specific to the assigned task is given before the miner performs the task.

No later than sixty (60) days after miner beings work at the mine: - [Sect. 46.5(c)]

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

This subject is: ____Applicable ____Not Applicable

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

____ / ____ Date Completed: _____ Approx. Time: _____

Additional:

____ / ____ Persons required to receive training have been paid at a rate of pay that corresponds to the rate of pay that they would have received had they been performing their normal work tasks.

____ / ____ If training is given at a location other than normal place of work, persons have been compensated for mileage, meals or lodging as appropriate.

30 CFR Part 46
New Task Training for Miners [46.7]

Part 46.7 training includes the safety and health aspects and safe work procedures specific to that task. If changes have occurred in a miner's regularly assigned task, you must provide the miner with training that addresses the changes. Practice under close supervision of a competent person may be used to fulfill requirement for task training.

Instructor /Miner (Initial as completed)

New Task Description: _____

Method of Training:

Classroom Supervision by Competent Person: _____

____ / ____ Instruction completed. Date: _____

Instructor /Miner (Initial as completed)

New Task Description: _____

Method of Training:

Classroom Supervision by Competent Person: _____

____ / ____ Instruction completed. Date: _____

Instructor /Miner (Initial as completed)

New Task Description: _____

Method of Training:

Classroom Supervision by Competent Person: _____

____ / ____ Instruction completed. Date: _____

30 CFR Part 46
Annual Refresher Training for Miners [46.8]

Eight (8) hours of Annual Refresher Training must be completed at least once every 12 months. This training must include instruction on changes at the mine that could adversely affect the miner's health or safety. Refresher training must also address subjects relevant to mining operations at the mine.

There are different ways you can address annual refresher training. This training can take place in one session, or many. Developing a training plan and documenting your safety meetings is crucial to satisfying annual refresher training for miners.

Weigh the method that will work best for your business! Sitting down for one eight-hour day or two four-hour sessions and getting this training out of the way makes sense if your operation is fast paced and your employees are on-the-go during the construction season. If you operate at a more leisurely pace, or are already in the habit of conducting monthly safety meetings, then spreading the training over the course of the year may work best for you. Remember that you are required to pay miners their normal rate of pay to attend this training. Waiting until the end of the season, or when employees are on overtime may make training seem so costly that you might be tempted to put it off. One visit and a citation from MSHA will be enough to change your mind!

If you plan to provide annual refresher training over the course of a twelve month period, use the attached form and insert your choice of recommended subjects for each month.

As an example, you may meet this requirement by allotting 40 minutes each month, or 20 minutes bi-weekly for safety meetings [for annual total of 8 hours], as long as you remember to document subjects covered, log which employees received training [a roster works great], and write down the name of the competent person that provided the training. Remember that thorough documentation is all that you have to prove you are meeting the requirements under Part 46!

Recommended Subjects [but not limited to]:

- Applicable Health & Safety requirements, including mandatory health and safety standards
- Transportation Controls and Communication Systems
- Escape and Emergency Evacuation Plans
- Firewarning and Firefighting
- Ground Conditions and Control
- Traffic Patterns and Control
- Working in areas of Highwalls
- Water Hazards, Pits, and Spoil Banks
- Illumination and Night Work
- First Aid
- Electrical Hazards
- Prevention of Accidents
- Health
- Respiratory Devices
- Explosives
- Mobile Equipment
- Conveyor Systems
- Cranes
- Crushers
- Excavators
- Dredges
- Maintenance and Repair
- Use of Hand Tools
- Use of Welding Equipment
- Fall Prevention and Protection
- Machine Guarding [Working around moving parts]

**30 CFR Part 46
Annual Refresher Training for Miners [46.8]**

Company Name: _____ **Mine ID No.** _____

Mine Name: _____ **Year:** _____

Record of Training

January - 40 Minutes: **Start:** _____ **Stop:** _____

- | | |
|---|---|
| <input type="checkbox"/> Company Organizational Chart | <input type="checkbox"/> Hazard Recognition and Avoidance |
| <input type="checkbox"/> Company Accident Statistics | <input type="checkbox"/> Prevention of Accidents |
| <input type="checkbox"/> Company Reporting Procedures | |

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Training Materials Used:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> MSHA | <input type="checkbox"/> Company |
| <input type="checkbox"/> Vendor/Manufacturer | <input type="checkbox"/> Other: _____ |

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

February- 40 Minutes: **Start:** _____ **Stop:** _____

- | | |
|--|---|
| <input type="checkbox"/> Health and Safety Aspects of Assigned Tasks | <input type="checkbox"/> Material Safety Data Sheets (MSDS's) |
| <input type="checkbox"/> Job Safety Analysis | <input type="checkbox"/> Safe Work Procedures |

Training Materials Used:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> MSHA | <input type="checkbox"/> Company |
| <input type="checkbox"/> Vendor/Manufacturer | <input type="checkbox"/> Other: _____ |

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

March - 40 Minutes: **Start:** _____ **Stop:** _____

- Ground Conditions and Control Working in areas of Highwalls
- Traffic Patterns and Control Water Hazards, Pits, and Spoil Banks
- Illumination and Night Work

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- 1.) _____ 6.) _____
- 2.) _____ 7.) _____
- 3.) _____ 8.) _____
- 4.) _____ 9.) _____
- 5.) _____ 10.) _____

Training Notes: _____

Competent Person: _____

April - 40 Minutes: **Start:** _____ **Stop:** _____

- Prevention of Accidents Fall Prevention and Protection
- Stepping on or Falling Objects Slips, Trips and Falls

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- 1.) _____ 6.) _____
- 2.) _____ 7.) _____
- 3.) _____ 8.) _____
- 4.) _____ 9.) _____
- 5.) _____ 10.) _____

Training Notes: _____

Competent Person: _____

- May - 40 Minutes:** **Start:** _____ **Stop:** _____
- Fire Prevention Fire Warning Signals
- Firefighting Firefighting Equipment
- Company's Emergency Response Plan Coordination with Local Emergency Response Teams

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

- June- 40 Minutes:** **Start:** _____ **Stop:** _____
- First Aid Review CPR

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

- July - 40 Minutes:** **Start:** _____ **Stop:** _____
- Electrical Hazard Awareness Fundamentals of Electricity
- Lockout/Tagout [CHE] Safety Procedures

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

- August- 40 Minutes:** **Start:** _____ **Stop:** _____
- Mobile Equipment Conveyor Systems
- Cranes Crushers
- Excavators Dredges

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

- September - 40 Minutes:** **Start:** _____ **Stop:** _____
- Machine Guarding/Moving Objects Safe Use of Hand Tools and Welding Equipment
- Equipment Maintenance Tagging "Out of Service" Equipment

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

- October - 40 Minutes:** **Start:** _____ **Stop:** _____
-
-

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- | | |
|-----------|------------|
| 1.) _____ | 6.) _____ |
| 2.) _____ | 7.) _____ |
| 3.) _____ | 8.) _____ |
| 4.) _____ | 9.) _____ |
| 5.) _____ | 10.) _____ |

Training Notes: _____

Competent Person: _____

November- 40 Minutes: **Start:** _____ **Stop:** _____

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Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____

Training Notes: _____

Competent Person: _____

December- 40 Minutes: **Start:** _____ **Stop:** _____

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-

Training Materials Used:

- MSHA Company
- Vendor/Manufacturer Other: _____

Attendees [Sign in]:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____
- 9.) _____
- 10.) _____

Training Notes: _____

Competent Person: _____