

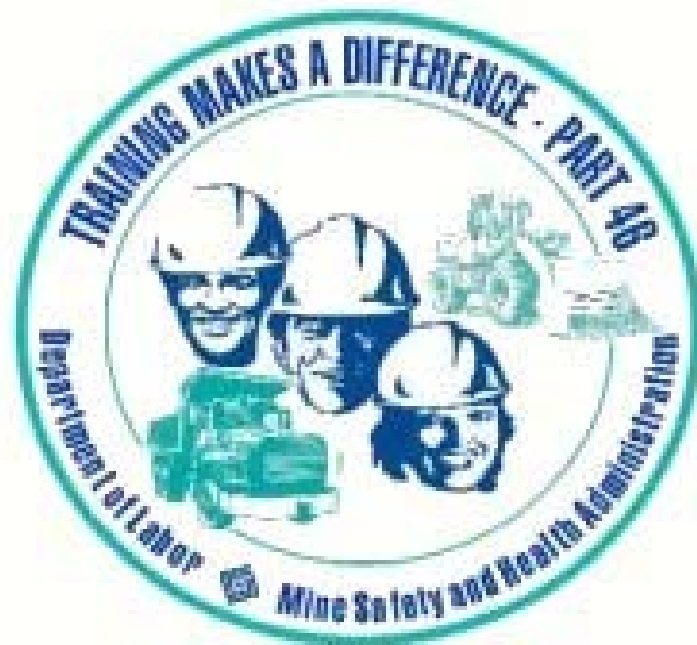
# 30 CFR Part 46 Starter Kit with Sample Training Plan



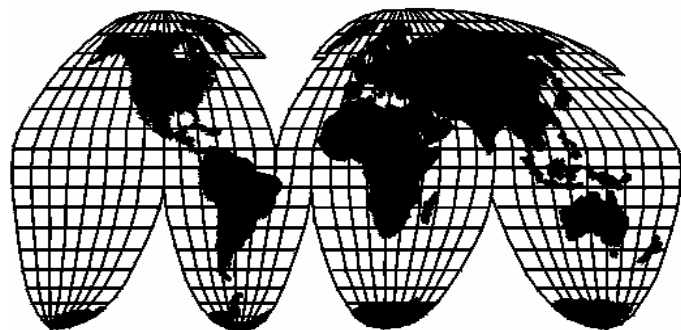
U.S. Department of Labor  
Mine Safety and Health Administration  
National Mine Health and Safety Academy

Instruction Series Guide  
IG 36

December 1999  
Reprinted 2001



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# 30 CFR Part 46 Starter Kit With Sample Training Form

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Assistant Secretary

Instruction Guide Series  
IG 36

December 1999  
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## How to Use This Starter Kit

Welcome to the Part 46 Starter Kit with Sample Training Plan. This package is designed to help you develop an effective, mine-specific training program that meets the provisions of part 46.

This package is divided into eight sections. Six of the sections contain information you can copy or customize to meet your needs. You may want to put this material in a three-ring binder and keep it in your work vehicle so you will have it handy when needed.

Let's take a brief look at each section.

- Y *Help Poster*. Take a minute to look at it. The poster has useful telephone numbers and other sources you can use to help you put a Part 46 plan together.
- Y *Introduction*. Brief review of the rule with important dates to remember.
- Y Space for the *Part 46 rule*.
- Y The *Sample Training Plan* contains a set of instructions and a format you may want to follow to prepare your Part 46 Training Plan. Be sure to review the first four pages in this section before starting to put your plan together.
- Y Space for your *training plan*.
- Y The *MSHA Training Material List* describes a variety of training materials in different formats that can help experienced and novice trainers produce effective and interesting programs. All of the items on the list are available from the National Mine Health and Safety Academy and an order form is included for your convenience. If you are an inexperienced trainer, you may want to order a copy of the Part 46 Instructor Guide With Lesson Plans (IG 37) from the Academy.
- Y The *Sample Training Records/Certificates* section provides some forms for you to use to track your part 46 work. These forms cover each of the five categories of part 46 training.
- Y You can get additional assistance in developing your part 46 program by consulting the people listed in the *Educational Field Services Contacts* and *State Grants Contacts* sections of this package. They are experienced trainers who can help you.



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## INTRODUCTION

The part 46 training rule requires shell dredging, sand, gravel, surface stone, surface clay, colloidal phosphate, and surface limestone mines to have a training plan approved by us (MSHA).

By October 2, 2000, you (mine operator and independent contractor) must have an approved training plan developed and implemented. The training plan must address all the elements of training that miners must receive. This includes training for:

- X new miners
- X newly-hired experienced miners;
- X new task;
- X annual refresher; and
- X site-specific hazard awareness

Throughout this starter kit you will notice references such as [Section 46.3(d)]. We are providing this information which will direct you to the applicable section of the part 46 regulation. The sample training plan also includes a subject and task list which may help you select safety and health topics that apply specifically to your operation.

By March 30, 2001, miners who were working before March 30, 2000, must have completed their initial annual refresher training. Miners hired after March 30, 2000, must receive their annual refresher training no later than 12 months after being hired.

A training plan that contains the following information is approved:

- X Company and mine name(s);
- X MSHA mine identification number(s) or independent contractor identification number(s);
- X The name and position of the person designated by you who is responsible for the health and safety training at the mine;
- X A general description of the teaching methods;
- X The course materials that are to be used in the training program, including the subject areas to be covered;
- X The approximate time to be spent on each subject area;
- X 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
- X The evaluation procedures used to determine the effectiveness of training.

Remember, you do not need to send your training plan to MSHA for approval. A training plan is considered approved if it contains the required information as listed in Section 46.3(b).



## **Under Part 46 Miners Are Given the Following Rights and Responsibilities Pertaining to Training Plans**

**The miners or their representatives must be notified when a plan is submitted by a mine operator to an MSHA Regional Manager for approval. 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 [[Section 46.3\(c\)](#)].**

**The miners= representative, if any, must be provided with a copy of the plan at least 2 weeks before the plan is implemented or submitted to the MSHA Regional Manager for approval. At mines where no miners= representative has been designated, a copy of the plan must be posted at the mine or provided to each miner at least 2 weeks before the plan is implemented or submitted to the Regional Manager for approval [[Section 46.3\(d\)](#)].**

**Within 2 weeks following the receipt or posting of the training plan, miners or their representatives may submit written comments on the plan to the operator, or to the MSHA Regional Manager, as appropriate [[Section 46.3\(e\)](#)].**

**The miners or their representatives must be notified by MSHA of the approval, or status of the approval, of the training plan within 30 days after the date on which the operator submitted the training plan for approval or the date on which a miner or miners= representative requested approval of the plan [[Section 46.3\(f\)](#)].**

**The miners= representative, if any, must be provided with a copy of the approved plan within 1 week after approval. At mines where no miners= representative has been designated, a copy of the plan must be posted at the mine or provided to each miner within 1 week after approval [[Section 46.3\(g\)](#)].**

**If miners or miners= representatives wish to appeal a decision of the MSHA Regional Manager, they must send the appeal, in writing, to the Director for Educational Policy and Development, MSHA, 4015 Wilson Boulevard, Arlington, Virginia 22203, within 30 days after notification of the Regional Manager's decision. The Director will issue a decision within 30 days after receipt of the appeal [[Section 46.3\(h\)](#)].**

**A copy of the current training plan must be made available at the mine for examination by miners and their representatives. If the training plan is not maintained at the mine, the operator must have the capability to provide the plan within 1 business day upon request of miners or their representatives [[Section 46.3\(i\)](#)].**

**For additional information, you may also refer to the MSHA Guide to Miners= Rights and Responsibilities Under the Federal Mine Safety and Health Act of 1977 (OT-2).**



## **Developing a Training Plan**

**Your plan may be in any format, so long as it includes all the required information and describes how the miners will be trained. Training plans can be hand-written, typed, or generated on a computer. Also, we will have available on our website ([www.msha.gov](http://www.msha.gov)) a program that will electronically walk you through the steps of developing a training plan. You can use whatever format works best for your operation.**

**The sample forms in this section are strictly optional. We are making them available as just one way you might put together your training plan. You may decide to use the entire sample plan or you might select certain sections to enhance the program you already have in place.**

### **Instructions**

**This sample training plan covers all the required topics under part 46. If you complete these materials thoughtfully with regard to your own operation, you will have an approved training plan. Space is provided for each of the required subjects. We have also provided options for teaching methods, course materials and evaluation procedures, and a place to list your estimated teaching time for each subject so that you can customize the plan to meet your specific needs. If additional pages are needed for other subjects or tasks, you may make copies from this package. If the information you provide is complete and correct, you will be in compliance with the plan requirements for part 46.**

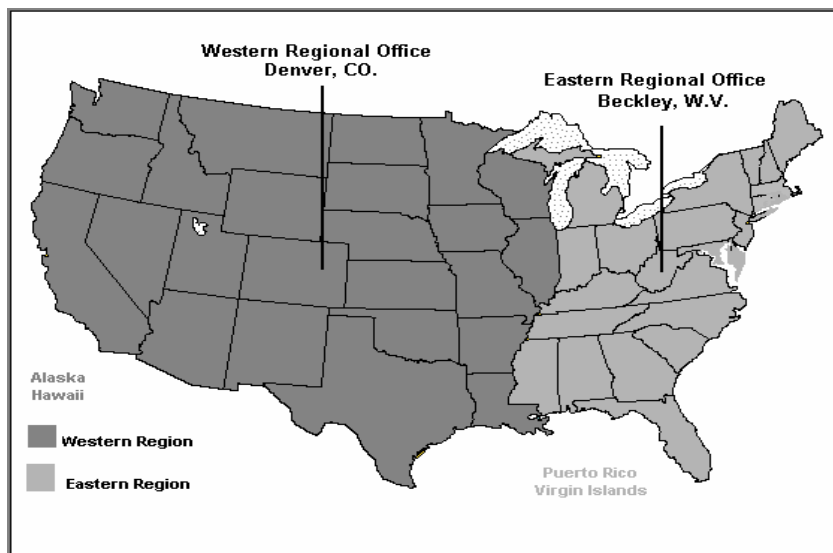
**If you need assistance completing the training plan, you may contact Educational Field Services (see list of educational field services contacts in this starter kit), MSHA District Offices, or an MSHA State Grants Program (see list of grantees in this starter kit).**

If you choose to send a training plan to us, please use the appropriate following address (see map below):

**Eastern Regional Manager  
Educational Field Services  
1301 Airport Road  
Beaver, West Virginia 25813-9426  
Phone: 1-800-678-6746**

or

**Western Regional Manager  
Educational Field Services  
P.O. Box 25367  
Denver, Colorado 80225-0367  
Phone: 1-800-579-2647**



**If a plan does not include the required minimum information listed in the rule, you must submit the plan to the appropriate Regional Manager, Educational Field Services Division, for approval.**

## Sample Plan Instructions

### Training Programs

Under each subject listed in your plan, check the teaching methods, course materials, and evaluation procedures that apply. If a subject does not apply to your mine or operation, indicate this by checking **Not applicable** in the block for that subject. Instructions for completing the subject blocks in all the training programs are as follows:

#### Time

Indicate the approximate number of hours and/or minutes that will be spent on each subject within each training program. The time may be a single amount, such as, **45** minutes; or a range of times, such as, **30** minutes to **1** hour.

#### Teaching Methods

Indicate the method by which each subject is to be taught. Some of the more common methods include:

- X Lecture
- X Discussion (normally used with other methods)
- X Audiovisual
- X Demonstration (often used when teaching skills)
- X Site tour (walk around tours of the work environment)
- X Computer
- X Games (good for annual refresher and for evaluations)
- X Practice (used when teaching and evaluating skills)

#### Course Training Materials

Indicate the materials that will be used for each subject. Some places where you can get training materials include:

- X MSHA=s National Mine Health and Safety Academy in Beckley, West Virginia (refer to the *Catalog of Training Products for the Mining Industry*)
- X State grantees
- X Trade associations
- X Not-for-profit groups (e.g., National Safety Council; American Society of Safety Engineers)
- X Insurance carriers

## **Evaluation Procedures**

**Several procedures are available for evaluating the retention and understanding of the trainee. Some examples of evaluation procedures include:**

- X Oral or written examination**
- X Demonstrated performance**
- X Observation of trainee reactions and understanding**
- X Participation in discussions and activities**



**General Information (Cover Sheet)****Date:** \_\_/\_\_/\_\_

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

**Company and Mine names** [*Section 46.3(b)(1)*]**MSHA ID #** [ \_\_\_ - \_\_\_\_\_ ] or [ \_\_\_ ]**Company Name:** [ \_\_\_\_\_ ]**Address:** [ \_\_\_\_\_ ]**Address:** [ \_\_\_\_\_ ]**City, State & Code:** [ \_\_\_\_\_ ]**Mine Name:** [ \_\_\_\_\_ ]

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

**Person responsible for health and safety training at the mine (Name and Position)**[*Section 46.3(b)(2)*]**Name:** [ \_\_\_\_\_ ]**Position/Title:** [ \_\_\_\_\_ ]

Optional Information

**Phone Number:** ( \_\_\_ ) \_\_\_ - \_\_\_\_\_**E-Mail:** [ \_\_\_\_\_ ]



**New Miner Training Program**

Mine ID # \_\_\_ - \_\_\_\_\_ Contractor ID \_\_\_\_\_

<b>New Miner Training Program (Section 46.5)</b>	<b>Date:</b> __ / __ / __
--	---------------------------

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

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

**1. Introduction to work environment [[Section 46.5\(b\)\(1\)](#)]**

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

**2. 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): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ lockout devices
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ demonstration
- ~ site tour
- ~ other

Course Training 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

**New Miner Training Program**

**4. Health and safety aspects of the tasks to be assigned** [*Section 46.5(b)(4)*]

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

Teaching Methods:

- |                                    |                 |
|------------------------------------|-----------------|
| ~ lecture                          | ~ demonstration |
| ~ discussion                       | ~ site tour     |
| ~ audiovisual                      | ~ other         |
| ~ practice under close observation |                 |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ safe work procedures   |
| ~ company             | ~ applicable regulations |
| ~ vendor/manufacturer | ~ other                  |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

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

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

Teaching Methods:

- |               |            |
|---------------|------------|
| ~ lecture     | ~ computer |
| ~ discussion  | ~ other    |
| ~ audiovisual |            |

Course Training Materials:

- |                 |                          |
|-----------------|--------------------------|
| ~ MSHA          | ~ company rules          |
| ~ company       | ~ applicable regulations |
| ~ 1977 Mine Act | ~ other                  |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

**6. Authority and responsibilities of supervisors and miners= representatives**  
*[Section 46.5(b)(6)]*

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ computer
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ 1977 Mine Act
- ~ company rules
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ computer
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ 1977 Mine Act
- ~ company rules
- ~ mine communication system
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

**New Miner Training Program**

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

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

This subject is: ~ applicable ~ not applicable

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

Teaching Methods:

- ~ lecture ~ demonstration
- ~ discussion ~ other
- ~ audiovisual

Course Training Materials:

- ~ MSHA ~ training devices
- ~ company ~ applicable regulations
- ~ vendor/manufacturer ~ other

Evaluation Procedures:

- ~ oral feedback ~ fit test
- ~ written feedback ~ other
- ~ observation

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

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

Teaching Methods:

- ~ lecture ~ demonstration
- ~ discussion ~ other
- ~ audiovisual

Course Training Materials:

- ~ MSHA ~ first aid supplies
- ~ company ~ applicable regulations
- ~ vendor/manufacturer ~ other

Evaluation Procedures:

- ~ oral feedback ~ observation
- ~ written feedback ~ other

**New Miner Training Program**

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

If other subjects will be taught based on circumstances or conditions at the mine, the AYes@ box should be checked and a completed AOther Subject(s>@ page for each attached.

~ Yes ~ No



Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_\_\_

**Section 46.5**

**C. Other Subject(s)**

Subject Title:  
[*Section 46.5(d)*]

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

Teaching Methods:

- |               |                 |
|---------------|-----------------|
| ~ lecture     | ~ demonstration |
| ~ discussion  | ~ site tour     |
| ~ audiovisual | ~ other         |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ applicable regulations |
| ~ company             | ~ other                  |
| ~ vendor/manufacturer |                          |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |



**Newly-Hired Experienced Miner Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_ \_\_

<b>Newly-Hired Experienced Miner Training Program</b> (Section 46.6)	<b>Date:</b> __ / __ / __
---	---------------------------

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

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

**1. Introduction to work environment [[Section 46.6\(b\)\(1\)](#)]**

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

**Newly-Hired Experienced Miner Training Program**

**2. Recognition and avoidance of electrical hazards and other hazards, such as traffic patterns and control, mobile equipment, and ground conditions [Section 46.6(b)(2)]**

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ lockout devices
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

**3. Emergency medical procedures; escape and emergency evacuation plans; firewarning signals and firefighting procedures [Section 46.6(b)(3)]**

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ demonstration
- ~ site tour
- ~ other

Course Training 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

**Newly-Hired Experienced Miner Training Program**

**4. Health and safety aspects of the tasks to be assigned [Section 46.6(b)(4)]**

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

Teaching Methods:

- |                                    |                 |
|------------------------------------|-----------------|
| ~ lecture                          | ~ demonstration |
| ~ discussion                       | ~ site tour     |
| ~ audiovisual                      | ~ other         |
| ~ practice under close observation |                 |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ safe work procedures   |
| ~ company             | ~ applicable regulations |
| ~ vendor/manufacturer | ~ other                  |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

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

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

Teaching Methods:

- |               |            |
|---------------|------------|
| ~ lecture     | ~ computer |
| ~ discussion  | ~ other    |
| ~ audiovisual |            |

Course Training Materials:

- |                 |                          |
|-----------------|--------------------------|
| ~ MSHA          | ~ company rules          |
| ~ company       | ~ applicable regulations |
| ~ 1977 Mine Act | ~ other                  |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

**Newly-Hired Experienced Miner Training Program**

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ computer
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ 1977 Mine Act
- ~ company rules
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ computer
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ 1977 Mine Act
- ~ company rules
- ~ mine communication system
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

**Newly-Hired Experienced Miner Training Program**

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

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

This subject is: ~ applicable ~ not applicable

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

Teaching Methods:

- ~ lecture ~ demonstration
- ~ discussion ~ other
- ~ audiovisual

Course Training Materials:

- ~ MSHA ~ training devices
- ~ company ~ applicable regulations
- ~ vendor/manufacturer ~ other

Evaluation Procedures:

- ~ oral feedback ~ fit test
- ~ written feedback ~ other
- ~ observation

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

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

~ Yes ~ No

## **Newly-Hired Experienced Miner Training Program**

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



**Newly-Hired Experienced Miner Training Program**

---

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_\_\_

**Section 46.6**

**C. Other Subject(s)**

Subject Title:  
[*Section 46.6(e)*]

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

Teaching Methods:

- |               |                 |
|---------------|-----------------|
| ~ lecture     | ~ demonstration |
| ~ discussion  | ~ site tour     |
| ~ audiovisual | ~ other         |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ applicable regulations |
| ~ company             | ~ other                  |
| ~ vendor/manufacturer |                          |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |



**New Task Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_\_\_

<b>New Task Training Program (Section 46.7)</b>	<b>Date:</b> __ / __ / __
---	---------------------------

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

**A. Each miner who is assigned to a new task will be trained in the health and safety aspects and safe work procedures of that new task, before the miner performs the new task** [[Section 46.7\(a\)](#)]. *(Each task that will require training is specified below. The competent person who will provide the training is listed in the General Information section.)*

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

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ practice under close observation
- ~ demonstration
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ operating manuals
- ~ JSAs
- ~ safe work procedures
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

## New Task Training Program

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

~ Yes ~ No

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

**New Task Training Program**

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Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_ \_

**Section 46.7**  
**A. Other Task(s)**

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

Specify the task:

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

Teaching Methods:

- |                                    |                 |
|------------------------------------|-----------------|
| ~ lecture                          | ~ demonstration |
| ~ discussion                       | ~ site tour     |
| ~ audiovisual                      | ~ other         |
| ~ practice under close observation |                 |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ JSAs                   |
| ~ company             | ~ safe work procedures   |
| ~ vendor/manufacturer | ~ applicable regulations |
| ~ operating manuals   | ~ other                  |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |



**Annual Refresher Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_ \_\_

<b>Annual Refresher Training Program</b> (Section 46.8)	<b>Date:</b> __ / __ / __
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Each miner will receive a minimum of 8 hours of annual refresher training at least once every 12 months [Section 46.8(a)]. The training will include instruction on changes at the mine that could adversely affect the miner=s health or safety. The refresher training will also address other health and safety subjects relevant to the mine.

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

**1. Changes at the mine that affect the miner=s health or safety**

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

Teaching Methods:

- ~ lecture ~ site tour
- ~ discussion ~ other
- ~ audiovisual

Course Training Materials:

- ~ MSHA ~ applicable regulations
- ~ company ~ other
- ~ vendor/manufacturer

Evaluation Procedures:

- ~ oral feedback ~ observation
- ~ written feedback ~ other

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

If any of the **recommended subjects** will be taught at the mine, the AYes@ box is checked and a completed ARecommended Subject(s>@ page for each is attached.

~ Yes ~ No

If other subjects will be taught based on circumstances or conditions at the mine, the AYes@ box should be checked and a completed AOther Subject(s>@ page for each attached.

~ Yes ~ No

**Annual Refresher Training Program**

---

Mine ID # \_\_ - \_\_\_\_\_ Contractor ID \_\_\_

**Section 46.8**

**Recommended Subject(s)**

*(Check one subject from the following:)*

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

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

**Teaching Methods:**

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ demonstration
- ~ site tour
- ~ other

**Course Training Materials:**

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ applicable regulations
- ~ other

**Evaluation Procedures:**

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other





**Annual Refresher Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_

**Section 46.8  
Other Subject(s)**

Subject Title:  
[Section 46.8(c)]

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ demonstration
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other



**Hazard Awareness Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_

<b>Hazard Awareness Training Program</b> (Section 46.11)	<b>Date:</b> _ _ / _ _ / _ _
--	------------------------------

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

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

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

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

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

**Hazard Awareness Training Program**

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

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

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

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

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

Teaching Methods:

- ~ lecture
- ~ discussion
- ~ audiovisual
- ~ written warnings
- ~ demonstration
- ~ site tour
- ~ other

Course Training Materials:

- ~ MSHA
- ~ company
- ~ vendor/manufacturer
- ~ company rules/policies
- ~ checklist(s)
- ~ signs and posted warnings
- ~ applicable regulations
- ~ other

Evaluation Procedures:

- ~ oral feedback
- ~ written feedback
- ~ observation
- ~ other

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

~ Yes ~ No

If other subjects will be taught based on circumstances or conditions at the mine, the AYes@ box should be checked and a completed AOther Subject(s>@ page for each attached.

~ Yes ~ No

**Hazard Awareness Training Program**

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Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_ \_\_

**Section 46.11**

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

*(Check one subject from the following:)*

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

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

**Teaching Methods:**

- |               |                 |
|---------------|-----------------|
| ~ lecture     | ~ demonstration |
| ~ discussion  | ~ site tour     |
| ~ audiovisual | ~ other         |

**Course Training Materials:**

- |                          |                          |
|--------------------------|--------------------------|
| ~ MSHA                   | ~ checklist(s)           |
| ~ company                | ~ applicable regulations |
| ~ vendor/manufacturer    | ~ other                  |
| ~ company rules/policies |                          |

**Evaluation Procedures:**

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

**Hazard Awareness Training Program**

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Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_ \_\_

**Section 46.11**

**A. Other Subject(s)**

Subject Title:

*[Section 46.11(d)]*

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

Teaching Methods:

- |               |                 |
|---------------|-----------------|
| ~ lecture     | ~ demonstration |
| ~ discussion  | ~ site tour     |
| ~ audiovisual | ~ other         |
| ~ computer    |                 |

Course Training Materials:

- |                       |                          |
|-----------------------|--------------------------|
| ~ MSHA                | ~ applicable regulations |
| ~ company             | ~ other                  |
| ~ vendor/manufacturer |                          |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |

**Hazard Awareness Training Program**

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

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

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

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

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

Teaching Methods:

- |                    |                 |
|--------------------|-----------------|
| ~ lecture          | ~ demonstration |
| ~ discussion       | ~ site tour     |
| ~ audiovisual      | ~ other         |
| ~ written warnings |                 |

Course Training Materials:

- |                          |                          |
|--------------------------|--------------------------|
| ~ MSHA                   | ~ checklist(s)           |
| ~ company                | ~ applicable regulations |
| ~ vendor/manufacturer    | ~ other                  |
| ~ company rules/policies |                          |

Evaluation Procedures:

- |                    |               |
|--------------------|---------------|
| ~ oral feedback    | ~ observation |
| ~ written feedback | ~ other       |





## LIST OF TASKS

*You may select the task(s) to include for training from the list below, or write in your own description in the space provided on the plan.*

Auger helper  
Auger operator  
Barge attendant/boat operator/dredge operator  
Beltman/conveyor crew/vulcanizer  
Belt/conveyor man/crew  
Bobcat operator  
Brakeman/rope rider/car dropper  
Bulldozer/tractor operator  
Car dump/rotary dump/shake-out operator/helper  
Car dump/shake-out/roscoe/loaderhead operator  
Cement man/mason/bricklayer  
Clam shell operator  
Cleanup man  
Crane operator  
Cutting machine helper  
Cutting machine operator  
Dispatcher  
Drill helper/chuck tender  
Drill operator (wagon/diamond)  
Driver jeep/pickup  
Dryer/kiln operator/worker  
Electrician/helper/wireman  
Engineer (electrical/mining)  
Forklift operator  
Front-end loader/high lift operator  
Grader/road roller operator  
Hand loader  
Highwall drill operator/helper  
Hoistman/hoist engineer/helper  
Inspector/preshifter  
Laborer/utility man/bull gang  
Loading machine helper  
Loading machine/loader operator

## LIST OF TASKS

Metal/Nonmetal sampler/dust sampler/lab technician  
Mechanic/repairman/helper  
Miner/surface miner  
Mucking machine operator  
Oiler/greaser  
Plumber/carpenter/painter  
Pumper  
Rock driller  
Rotary bucket excavator operator  
Scalper/screen/sizing/tipple plant worker  
Scoop car/tram/load haul dump operator  
Shopman/millwright/machinist/bit sharpener  
Shotfirer/blaster/shooter/helper  
Shovel operator (stripping/loading)  
Silo/train load out operator  
Sizing/washing/cleaning plant operator/worker  
Stone finishing/sizing personnel  
Supervisory/management/foreman/boss  
Supplyman/warehouseman/supply driver  
Survey crew  
Timberman/propman/steel setter/steelworker  
Track man/track gang/tamping machine operator  
Trainee  
Truck driver  
Union official/safety representative  
Ventilation man/crew/builder/brattice man  
Watchman/guard  
Water attendant  
Weighman/scaleman/timekeeper/clerk  
Welder/blacksmith  
Yard engine engineer/fireman

## VIDEOTAPES\*

- Dust Control, It=s Everyone=s Business--19 minutes..... VC 843**  
 This videotape is one of a series on silica dust and silicosis. It discusses the importance of well-designed and maintained dust control systems and procedures to prevent exposure to dust containing silica.
- Good Berms Save Lives--15 minutes..... VC 928**  
 This informative video discusses one mine=s concern about berms on their mining property. The mine studied their berms using various materials and different berm heights. The size and speed of mining equipment, weather conditions, and grades also play a role in proper berm construction.
- Safety on or Near the Water--14 minutes ..... VC 925**  
 This video discusses the hazards of working on or near the water and the precautions that need to be taken to protect the workers in this situation.
- Silicosis: A Preventable Disease--19 minutes..... VC 929**  
 An employee=s questions about the health effects of silica dust exposure are answered.
- Truck Haulage Safety Series: (The following seven videotapes were produced as a series; however, they can be purchased individually).**
- Brakes, Grades, and Runaways-Highway Trucks--18 minutes..... VC 873**  
 Reviews important principles of haul road design and maintenance, braking system inspection and maintenance, and driver procedures for handling highway truck runaways. Topics covered include: road design; road maintenance; berms; brakes; and runaways.
- Brakes, Grades, and Runaways-Off-Road Trucks--18 minutes..... VC 872**  
 Reviews important principles of haul road design and maintenance, braking systems inspection and maintenance, and driver procedures for handling off-road truck runaways. Topics covered include: road design; road maintenance; berms, brakes; and runaways.
- Highway Haulage Truck Inspection Conducted by MSHA Inspectors--18 minutes..... VC 853**  
 Presents a typical sequence of procedures followed by an MSHA inspector during examination of a highway haulage truck. Topics covered include: inspection location; cab inspection; safety appliances; paperwork; steering system; handholds and steps; wheels and rims; suspension components; brakes and braking systems; exhaust system; and inspecting the frame of the bed or trailer.
- Inspection of Off-Road Haulage Trucks by an MSHA Inspector--13 minutes ..... VC 850**  
 Presents a typical sequence of procedures followed by an MSHA inspector during examination of an off-road haulage truck. Topics covered include: inspection location; fluid-carrying lines and steering components; suspension components; tires and wheels; truck bed; lights and mountings; cab; safety appliances; and brakes and braking system parts.
- Pre-Operation Inspection of Off-Road Haulage Trucks by the Driver--16 minutes..... VC 855**  
 Describes a typical sequence of inspection procedures followed by drivers who operate off-road haulage trucks. Topics covered include: inspection location; personal protective equipment; fluid-carrying lines; truck bed; lights and mounting; cab; safety appliances; steering; and brakes and braking systems.
- Pre-Operation Inspection of Highway Haulage Trucks by the Driver--10 minutes..... VC 863**  
 Describes a typical sequence of inspection procedures followed by drivers who operate highway haulage trucks. Topics covered include: inspection location; under-the-hood check; tires and wheels; steering components; suspension components; trailer or bed frame; cab; safety appliances; and brakes and braking systems.
- Visibility and Communications: Off-Road and Highway Trucks--18 minutes ..... VC 869**  
 This video discusses the visibility and communication problems associated with off-road and highway haulage trucks. Topics covered include: driver awareness; good communication systems; night driving; weather conditions; road design and maintenance; traffic controls; truck lights, wipers, and alarms; blind areas; and additional lighting.
- Spanish version VC 814**

\* All videotapes are available in VHS format, and cost \$8.00 per tape.

## TRAINING MATERIALS

### C CARDS C

MSHA has developed a series of pocket cards covering a variety of topics as part of the Agency's continuing effort to protect the health and safety of our Nation's miners. These cards are available at **no cost**. Be sure to include the Card Number and quantity when ordering.

#### **Best Practices-Haulage Cards (BP)**

Brake Systems .....	<b>BP Card No. 1</b>
Cab Inspections .....	<b>BP Card No. 2</b>
Haulage Equipment Operators.....	<b>BP Card No. 3</b>
Haulage Safety Attitude .....	<b>BP Card No. 4</b>
Highway Truck Pre-Operation Inspection.....	<b>BP Card No. 5</b>
100-Ton or Greater Truck Pre-Operation Inspection.....	<b>BP Card No. 6</b>
100-Ton or Less Truck Pre-Operation Inspection .....	<b>BP Card No. 7</b>
Pre- and Post-Operation Inspection of Surface Haulage Equipment .....	<b>BP Card No. 8</b>
ROPS (Rollover Protective Structure) and FOPS (Falling Object Protective Structure).....	<b>BP Card No. 9</b>
Steering .....	<b>BP Card No. 10</b>
Surface Mine, Powered Truck Haulage Dumping Procedures .....	<b>BP Card No. 11</b>
Training Checklist .....	<b>BP Card No. 12</b>

#### **Health Hazard Information (HH)**

Heat Stress.....	<b>HH Card No. 8</b>
Ten Minutes on Silicosis for Metal and Nonmetal Miners.....	<b>HH Card No. 9</b>
Two Minutes on Silicosis for Metal and Nonmetal Miners.....	<b>HH Card No. 10</b>
Working in Confined Spaces.....	<b>HH Card No. 11</b>
Filter Self-Rescue Devices .....	<b>HH Card No. 12</b>
Radon Daughter Measurements .....	<b>HH Card No. 13</b>
Poison Plants .....	<b>HH Card No. 14</b>
Personal Noise Measurements.....	<b>HH Card No. 15</b>
Working With Mercury .....	<b>HH Card No. 16</b>
AWatch Your Back@ - Prevent Back Injuries.....	<b>HH Card No. 17</b>
Welding Hazards .....	<b>HH Card No. 18</b>
Mineral Dust Hazards and Sampling.....	<b>HH Card No. 19</b>
Silica Exposure of NRI Miners.....	<b>HH Card No. 20</b>

#### **Conveyor Safety Tips (ST)**

Conveyor Safety Tips for Laborers .....	<b>ST Card No. 14</b>
Conveyor Safety Tips for Mechanics .....	<b>ST Card No. 15</b>
Conveyor Safety Tips for Plant Operators.....	<b>ST Card No. 16</b>
Conveyor Safety Tips for Supervisors.....	<b>ST Card No. 17</b>

#### **Other (OT)**

Tips for Preventing Silicosis by the National Institute for Occupational Safety and Health.....	<b>OT Card No. 1</b>
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### C OTHER TRAINING MATERIALS C

This area includes materials on miscellaneous mine health and safety topics.

#### **A Guide to Miners= Rights and Responsibilities Under the**

<b>Federal Mine Safety and Health Act of 1977--35 pages .....</b>	<b>OT-2</b>
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Summarized rights and responsibilities of miners, their representatives and applicants for mine work under the Federal Mine Safety and Health Act of 1977. Intended as a guide only and not as an official statement of the law or as a source for legal interpretations of the Act. **Price: Free of charge**

- A Guide to Working Safely With Silica.....OT-33**  
 This guide is a cooperative effort between the Department of Labor and the National Institute for Occupational Safety and Health in the Department of Health and Human Services--explains how you can protect yourself and others each day on the job.  
**Spanish version: OT-33S Price: Free of charge**
- MSHA=s Guide to Equipment Guarding--32 pages ..... OT-3**  
 Designed to assist industry, labor and MSHA inspectors in obtaining uniformity in mechanical safeguarding. Basic principles of guarding are discussed. Various techniques are illustrated (with brief written explanations). **Price: Free of charge (1 book) \$2.00 (multiple copies)**
- Fatal Accidents Involving Construction, Maintenance, and Repair at Metal/Nonmetal Mines 1996-1997 ..... OT-36**  
 This publication presents information on construction fatalities that occurred in metal/nonmetal mining operations from January 1996 through December 1997. The fatalities in this report consist of accidents involving construction, maintenance, and repair at metal/ nonmetal mining operations. From January 1996 through December 1997, 103 miners died at metal/nonmetal operations. Of the 103 fatalities, 41 fatalities involved construction. **Price: Free of charge**
- Fatal Accidents at Small Crushed Stone and Sand and Gravel Mining Operations 1996-1998.....OT-41**  
 This publication presents information on the 55 fatalities involving crushed stone and sand and gravel operations from January 1994 through September 28, 1998. Small mines in this publication refer to mines with 50 or fewer employees. This publication includes statistics for the fatalities as well as abstracts, illustrations, and best practices. **Price: Free of charge**
- Fatal Accidents Involving Independent Contractors at Metal/Nonmetal Mines 1990-1998.....OT-39**  
 This publication presents information on the 107 fatalities involving independent contractors that occurred in metal and nonmetal mining operations from January 1, 1990, through July 7, 1998. This publication includes statistics for the fatalities as well as abstracts, illustrations, and best practices. **Price: Free of charge**
- Surface Haulage Fatalities-Metal and Nonmetal 1989-1993--61 pages ..... OT-6**  
 This publication highlights haulage fatalities that occurred at surface metal and nonmetal operations from January 1989 through December 1993. These surface haulage fatalities involve equipment such as: haulage trucks, front-end loaders, scrapers, water trucks, forklifts, and pickup trucks. **Price: \$15.00 (1 book and 57 slides)**
- Traffic Control at Surface Mines and Installations, Guideline for (C/MNM)--14 pages.....OT-26**  
 All kinds and sizes of vehicles travel roads at surface operations. These vehicles are operated by drivers who travel the mine haulage roads on a daily basis or very infrequently or even for the first time. This means that there is a need for good traffic control on mine haul roads. This full-color spiral bound booklet reviews what mine operators and drivers need to know about traffic control. **Price: \$3.00**

c INSTRUCTIONAL GUIDES c

**On-the-Job Training Modules** (These modules are designed to supplement existing training programs and assist the industry in conducting effective on-the-job training.

- Cement--113 pages/15 modules..... IG-42**  
**Price: Free of charge (1 book) \$4.00 (multiple copies)**
- Dredges--44 pages/5 modules.....IG-41**  
**Price: Free of charge (1 book) \$4.00 (multiple copies)**
- Sand, Gravel, and Crushed Stone--204 pages/19 modules .....IG-40**  
**Price: Free of charge (1 book) \$5.00 (multiple copies)**
- Surface Metal and Nonmetal--262 pages/17 modules .....IG-43**  
**Price: Free of charge (1 book) \$6.00 (multiple copies)**

**C Other Instructional Guides C**

**Safety Audit for Aggregate Operations.....IG-14**

This safety audit is focused on the most common violations found at aggregate operations. Twenty conditions/practices accounted for 84 percent of all violations cited at sand and gravel and crushed stone mining operations in 1997. Completing this self-audit package is a first step in developing a safety program that will avoid common conditions/practices at your mining operation. **Price: Free of charge**

**The Miners= Health Pack .....IG-28**

MSHA hopes to make basic scientific, medical, and control technology information about health hazards in mining understandable so that mine operators can take action to reduce exposures and miners can protect themselves. The Health Pack is a series of fact sheets and resources that are packaged in a binder so that new training materials on hazards, such as lead, mercury, or diesel exhaust, can be added as they are developed by MSHA to create a comprehensive manual on health hazards. **Price: Free of charge**

**30 CFR Part 46 Starter Kit With Sample Training Forms .....IG-36**

Contains Part 46 assistance materials, including State Grants contacts; helpline numbers and internet homepage addresses; available Academy training materials; and examples of model training plans and training records. **Price: Free of charge**

**30 CFR Part 46 Instructor Guide With Lesson Plans.....IG-37**

An 18-page booklet designed to assist mine operators, who are covered by the 30 CFR Part 46 regulations, to develop an effective and mine-specific training program. **Price: Free of charge**

**Tire and Rim Safety Awareness Program (C/MNM)--34 pages.....IG-60**

This program covers the handling and servicing of multi- and single-piece rim wheels. **Price: Free of charge (1 book) \$4.00 (multiple copies)**

**First Aid Book--237 pages .....IG-61**

Designed to provide workers in the mining industry with basic first aid knowledge and skills in order to better prepare them to deal with both on-the-job and off-the-job accidents and emergencies.

**Price: Free of charge (1 book) Note: One copy only of this book is available through the Academy.**

**If additional copies are required, write to: Superintendent of Documents, U.S. Government**

**Printing Office, Washington, D.C. 20402--(202) 512-1800 Use GPO Stock Number 029-017-00004-2 Expect to pay current price.**

**C SAFETY MANUALS C**

SM=s are nontechnical pocket-sized booklets that are introductions to various topics related to mine health and safety.

**First Aid--62 pages.....SM-3**

Describes first aid techniques. Discusses how to stop bleeding and control shock. Lists specific first aid procedures for a wide variety of injuries. **Price: Free of charge (1 book) \$2.00 (multiple copies)**

**Note:** Spanish version is available from The University of Texas at Austin, Industrial Education Department, P.O. Box 7518, Austin, TX 78713-7518 (512) 471-4633. Cost is \$5.00 plus shipping and handling.

**Personal Protective Equipment--69 pages .....SM-14**

Use of personal protective equipment is necessary in mining (and in many other occupational areas--including some home activities). This manual describes various devices used, why they are needed, where they are needed and how to care for the equipment. (Typical equipment includes hand, eye, face, foot, and body protection devices and respiratory protection devices.) **Spanish version: SM-14S**

**Price: Free of charge (1 book) \$2.00 (multiple copies)**

**NOTE**

**For a complete listing of all training products, please request the latest copy of the *Catalog of Training Products for the Mining Industry* from the Academy.**

**Please allow 4-6 weeks for delivery.**

DATE: \_\_\_\_\_ PURCHASE ORDER NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FED TAX ID# or SS#: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS 1: (Street or Route) \_\_\_\_\_

ADDRESS 2: (Post Office Box) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE (Including Area Code): \_\_\_\_\_

STATE GRANTS PARTICIPANT:  YES  NO

QUANTITY	CATALOG NUMBER	NAME OF ITEM	UNIT PRICE	TOTAL AMOUNT

### ORDERS FROM FOREIGN COUNTRIES

Advance payment in U.S. currency is required for ALL orders from foreign countries.

**Make checks payable to:** MINE SAFETY AND HEALTH ADMINISTRATION

or

Submit a Purchase Order and you will be billed later.

**(We now accept credit card orders)**

**Mail completed form to:** National Mine Health and Safety Academy  
Department of Instructional Materials  
Printing and Property Management Branch  
1301 Airport Road  
Beaver, West Virginia 25813-9426

**You may telephone us at:** (304) 256-3257

**You may FAX us at:** (304) 256-3368

**You may e-mail us at:** MSHADistributionCenter@dol.gov

# NEW MINER TRAINING RECORD/CERTIFICATE

**Miner=s Full Name (Print)**

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

Subject <b>30 CFR Part 46.5</b>	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)



# 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> <small>(Name &amp; Address if Institution)</small>	<b>Miner=s Initials</b>
<i>The miner has received the following training before beginning work:</i>					
<b>(b)(1)</b> Introduction to work environment, mine tour, mining method/operation					
<b>(b)(2)</b> Instruction on recognition and avoidance of electrical and other hazards					
<b>(b)(3)</b> Emergency procedures, escape, and firefighting					
<b>(b)(4)</b> Health and safety aspects of tasks assigned					
<b>(b)(5)</b> Instruction on statutory rights of miners and their representatives					
<b>(b)(6)</b> Authority & responsibility of supervisors and miners= representatives					
<b>(b)(7)</b> Introduction to your rules and procedures for reporting hazards					
<i>No later than 60 days:</i>					
<b>(c)</b> Self-rescue, respiratory devices, if used					

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

(Signature of person responsible for health and safety training)

(Date)



# NEW TASK TRAINING RECORD/CERTIFICATE

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

**Mine or Contractor Name**

**ID#** \_\_\_\_\_

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

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

I certify that the above training has been completed

\_\_\_\_\_

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



# ANNUAL REFRESHER TRAINING RECORD/CERTIFICATE

Miner=s Full Name (Print)

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

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

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

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





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

**Miner=s Full Name (Print)**

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

Location: Mine Site

Length of Training:

Date Training Provided:

Competent Person Providing  
the Training:

Miner=s Initials:

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

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

## MSHA Educational Field Services Contacts

If you wish to receive help or guidance relating to Part 46 training, please visit MSHA's web page at <http://www.msha.gov/CONTACTS/EPDEFSNOS.HTM> for contact information.