

**TRAINING PLAN FOR TRAINING AND RETRAINING OF SURFACE MINERS
PART 46**

DATE of Completion: _____

1. COMPANY NAME _____ MINE NAME _____
_____ MSHA ID NUMBER _____
_____ MAILING ADDRESS _____

2. PERSON RESPONSIBLE FOR HEALTH AND SAFETY TRAINING OF MINERS:

NAME	POSITION	PHONE
		<i>Fax</i> _____
		<i>e-mail</i> _____

PERSONS OR ORGANIZATIONS PROVIDING TRAINING	SUBJECT AREAS COMPETENT TO INSTRUCT
<u>Arizona State Mine Inspector's Office</u>	NMI, AR FA _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TRAINING PLAN -- NEW MINER
24 HOURS REQUIRED

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-1	30min - 2 Hrs.	INTRODUCTION TO THE WORK ENVIRONMENT <i>Note: Must be done before miner begins work. Will be done when reporting to mine.</i>	Employee will recognize potential hazards in drilling, blasting, hauling, crushing, conveying, and stockpiling. Employee will demonstrate knowledge of plant layout, traffic patterns, PPE requirements, and important safety and health issues in all active work areas.	May include lecture and discussion, visual aids plus walk around	May include audiovisuals, handouts, safety manual, work rules.	Oral response
L-2	30min - 2 Hrs.	RECOGNITION AND AVOIDANCE OF HAZARDS PROTECTIVE MEASURES A MINER CAN TAKE AGAINST CHEMICAL HAZARDS <i>Note: Must be done before miner begins work.</i>	Employee will identify potential hazards in the mine environment including electrical hazards, machinery hazards, fall hazards, engulfment hazards, hazardous energy, confined spaces, materials handling, water hazards, ground control hazards, hazardous chemicals.	May include lecture and discussion, visual aids plus walk around. Training will address typical accidents and best practices. and will teach hazard recognition specific to tasks to be assigned.	May include: Overheads Slides Handouts Hazard Analysis Videos Lockout devices Hazard Assessment Hazard Communication PPE Protective equipment, copies of MSDSs used at the mine	Oral response citing various hazards and preventive measures. Demonstration of knowledge of hazards.

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-3	15-30 minutes	<p>EMERGENCY MEDICAL PROCEDURES, ESCAPE AND EMERGENCY EVACUATION PLANS AND INSTRUCTION ON THE FIRE WARNING SIGNALS AND FIRE FIGHTING PROCEDURES</p> <p>CONTENTS OF THE MINE'S HAZCOM PROGRAM</p> <p><i>Note: Must be done before miner begins work. First Day.</i></p>	<p>Employee will explain/identify emergency evacuation procedures and alarms. Demonstrate how to select, use and maintain fire-fighting equipment. Identify fire and explosion hazards. Demonstrate steps to prevent fire and explosion. Demonstrate what to do in an emergency. Demonstrate knowledge of alarms and signals.</p>	<p>May include lecture and discussion, visual aids plus demonstration</p>	<p>May include: Audio visuals Fire extinguishers Safe practice procedures. Site specific emergency plans Company policy, information on where to find HazCom information.</p>	<p>Oral response Demonstration Observation</p>
L-4	1 hr-9 Hrs..	<p>HAZARD RECOGNITION TRAINING SPECIFIC TO THE TASKS TO BE ASSIGNED</p> <p><i>NOTE: This must be done before conducting the instruction and practice under the close observation of a competent person.</i></p> <p>SUPERVISED PRACTICE IN HEALTH AND SAFETY ASPECTS OF THE TASKS ASSIGNED</p> <p><i>Note: Start on day 2, finish on day 3 so all of the 24 hours training will be finished.</i></p> <p>INFORMATION ABOUT THE PHYSICAL AND HEALTH HAZARDS OF CHEMICALS IN THE MINER'S WORK AREA</p>	<p>Employee will be able to explain the safety and health hazards of assigned tasks and how to avoid them before actually performing the tasks.</p> <p>Employee will demonstrate correct job performance and perform tasks in accordance with the safety and health standards outlined in the training.</p>	<p>May include lecture, discussion, practical demonstration, or show and tell at work sites</p> <p>On the job training, observation, correction, and practice</p> <p>Audio/video</p>	<p>MSDS' Handouts Job Hazard Analysis PPE</p> <p>May include checklists, job training books and guides, and operating manuals</p> <p>MSHA training modules, company safety rules, MSDSs used at the mine or other</p>	<p>Oral response and observation Correct job performance</p> <p>Observation of job performance</p> <p>Oral and/or written questions.</p>
L-5	15-30 minutes	<p>STATUTORY RIGHTS OF MINERS AND REPRESENTATIVES</p> <p><i>Note: Must be done before miner begins work. First Day.</i></p>	<p>Employees will identify their rights under Mine Safety & Health Act of 1977 and 30 CFR</p>	<p>Lecture and discussion</p>	<p>May include handout material.</p>	<p>Oral review and discussion.</p>

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-6	15-30 minutes	LINE OF AUTHORITY AND RESPONSIBILITIES OF SUPERVISORS AND MINERS AND THEIR REPRESENTATIVES. <i>Note: Must be done before miner begins work. First day.</i>	Employee will be able to explain MSHA's role and responsibility, personal responsibility of every employee including supervisors, and who has responsibility and authority to correct hazards.	Lecture and discussion.	May include: Handouts Visuals	Oral review and discussion.
L-7	15-30 minutes	RULES AND PROCEDURES FOR REPORTING HAZARDS <i>Note: Must be done before miner begins work. First day.</i>	Employee will be able to explain steps to get issues addressed and what to do if corrective action is not taken.	Lecture and discussion	May include handouts and visual aids	Oral response
L-8	30 min- 1 Hr.	USE, CARE AND MAINTENANCE OF RESPIRATORY DEVICES <i>Note: Must be completed within 60 days, will be done on the first day.</i>	Employee will demonstrate how to select, use, care, and maintain respirators. Employee will explain limitations of respirators. Employee will identify respiratory hazards and precautions.	Lecture and discussion Demonstration using respiratory devices	Visuals and handouts Respiratory devices	Oral response Demonstration
L-9	1 hr- 8 Hrs.	FIRST AID METHODS <i>Note: Must be completed within 60 days.</i>	Employee will explain basic life saving methods, steps to protect from bloodborne pathogens, emergency response plan, where equipment is located, how to control the situation.	Lecture and demonstration Discussion Visual aids	Handouts Audio visuals	Oral response Demonstration Observation

Note: HAZCOM TRAINING WILL BE PROVIDED WHEN A NEW CHEMICAL HAZARD IS INTRODUCED INTO A MINERS WORK AREA AND WHEN AN EXISTING CHEMICAL IS FOUND TO POSSESS A NEW HAZARD.

TRAINING PLAN -- NEWLY EMPLOYED EXPERIENCED MINER

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-1	30 min to 2 Hrs.	INTRODUCTION TO THE WORK ENVIRONMENT <i>Note: Must be done before miner begins work. First day.</i>	Employee will identify potential hazards in drilling, blasting, hauling, crushing, conveying, and stockpiling. Employee will demonstrate knowledge of plant layout, traffic patterns, PPE requirements, and important safety and health issues in all active work areas.	May include lecture and discussion, visual aids plus walk around	May include audio visuals, handouts, safety manual, work rules	Oral response
L-2	30 min to 2 Hrs.	RECOGNITION AND AVOIDANCE OF HAZARDS PROTECTIVE MEASURES A MINER CAN TAKE AGAINST HAZARD CHEMICALS <i>Note: Must be done before miner begins work. First day.</i>	Employee will identify potential hazards in the quarry environment including electrical hazards, machinery hazards, fall hazards, engulfment hazards, hazardous energy, confined spaces, materials handling, water hazards, ground control hazards. Training will address typical accidents and best practices. and will teach hazard recognition specific to tasks to be assigned.	May include lecture and discussion, visual aids plus walk around	May include: Overheads Slides Handouts Hazard Assessment Videos Lockout devices Protective equipment, copies of MSDSs used at the mine.	May include oral response, written tests, or demonstration and observation.
L-3	15 min.- 30 minutes	EMERGENCY MEDICAL PROCEDURES, ESCAPE AND EMERGENCY EVACUATION PLANS AND INSTRUCTION ON THE FIRE WARNING SIGNALS AND FIRE FIGHTING PROCEDURES CONTENCTS OF THE MINE'S HAZCOM PROGRAM <i>Note: Must be done before miner begins work. First day.</i>	Employee will be able to explain proper emergency evacuation procedures and alarms; explain how to select, use and maintain fire-fighting equipment; identify fire and explosion hazards; identify steps to prevent fire and explosion.	May include lecture and discussion, visual aids plus demonstration	May include audio visuals fire extinguishers, safe practice procedures or site specific emergency plans Company policy, information on where to find HazCom information.	May include oral response, written tests, or demonstration and observation.

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-4	30 min. - 1 hr.	INSTRUCTION IN HAZARD RECOGNITION OF ASSIGNED TASKS AND PERFORMANCE EVALUATION OF TASKS PREVIOUSLY PERFORMED TO DETERMINE IF ADDITIONAL TRAINING SPECIFIC TO THE TASKS IS NEEDED. INFORMATION ABOUT THE PHYSICAL AND HEALTH HAZARDS OF CHEMICALS IN THE MINER'S WORK AREA <i>NOTE: This must be done before conducting the instruction and practice under the close observation of a competent person</i>	Employee will be able to identify the safety and health hazards of assigned tasks and how to avoid them before actually performing the tasks. Employee will demonstrate that he or she can safely perform assigned duties.	May include review and discussion or show and tell approach. On the job observation by a competent person.	May include Job Hazard Analysis, MSDS's, checklists, job training books and guides, operating manuals MSHA training modules, company safety rules, MSDSs used at the mine.	May include oral response, written tests, demonstration and observation. On the job performance evaluation.
L-5	15 min.- 30 minutes	STATUTORY RIGHTS OF MINERS AND REPRESENTATIVES <i>Note: Must be done before miner begins work. First day.</i>	Employees will identify their rights under the Mine Safety & Health Act of 1977 and 30 CFR	May include lecture, discussion and classroom exercises.	May include handouts or visuals.	Oral review and discussion.
L-6	15 min.- 30 minutes	LINE OF AUTHORITY AND RESPONSIBILITIES OF SUPERVISORS AND MINERS AND THEIR REPRESENTATIVES. <i>Note: Must be done before miner begins work. First day.</i>	Employee will explain MSHA's role and responsibility, personal responsibility of every employee including supervisors, who has responsibility and authority to do what in reporting and correcting hazards.	May include lecture, discussion and classroom exercises.	May include handouts or visuals	Oral review and discussion.
L-7	15 min.- 30 minutes	RULES AND PROCEDURES FOR REPORTING HAZARDS <i>Note: Must be done before miner begins work. First day.</i>	Employee will explain steps to get issues addressed and what to do if corrective action is not taken.	May include lecture and discussion.	May include handouts and visual aids	Oral response

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-8	30 min. - 1 hr.	USE, CARE AND MAINTENANCE OF RESPIRATORY DEVICES <i>Note: Must be completed within 60 day suggest on the first day.</i>	Demonstrate/explain how to select, use, care, and maintain respirators. Employee will explain limitations of respirators. Employee will identify respiratory hazards and precautions.	May include lecture and discussion or practical demonstration using respiratory devices	May include visuals and handouts or respiratory devices.	Oral response Demonstration

**TRAINING PLAN -- ANNUAL REFRESHER TRAINING
8 HOURS IS REQUIRED**

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-1	15 min.- 30 minutes	TRANSPORTATION AND COMMUNICATIONS TO INCLUDE TRAFFIC PATTERNS AND CONTROLS	Employee will demonstrate/explain safe procedures for entering or leaving plant and traveling pit or plant roads; communication system.	May include lecture, discussion, or practical Demonstration	May include audio visuals, or written material	Oral response
L-2	30 Min. - 1 Hr.	INSTRUCTION ON CHANGES AT MINE THAT COULD ADVERSELY AFFECT HEALTH OR SAFETY	Employee will be able to explain any changes affecting safety and health and appropriate safeguards.	May include lecture and discussion, or show and tell approach.	May include handouts, slides, overheads or other visuals.	May include written test, oral response, actual hazard identification.
L-2	30 Min. - 1 Hr.	GROUND CONTROL, WORKING IN AREAS OF HIGHWALLS, WATER HAZARDS, PITS AND SPOIL BANKS	Employee will review and identify pit and plant ground hazards; safe work procedures; water hazards.	May include lecture, discussion or practical Demonstration	May include audiovisuals or written materials.	Oral response
L-2	30 Min.- 2 Hrs.	PREVENTION OF ACCIDENTS TO INCLUDE ILLUMINATION AND NIGHT WORK, ELECTRICAL HAZARDS, MAINTENANCE AND REPAIR, MATERIALS HANDLING, FALL PREVENTION, MOVING MACHINERY, MOBILE EQUIPMENT, CRUSHERS, CONVEYORS, DREDGES, MANDATORY HEALTH AND SAFETY STANDARDS AND A REVIEW OF ACCIDENT TRENDS.	Employee will identify hazards common to quarry and safe procedures to reduce accidents.	May include lecture, Discussion, or practical demonstration.	May include: Audio visuals CFR Title 30, Safety Manual Handouts, Job Hazard Analysis, Hazard Assessment, and MSDS's.	May include oral response or practical demonstration
L-3	15-30 minutes	EMERGENCY MEDICAL PROCEDURES , EVACUATION AND FIRE FIGHTING	Employee will identify correct procedures in event of serious injury, fire or other emergency.	May include lecture, discussion or demonstration	May include audio visuals, written emergency plans, table top exercise	May include oral response, performance in a mock exercise

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
L-8	30 Min.- 1 Hr.	HEALTH AND USE, CARE AND MAINTENANCE OF RESPIRATORY DEVICES	Demonstrate/explain how to select, use, care, and maintain respirators. Employee will explain limitations of respirators. Employee will identify respiratory hazards and precautions.	May include lecture and discussion or practical demonstration using respiratory devices	May include visuals and handouts or respiratory devices.	May include oral response or practical demonstration
L-9	30 Min.- 2 Hrs.	REVIEW OF FIRST AID PROCEDURE		May include lecture, discussion, demonstration, visual aids	May include: Audio visuals, CFR Title 30, Safety Manual, MSDS's, Job Hazard Analysis, Handouts, etc.	Oral response

**TRAINING PLAN - NEW TASK TRAINING FOR REASSIGNED EMPLOYEES
PART 46**

Lesson	Est. Hrs	Subject	Objectives	Teaching Methods	Course Material	Evaluation Method
N/A		<p>HAZARD RECOGNITION TRAINING SPECIFIC TO THE TASKS TO BE ASSIGNED</p> <p>CONTENT OF THE MINE'S HAZCOM PROGRAM</p> <p>INFORMATION ABOUT THE PHYSICAL AND HEALTH HAZARDS OF CHEMICALS IN THE MINER'S WORK AREA</p> <p><i>NOTE: This must be done before conducting the instruction and practice under the close observation of a competent person.</i></p>	Employee will be able to explain the safety and health hazards of assigned tasks and how to avoid them before actually performing the tasks.	May include lecture, discussion, practical demonstration, or show and tell at work sites	<p>Job Hazard Analysis; MSDS's, and Handouts</p> <p>Company policy, information on where to find HazCom information.</p>	Oral response and observation
N/A		<p>SUPERVISED PRACTICE IN HEALTH AND SAFETY ASPECTS OF THE TASKS ASSIGNED</p> <p>PROTECTIVE MEASURES A MINER CAN TAKE AGAINST HAZARDOUS CHEMICALS</p>	Employee will demonstrate correct job performance and perform tasks in accordance with the safety and health standards outlined in the training.	On the job training, observation, correction, and practice	<p>May include checklists, job training books and guides, and operating manuals</p> <p>Protective equipment, copies of MSDSs used at the mine.</p>	<p>Observation of job performance.</p> <p>Correct job performance</p>

Note: List all tasks and time required for training.

**TRAINING PLAN - SITE SPECIFIC HAZARD TRAINING
PART 46**

PERSONS TO RECEIVE TRAINING	TEACHING OR INSTRUCTIONAL METHODS	TRAINING MATERIALS	EVALUATION METHODS
VENDORS, VISITORS, OFFICE STAFF OR OTHER SUPPORT PERSONNEL	Use signage, hazard training handouts or accompany these visitors with an experienced miner to show, explain and inform of site specific hazards,safety and health requirements and HazCom training .	Signs Handouts, other printed material company MSDSs	Oral response and observation while on site.
CUSTOMER TRUCK DRIVERS	Signs or hazard training handouts or verbal instructions.	Signs Handouts and other printed material	Oral response
MAINTENANCE OR SERVICE WORKERS	Signs, verbal instructions or accompanied by experienced miner.	Signs Handouts and other printed material	Oral response
CONSTRUCTION WORKERS OR EMPLOYEES OF INDEPENDENT CONTRACTORS	Site specific hazard training information will be given to contractors who will be responsible for conducting the training and verifying that it has been done.	Handouts and printed hazard information.	Safety performance at site.