

U.S. Department of Labor

Mine Safety and Health Administration

MSHA's Small Mine Office—Serving the small mines in America



Week 1

Location: _____ Supervisor: _____ Date: _____

Our Safety & Health Goals

- Provide a work place where Safety and Health hazards do not exist and take appropriate action to identify and correct all hazards.
- Include all employees in the development of the Safety and Health programs.
- Observe as minimum requirements, all State and Federal Regulations regarding workplace safety & Health.
- Maintain equipment and facilities.
- Use appropriate personal protective equipment.
- Train all employees concerning workplace hazards and the need to work safely and follow established work practices.
- Promptly report all accidents or injuries, regardless how minor they appear.
- Encourage communications and suggestions on all safety and health matters.

Attendees:

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Employee Comments:

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Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 2

Location: _____ Supervisor: _____ Date: _____

1) **Hard Hats**

- Prevents head injuries
- Should be worn at all times (gate to gate)
- Ask the miners if his or her hard hat has ever prevented an injury.

2) **Eye Protection**

- Should be kept on your face at all times.
- Use appropriate goggles or face shields when grinding, chipping, welding, cutting etc.
- Should have side shields.

3) **Protective Footwear**

- Keep soles free from grease and oil.
- Should be ankle high or higher.
- Wear rubber boots in extremely wet conditions.

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Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 3

Location: _____ Supervisor: _____ Date: _____

1. Speed Limits

- Observe all posted speed limits on entrance and haulage roads
- Report speeders. Don't wait until someone gets hurt.
- If needed lower your speed to adjust for weather and road conditions.

2. Mobile Equipment

- Inspect unit for safety defects before operating it. Conduct "PreOP" exams and complete the "Daily Operator's Report" every shift.
- Always wear your seatbelt
- Do not operate if unit is in unsafe condition

3. Riders

- Never allow anyone to ride on the side of your equipment
- Don't transport people in the front-end loader buckets or allow anyone to perform work from an unsupported bucket.

Attendees:

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Employee Comment

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Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 4

Location: _____ Supervisor: _____ Date: _____

1. Lock Out/Tagout Procedures

- Cut off power at main disconnect
- Each person should secure with their lock on proper disconnect and tag
- Try start button before beginning work

2. Safety Belts in Vehicles

- Company rule and MSHA regulation
- Tell your supervisor if the belt is broken or doesn't work properly
- All mobile equipment operators should wear their seat belt at all times - You should wear them in your car or truck

3. Guardrails, Handrails, & Steps

- Report broken railing, guardrails, or steps
- When broken take temporary precautions: post warning signs, use rope or chain, fall protection (safety harness or lanyard).
- Repair or replace broken railing guardrail, and steps ASAP

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Employee Comment

U.S. Department of Labor

Mine Safety and Health Administration



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Week 5

Location: _____ Supervisor: _____ Date: _____

1. Heat Exhaustion

- Drink plenty of fluids when working in hot weather
- Occurs when your body is depleted of fluids
- Symptoms are dizziness, nausea, and feeling weak
- Wear light colored clothing on hot sunny days to aid in keeping cool

2. Housekeeping

- Put Trash in proper receptacles (with lids)
- Clean up grease and spills.
- Keep your equipment cabs free from trash, bottles and debris that can create a hazard

3. Overhead Power Lines

- Keep all equipment at least 10 feet away from power lines
- Inspect the route you must travel and ensure clearance is adequate
- “Mark the Lines” and provide signs warning drivers of the existence of power lines

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Mine Safety and Health Administration



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Week 6

Location: _____ Supervisor: _____ Date: _____

1. Guards

- Lockout/Tagout the equipment when repairing guards.
- After repair or maintenance, replace guards before restarting machinery or equipment.
- Report broken or inadequate guards.

2. Lifting

- Get help when lifting or moving heavy objects
- Wear and properly cinch your back support belt when lifting
- When lifting spread your feet, use your legs, keep back straight and bring object close to your body.

3. Report Injuries

- All injuries, regardless of how minor, should be reported to your supervisor.
- We want to provide immediate medical attention for you.
- Remember some accidents and injuries are reportable to MSHA and Workers Compensation.

Attendees:

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 7

Location: _____ Supervisor: _____ Date: _____

1) Teamwork

- Talk with co-workers to prevent injury
- Tell co-workers if you see them working where a hazard exists.
- Help another co-worker if you see that the job is too big.

2) Hearing Protection

- Demonstrate the proper way to insert earplugs or wear earmuffs, if applicable
- If you cannot talk to someone in a normal voice, you are probably in a noisy location that requires hearing protection

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 8

Location: _____ Supervisor: _____ Date: _____

1) **Attitude**

- Attitude is the feelings or moods you are experiencing
- Be very focused on how you are performing your job especially during times when you may be experiencing personal problems. Be very cautious when working during emotional times (i.e., Death in the family, divorce, etc.)
- Be alert to surrounding conditions and notify your supervisor if you identify any possible hazards

2) **Respirators**

- Use whenever conditions warrant; when in doubt - wear them
- Make sure of proper fit – Perform positive and negative pressure check before each use—not required for paper throw away respirators
- Use the appropriate type for the conditions.

3) **Skin Rashes**

- Can occur from contacting chemicals, lubricants or from dust clogging the skin pores
- Protective clothing along with cleaning with soap and water may prevent skin rashes
- Report any skin condition to your supervisor

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 9

Location: _____ Supervisor: _____ Date: _____

- 1) **Fall Hazards**
 - Keep walkways clear
 - Cover and/or guard floor opening
 - Ensure safety harness and lanyard are provided and worn when there is danger of falling or when working in high unguarded areas

- 2) **Safe Work Procedures**
 - Discuss the proper procedures to complete the task before starting
 - Explain the difference between unsafe acts and unsafe conditions
 - Ensure the proper tools and equipment are available and used

- 3) **Short Cuts**
 - Don't really save you time in the long run.
 - Protect your fellow worker by pointing out unsafe work practices
 - Ladders, powered manlifts or work platforms, and steps should be used to provide safe access when and where needed
 - Taking risks to save a few minutes and a little extra effort can result in a lifetime of pain and misery.

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 10

Location: _____ Supervisor: _____ Date: _____

1) **Flammable Liquids**

- Flammable liquid vapors can explode when exposed to heat or flames
- Store flammable liquids in proper containers
- Observe no smoking signs

2) **Fire Extinguishers**

- Only use on small fires
- Aim at the base of the fire and use a sweeping motion
- Never block your way of escape when fighting a fire
- Always use the proper type of extinguisher for the fire you are fighting.

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U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 11

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Pry Bars

- Never use screwdrivers as pry bars
- DO NOT** strike pry bars with hammers or other tools
- Be prepared for pry bars to slip; position yourself, so that you maintain balance.
- Never use a pry bar as a handle for a come-along, use the proper tool for the job.

2) Personal Safety

- Finger rings should be removed while working
- Long hair should be secured under hard hat to prevent entanglement with moving machinery
- Personal items such as clothing, watches, necklaces, earrings, etc. must not create an entanglement hazard to wearer around moving machinery

3) Hand Safety

- Wear appropriate gloves whenever handling wire, rope, cable, other sharp or hot objects, toxic chemicals, and when welding
- Use hand lotion to protect the skin if working with chemicals
- Watch where you place your hands
- Metacarpal gloves can provide added hand protection

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 12

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Compressed Airlines

- Always “bleed” air from cylinders and tanks before beginning repairs
- Never place your finger over a small hole in an airline. The pressure could puncture your skin
- Do not direct compressed air at yourself or another person
- Use safety lashing at connection between hose and tool and at all connections

2) Clothing

- Do not wear loose or torn clothing that could become entangled in moving machinery
- Wear the proper Personal Protective Equipment (PPE) when cutting or welding
- Keep clothing free of oil and grease when cutting or welding
- Wear leg straps to secure pant cuffs

3) Personal Protective Equipment - Hearing

- Use earplugs or other appropriate hearing protection in designated areas
- Know how to insert earplugs to gain the maximum benefit – one size does not fit all
- Keep earplugs or hearing protecting clean to prevent an ear infection – do not reuse disposable earplugs

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 13

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Handrails and Steps**

- Always use handrails when traveling up or down steps or stairways
- Inspect handrails and steps periodically and report any defects
- Report all areas where handrails and steps are needed to prevent falls and flag or barricade these areas

2) **Oxygen-Acetylene Torch Safety**

- Make sure torches are equipped with flow check gauges
- Repair hoses and torches promptly when damaged and do not use if defective
- Always secure tanks in an upright position and keep dirt from entering the valves
- Place protective cover over valves/regulators when transporting portable torch units
- Keep valves, hoses, and fittings free of oil and grease
- Only use the oxygen tank for its' intended purpose, do not use to inflate tires

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U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 14

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Safety Lines

- Safety harness must be worn and attached to safety lines *wherever* a fall hazard exists
- Safety lines and harnesses must be kept clean and in good repair
- Safety lines must be securely attached
- Safety harnesses have to be adjusted to the individual
- Know how to wear your harness properly!

2) Crane Safety

- Make sure the item lifted is within the load chart capabilities
- Make sure outriggers are fully extended and pads are attached before attempting any lift
- Make a walk around inspection of crane *before* use and report any defects
- Use proper hand signals and develop hand signals for special lifting applications.
- Only one person signals the crane operator but everyone can signal a stop

3) Personal Protective Equipment- Eye Protection

- Safety glasses should be worn in all work areas at all times
- Safety glasses should be equipped with side shields
- Safety glasses that are manufactured according to ANSI Z87 standards or other suitable eye protection should be worn
- Safety glasses that double as sunglasses can help reduce glare on sunny days

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 15

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Removing Bucket Teeth**
 - DO NOT strike teeth with hammer. Use appropriate tool to drive out pins and teeth
 - Use good lifting techniques when removing and installing teeth
 - Be alert to flying metal when striking hardened steel - wear safety goggles
 - Properly support the bucket and position yourself so that teeth do not fall on your feet

- 2) **Personal Conduct**
 - Horseplay is not acceptable in work areas
 - Treat fellow employees with respect
 - Practice good housekeeping in your work area

- 3) **Storage Areas**
 - Keep areas free from trash and debris
 - Clearly label all containers
 - Keep storage area neat and organized

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U.S. Department of Labor

Mine Safety and Health Administration



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Week 16

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Operator Fitness**

- DO NOT report to work under the influence of drugs or alcohol
- If you are taking medication (e.g. cold or flu), for your safety and your co-workers, please inform your supervisor
- Bring a good positive mental attitude to work – leave personal problems at home
- Get plenty of rest between work shifts
- Stay in shape, strengthen your back to avoid injury, use proper lifting techniques

2) **Cleaning with Water or Fire Hoses**

- Grip hose firmly and turn on pressure gradually
- Never aim water nozzle up or down stairs, with a hose under pressure, or at a person
- Do not travel up or down stairs with a hose under pressure
- Use two people to handle unwieldy high pressure hoses
- Do not hose electrical equipment

3) **Safe Access**

- Always use designated walkways, platforms, ladders, or manlifts when servicing or inspecting equipment
- Use a manlift and/or safety harness/belt when required to work outside of walkways
- Use approved ladders, always secure them or have someone stabilize them
- Never stand on handrails

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U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 17

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Conveyor Safety

- Make sure emergency stop cords, if required, are in place and functioning properly
- Give your eyes a chance to adjust to light when entering or leaving a conveyor tunnel
- Be alert to pinch points and places that may entangle loose clothing
- Keep head and tail pulleys clean and lubricated
- Do not try to work on a moving conveyor belt
- Always “Lock-out and Tag-out” before repairing, maintaining, cleaning conveyor equipment
- Use designated cross-overs and guarded return side areas when crossing over or under conveyor belts
- Replace and secure all conveyor guarding after performing repair or maintenance

2) Using a Shovel

- Keep shovel in front of you and step firmly with foot – don't jump on shovel
- Place your hands low on the handle – use your legs and avoid twisting
- Be alert to pinch points and obstructions while working in close quarters
- Shovel in the direction the belt is moving and use a shovel without a D-handle

3) Pump Safety

- Never perform maintenance without first locking out and tagging out the power
- Make certain slurry and sealing lines are depressurized before beginning repairs
- Never direct water spray directly on electric motor or at other persons
- Use appropriate pump monitoring equipment to prevent explosions should inlets/discharge become plugged

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U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 18

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Hydraulic Systems

- Check hoses for signs of weakness or cracks and before using equipment
- Check flow diagram to be certain the system is depressurized before attempting repairs
- Be aware of heat buildup in system and allow cooling before beginning repair or maintenance
- Clean up any hydraulic oil spill after finishing repair job
- Squeeze or flex flexible lines to check for pressure before loosening fitting
- Use “whip-checks” to mount and properly secure hydraulic lines to equipment to prevent injuries from whipping or flailing hoses or hydraulic lines

2) Tag Out Mobile Equipment Not In Service

- Write name, date and problem on tag and post it on the mobile equipment
- When parking “out of service mobile equipment” use wheel chocks, parking trenches or berms to prevent equipment from rolling and park equipment out of travel ways
- Properly communicate equipment location and problem to foreman and maintenance personnel

3) Label Containers

- Know the location of MSDS sheets and check them for safe use, handling, and transport
- Identify contents of each container and label them
- Know emergency first aid procedures for spills of hazardous material
- Report spills of hazardous material to your supervisor

Attendees:

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U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 19

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Handrails and Walkways**

- Use established walkways to go over or under conveyors
- Use handrails when climbing
- Keep walkways free of spillage and clutter
- Never climb over handrails
- Walk do not run

2) **Drugs and Alcohol**

- Illegal drugs are not permitted to be consumed on the job
- You endanger your co-workers if you report to work under the influence
- Let your supervisor know if you are taking any prescription or over the counter medicine, they may affect your ability to operate equipment or work safely

3) **Radios and Cassettes**

- Be careful that the audio device does not prevent you from being alert to your surroundings

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 20

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Stockpile and Highwall Safety**
 - Be aware of overhanging material when loading from stockpiles and highwalls
 - Stay back from edge and build a berm
 - Stay clear of draw points above surge tunnels
 - Always scale the highwall back
 - Never place yourself between the equipment and the stockpile or highwall

- 2) **Housekeeping**
 - Applies to all work areas, mobile equipment, and lunch room
 - Empty trash containers, as needed, in your work area. Take pride in the appearance of your equipment and workplace.
 - Clean up spills immediately and report spillage problems

- 3) **Driving Safety – Backing Up**
 - Park vehicles so as to avoid backing whenever possible
 - Always observe area to insure no one is walking or parked behind you and blow vehicle horn before backing up
 - Keep mirrors and windows clean
 - Listen for backup alarms on other equipment, report defective alarms
 - Make your walk-around examination, before getting into equipment and starting up

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 21

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Avoid Hand Tool Injuries**
 - Use the right tool for the job
 - Keep tools in good working condition and return them to their proper storage place
 - Always use hand tools in the way they were intended

- 2) **Personal Protective Equipment**
 - Back support belts should be worn when lifting
 - Cinch side straps when preparing to lift
 - Back support belts are no substitute for proper lifting techniques

- 3) **Life Jackets or Work Vests**
 - Must always be worn when there is a danger of falling into the water. Includes docks, dredge decks, pump platforms, tugs and barges
 - Inspect periodically
 - Replace when torn or defective

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 22

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Help Reduce Injury to Others

- Set an example of always working safely
- Be responsible for your co-workers safety as well as your own
- Be willing to go above and beyond the call of duty for safety's sake
- Safety is everyone's responsibility
- Keep machine guards in place
- Encourage co-workers to follow proper safety guidelines

2) Portable Electric Tools

- Check for defects such as missing ground pins, cracked case or cord, etc.
- Famous last words – “110 Volts can't kill you”. Don't believe it. It can and has.
- Have an electrician make electrical repairs to powered hand tools

3) Floor Openings

- Cover floor openings with substantial material and secure it in place
- Use fall protection when working near floor openings
- Install guardrails or handrails around openings.
- Keep clearly marked barricades in place, if openings are not covered or protected by railings.

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Employees Comment:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 23

Location: _____ Supervisor: _____
Date: _____ Time: _____ Duration: _____

1) Report Unsafe Conditions

- Report unsafe conditions to your supervisor and advise your co-workers of the them
- Mark, light, flag, rope-off, or barricade all unsafe areas or equipment
- Immediately communicate unsafe conditions to all co-workers
- Open communications is key to safety
- Ask employees if there are any unreported unsafe conditions in the work area

2) Belt Conveyors

- Does the pre-start alarm work?
- Are all guards in place?
- Are all emergency stop cords, if required, operating properly?
- Be cautious of ALL pulleys and idlers
- Check and inspect operation of speed switch units
- Only cross over or under a moving conveyor at a crossing constructed for that purpose

3) Welding

- Avoid electrocution when welding by using proper personal protective equipment
- Wear rubber soled shoes and insulate yourself from the work piece and ground
- Wear dry insulated gloves, apron, shield and safety glasses?
- Avoid electric welding in damp, wet conditions
- Heavy perspiration will increase your chance of electrocution
- Do not wrap welding cable around your body
- Maintain equipment, don't use damaged, undersized, or improperly spliced cables
- Is all flammable material cleared from the welding area? Do you need a fire watch?
- Are welding curtains being used in a crowded work area?
- Is there proper ventilation? Welding must be done in a well ventilated area.

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 24

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Dress the Part- “Let’s get it on”**
 - Wear your Personal Protective Equipment where needed
 - Don’t wear loose fitting clothing
 - Gloves should be worn when handling rough or sharp objects

- 2) **Chain Hoists and Come-Alongs**
 - Never exceed the Work Load Limit.
 - Match components properly.
 - DO NOT work or walk under a raised load.
 - Avoid impact, jerking, or swinging of loads
 - Inspect equipment at every use and remove from service when damaged.

- 3) **First Aid - Infections**
 - For small cuts, abrasions or scratches: clean with soap and water, and cover with clean bandage
 - Medical treatment may be necessary if there is any foreign matter in the wound or there are any signs of infection
 - Report all injuries regardless of how minor they may seem

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 25

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Falls From Equipment

- Falls are one of the most frequent causes of injury for operators, oilers, and mechanics
- Oil, grease, mud, tools and parts should be removed from the walkways of equipment
- Keep oil, grease and mud from the soles of your shoes
- Use three points of contact when climbing up and down ladders
- Don't carry tools or supplies up or down ladders – hoist them

2) Circle of Life

- Check completely around equipment before moving it
- The size of your equipment creates a greater risk while backing-up
- Check your backup alarm every day

3) Safety Harness

- Use when entering bins, hoppers, tanks, etc., after power has been lockout/tagout.
- Inspect the harness frequently for wear and tear
- Always have another person attending your lifeline when entering bins, hoppers, and tanks

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration

MSHA's Small Mine Office—Serving the small mines in America



Week 26

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Heat Exhaustion

- ❑ Caused by loss of water through sweating without adequate fluid replacement. It is the most common heat related illness.
- ❑ **Signs and symptoms:** Heavy (excessive) sweating with skin feeling cool and clammy or moist, pale, gray or flushed looking, headache, weakness, dizziness, nausea.
- ❑ **Treatment:** Move the victim to a cool or shady area. Loosen or remove sweat soaked clothing. Pour water on and fan victim. If conscious slowly drink 4 oz cool water every 15 minutes. Elevate legs. If possible, avoid strenuous activity for the remainder of the day. Monitor the victim until the symptoms are gone, or medical aid arrives.

2) Heat Stroke

- ❑ If heat exhaustion is ignored this is what may happen. Heatstroke must be considered a medical emergency that may result in death if treatment is delayed.
- ❑ **Signs/Symptoms:** It is caused by failure of the body's cooling mechanisms. Inadequate sweating is a factor. Skin is red (flushed), hot and dry, changes in consciousness, rapid weak pulse and rapid shallow breathing, may experience weakness, dizziness, confusion, headaches seizures, nausea.
- ❑ **Treatment.** Cool victim immediately. Loosen or remove victims clothing. Spray or pour water on victim; fan to permit a coolant effect of evaporation. Massage extremities and skin which increases the blood flow to those body areas, thus aiding the cooling process. Elevate legs. Slowly drink water if conscious.

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 27

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Personal Conduct**

- "Horseplay" is not permitted on the job
- Walk, do not run, on the job
- Firearms are not permitted on the work site
- Let your supervisor know when you are not 100% - sick, on prescriptions, or over the counter medications

2) **Operating Service Pickup Trucks**

- Drive defensively and never drive directly behind large equipment without the operator's knowledge – Make eye contact with the operator
- Always alert large haulage vehicles of your presence in the area
- Do not drive under crane booms or suspended loads
- Never leave a vehicle running and unattended

3) **Fire Prevention and Control**

- NO SMOKING signs shall be strictly obeyed
- Gasoline will not be used as a cleaning agent
- All fire fighting equipment shall be conspicuously located
- Keep equipment clean, clean up all trash, and any oil spills immediately

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 28

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Lightning Precautions**

- Stay inside buildings or vehicle during a lightning storm
- Stay away from fences and metal pipelines that are not grounded
- Stay away from trees or high structures and seek low ground if shelter is not available

2) **Crane Operations**

- Respond to standard crane signals from only one person, but a “STOP” signal from anyone
- Never swing a load over vehicles or personnel
- Use tag lines to guide loads when needed

3) **Mobile Equipment**

- Never leave equipment unattended while bucket, blade or other attachments are suspended in the air
- Block beds, buckets, forklifts, etc. against movement when necessary to inspect or repair the equipment in the raised position
- Make sure you have eye to eye contact with the equipment operator before mounting the equipment

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 29

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Containers

- Containers should have their contents clearly marked
- Know the correct way to dispose of materials in your area
- Know the first aid procedures for chemicals in your area
- Know the location of MSDS sheets and use them

2) Backing Equipment

- If driving, know where your co-workers are at all times
Don't go into an area where equipment is backing-up
- Make eye contact with the operators of large equipment before entering their area of operations
- Don't park service vehicles or your private vehicle behind large equipment. Park in designated parking areas only

3) Lifting Procedures

- Always use a back support belt when lifting
- Keep back straight, feet shoulder width apart and bend at the knees
- Get help when needed

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 30

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) **Working in Hot Weather**

- Drink plenty of water
- If you feel faint or light headed, sit down in a cool/shady area and drink water
- Wear clothing that “breathes” and allows moisture to evaporate

2) **Electrical Safety**

- Never work on machinery without locking out and tagging out the power source
- Don't go into electrical switchgear. That's a job for the electrician
- Replace damaged extension and damaged drop light cords

3) **Take a Few Minutes for Safety-General Safety Precautions**

- Always take a little time to assess the task at hand and evaluate potential hazards
- Think Before You Act – STOP, SCAN, PLAN
- Always look where you are walking and be aware of your surroundings
- Never walk under a suspended load
- If you see a hazard, alert your supervisor and barricade area
- Always get the proper tools for the job! Before beginning the job, reference maintenance and operating manuals
- Always wear Personal Protective Equipment

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 31

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

- 1) **Oxygen – Acetylene Cutting Torches**
 - Keep your torch in good condition and free of oil and grease
 - Repair damaged hoses immediately with correct fittings and crimping tools
 - Do not leave your torch unattended

- 2) **Compressed Gases**
 - Never transport oxygen or acetylene bottles laying on their side
 - Firmly secure bottles in an upright position with protective cap in place
 - Protect bottles and valves from being struck by foreign objects

- 2) **Eye Protection**
 - Face shields or goggles must be worn when operating a grinder
 - Safety glasses should be worn in all working areas
 - Welding shields must be kept clean and free of defects

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 32

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Drills

- Use lubricating oil when drilling large holes
- Keep drill bits sharp and in good repair
- Make sure the drill has a ground pin on power cord

2) Grinders

- Maintain proper gap between tool rest and grinding wheel (1/8")
- Use goggles or face shield when grinding
- Turn grinder off when not in use

3) Welding Accessories

- Keep welding hood and glasses clean and in good working order
- Always use gloves when welding or cutting
- Always use an approved striker

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 33

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Welding Courtesy**
 - Use screens to shield people from welding arc
 - Collect used “butts” of electrodes for proper disposal
 - Practice good housekeeping and clear area after completing your work

- 2) **Oxygen – Acetylene Cutting Torches**
 - Always close the fuel and oxygen valves when not in use
 - Turn off regulators if tank valves have been closed
 - Repair any hose leak immediately and discard those hoses that are in poor condition. Use correct wrenches when installing or removing regulators

- 3) **Jump Starting Batteries**
 - Always use approved jumper cables
 - Correctly connect positive and negative terminals
 - Make the last connection for the dead battery by placing negative cable to engine frame, away from battery to avoid possible explosion
 - Remove all flammable material, including cleaners and solvents, from the area before jumping

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 34

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Hand Tools

- Never use broken tools
- Never use a screwdriver as a punch or chisel
- Keep tools clean for each use
- Use the proper tool for the job
- Never cut towards yourself with a knife

2) Chains and Come-Alongs

- Inspect come-alongs for damage and repair as often as necessary
- Never use a handle not designed for a come-along
- Be aware of rated capacities, don't overload

3) Teamwork

- Your co-worker deserves respect and courtesy
- When you see someone lifting a heavy object, give them help
- Think of the other person's safety

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 35

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) **Accidents Don't Just Happen**

- Check the work area for hazards before starting your job
- Check your equipment for any defects
- Keep your local radio communication in good working order

2) **Attitude**

- Have a good attitude when following directions
- Keep a good attitude when things don't go your way
- Demonstrate a positive, courteous, and respectful attitude when talking to your co-workers, supervisors, or those you supervise

3) **Eyes**

- To people this is their most precious possession
- How sensitive and vulnerable they are
- Protect them at all times – wear your safety glasses
- Try using tinted safety glasses and sun visors to block out glare
- Use screens around welding areas to prevent flash burns to the eyes

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 36

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Injuries

- Report all accidents to your supervisor
- Treat injuries immediately to avoid infection
- Get help when needed

2) Stay Alert

- Note areas where spillage could occur and avoid these areas when the plant is operating
- Stay alert for backup alarms and note when one in your work area is not functioning and bring it to your supervisors attention
- Listen for changes in noise level that could signal a change in the operation of plant equipment

3) Look Where You Are Walking

- Let your eyes scan above and ahead as well as down when walking in plant area to be alert for spillage or low headroom conditions
- Avoid walking backwards
- Keep walkways free of tools, supplies and spillage so as to avoid tripping hazards
- Walk where there are established walkways. Do not walk on makeshift skylights, weak metal, or unfinished construction

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 37

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) **Ladders**

- Ladders should be secured at the top when needed
- Should be long enough to extend at least 3 feet above the landing
- Remove broken ladders from service
- Climb with both hands – hoist material and supplies

2) **Berms**

- Must be as high as the axle of the largest piece of mobile equipment traveling the roadway
- Report any section of elevated roadway that is not bermed
- Whenever haulage trucks dump on stockpiles a berm must be provided on the ramp and edges of stockpile

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 38

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Striking Tools

- Use the proper tools for the job, i.e. never use screwdriver as a chisel
- Keep face of tools clean and free of cracks or splinters
- Use two hands when swinging a sledge hammer
- Strike tool squarely

2) Hammers

- Inspect hammer face for loose metal chips that could fly off when struck
- Do not use a hammer with a broken or loose handle
- Use the correct size hammer for the job
- Do not use other tools, such as wrenches and pliers as a hammer
- Never hit one hammer with another hammer

3) The Three "C's" of Driving

- Concentration
- Courtesy
- Control
- ' s – Seat Belts

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 39

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Safety Lines

- Safety lines must be worn when there is a hazard from falling
- Safety lines must be attended by a second person whenever work is being performed in a confined space and the danger exists of someone being engulfed by loose material
- Inspect safety lines for defects before each use and replace when necessary. Keep lines clean

2) Get Help

- Know what jobs you can safely perform alone
- Get additional help when attempting a heavy lift
- Do not let a co-worker perform a job unsafely if you know the correct safety procedure

3) Back Support Belt

- Adjust belt, by using the side cinch, before attempting lift
- Use proper lifting techniques, back straight and using legs
- Wear your belt loosely, unless lifting

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 40

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Equipment Inspection

- Operators must make a pre-operation safety inspection.
- Deficiencies not corrected immediately must be reported and recorded.
- Report “imminent danger” defects to your supervisor immediately

2) Housekeeping

- Walkways must be kept free of debris
- Oil and grease must be cleaned up and disposed of properly
- Every floor, working place, and passageway shall be kept free from protruding nails, splinters, holes, or loose boards, as practicable
- Workplaces, passageways, storerooms, and service rooms shall be kept clean and orderly

3) Watch Your Step

- Hold onto handrails as you walk up or down stairs or steps
- Don't run in work areas
- Stay alert for broken walkway decks and handrails.
- Walk where there are established walkways. Do not walk on makeshift skylights, weak metal, or unfinished construction
- Report hazardous walkways to your supervisor.

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 41

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

- 1) **Ladders**
 - Make sure rungs are securely fastened to the ladder rails and not cracked or rusted
 - Never stand on the top steps of a ladder
 - Remove damaged ladders from service until they are repaired or replaced

- 2) **Personal Protective Equipment**
 - Wear suitable protective footwear-ensure proper fit
 - Keep shoes free from grease, oil, and other contaminating material
 - Inspect your shoes often and replace as necessary
 - Make sure footwear is selected based upon hazard assessment

- 3) **Rigging for a lift**
 - When using an approved lifting chain be certain the links are straight to avoid twisting the links
 - When using wire rope slings and chokers inspect for broken strands, discard and replace if damaged
 - Use slings and chains that are capable of lifting the load. Know the load amount and rigging limits.

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 42

Location: _____ Supervisor: _____
Date: _____ Time: _____ Duration: _____

1) Mobile Equipment

- Speed limits as well as all traffic patterns must be strictly obeyed
- Yield right of way to large trucks and loaders.
- Generally, loaded trucks have right of way.
- Make sure the operators of large plant and pit equipment are aware of you before you attempt to pass
- Communicate visually by flashing lights/hand signals or via radio with the other driver
- Remember, you haven't communicated unless the other person answers back to you
- Do not follow trucks and loaders too closely, especially up grades

2) Personal Items

- Never use a butane lighter or matches as a striker
- Never wear synthetic clothing while cutting or welding
- Keep long hair tucked under your hard hat to prevent getting it caught in moving machinery, use hairnets or snoods if needed
- Jewelry and shirt sleeves can easily get caught in moving machinery. Always remove all jewelry before beginning your work and make sure shirt sleeves are rolled up above the elbow.

3) Housekeeping

- Keep your work area, including the lunch room, clean and neat to avoid trip hazards, fire hazards, and health related concerns
- Clean up scrap metal/wood and used parts after maintenance work is finished
- Keep all work areas clear of oil and grease to prevent fire hazards along with slip/trip hazards

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 43

Location: _____ Supervisor: _____
Date: _____ Time: _____ Duration: _____

1) Hand Safety

- Stay alert to where you place your hands.
- Most pinch points can destroy your hands
- Use work gloves. Select the proper safety glove for the job. Your spouse will appreciate it.
- Keep welding gloves dry and free from grease and oil
- Using improper hand tools or the proper hand tool the wrong way can result in hand injuries

2) Safety Lines

- People have died from injuries sustained from “short” falls (i.e. falling from mobile equipment)
- When entering a confined space you must always have another person attending your line
- Can you fly? If not, wear a safety line when working from unguarded platforms, decks, scaffolds, etc.

3) Mobile Equipment

- Each operator is responsible for the safe operation of his/her vehicle
- Never park a vehicle in a high traffic or congested work area
- Check your backup alarm throughout the shift
- Always perform pre-operational checks
- Report all problems to the mechanic or supervisor
- DO NOT OPERATE UNSAFE EQUIPMENT**

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 44

Location: _____ Supervisor: _____
Date: _____ Time: _____ Duration: _____

1) Equipment Operators

- Practice good housekeeping to keep cab, windows and mirrors clean
- Stay alert to your surroundings/weather/pedestrians/road conditions etc.
- Report all damaged steps, ladders, walkways and handrails on your equipment
- Practice “Take the Keys”-Turn keys over to the mechanic when turning equipment in for maintenance

2) Lockout Procedures

- Use your lock with the “scissors” lockout device
- Always use tags to identify the person working on the equipment, date and time
- Remove your lock only after you have completed your job and replaced all guards or protective devices
- Never remove tags belonging to other people!

3) Flammable Liquids

- Never use gasoline/starting fluid/other flammables as cleaning agents
- Keep areas well ventilated and wear proper respirators when using chemicals and solvents.
- Use chemicals and cleaning agents wisely. Always refer to MSDS sheets to identify chemical hazards before initiating a work task.
- Solvents should not be used near an open flame or other ignition source, near any source of heat, or in an atmosphere that can elevate the temperature of the solvent above the flash point.

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 45

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Fire Extinguishers**

- Fire extinguishers must be inspected every month and record the inspection
- Know the location of the nearest fire extinguisher in your work area
- Be sure fire extinguishers are type ABC, readily accessible and securely mounted on mobile equipment, if required

2) **Fire Safety**

- Keep electrical rooms and storage areas clear of clutter and debris
- Never spray water on an electrical fire or a flammable liquid fire such as mineral spirits or grease. It will cause the fire to splatter or could lead to electrocution. Note what type of extinguisher you should use
- Keep welding areas free of flammable liquids and don't attempt to cut or weld if gloves or clothing has grease, oil or solvents on them

3) **Office Safety**

- Good Housekeeping applies to office areas as well as production areas
- Be alert to hazards such as file cabinets left open or opening too many drawers at once creating a tipping hazard
- Do not overload electrical receptacles. Use approved surge protectors
- Be aware of tripping hazards! Remove delivered parcels from in front of doorways and place them out of the way.

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 46

Location: _____ Supervisor: _____
Date: _____ Time: _____ Duration: _____

- 1) **Crane Safety – Manual/Operating Information**
 - Know your load chart and weight to be lifted so you can avoid tipping
 - Use the Operator's Manual as a guide for correct inspection procedures
 - Refer to operating policies/procedures for proper hand signals
 - Crane must be level when making a lift
 - Never attempt to swing load before lifting. "Side Loading" the boom could cause collapse

- 2) **Crane Safety - Operation**
 - Survey work area for pad conditions, overhead power lines, pipelines, etc.
 - When operating a crane in close proximity of overhead power lines, NEVER permit people to be in locations where they can contact the crane or load
 - Rigging must be kept in good condition; rigging is only as strong as it's weakest component
 - Make sure the crane operator and signalman communicate with the proper crane hand signals
 - Avoid overloading and sudden jerks
 - Awkward loads should have Tag Lines to control loads when lifting
 - Hook latch must be in good working condition
 - Use the operator's manual as a guide for correct inspection procedures
 - A competent person must inspect all rigging before each use
 - Personnel working tag lines should review area for slipping, tripping, and falling hazards. If not possible to eliminate them—take precautions to avoid them.
 - Never work under suspended loads

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 47

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Belt Conveyor Safety

- Emergency stop cords must be in good working condition and tested regularly
- All pinch points must be guarded to prevent accidental contact. Belt conveyor pinch points can KILL you
- Walkways must be kept clear of material spillage to prevent tripping hazards
- Watch for material falling off of conveyor belts. Use proper skirting to prevent material from falling off of belts.

2) Forklift Safety

- Seat belts should be worn while operating forklift
- Be alert to the position and clearances of your fork blades. Keep them close to the ground while traveling
- Never allow anyone to ride on the sides of your forklift
- Never let anyone, including yourself, walk or stand under the raised forks!
- Always look out for others before moving your lift truck especially at intersections.
- Always come to a complete stop before changing direction.

3) Electrical Safety

- Electrical switchgear must be kept clear of debris
- The door on all electrical disconnects should be securely closed to prevent accidental contact with the switchgear
- Always use the lockout/tagout procedures when working on electrical equipment. It can save your life

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 48

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) Mobile Equipment

- Backup alarms, horns, wipers, brakes, and seat belts must be operable
- Seat belts should be worn at all times while operating equipment.
- Check the fire extinguisher on your equipment
- Don't jump out of moving equipment!! - "Stay Alive Keep Inside!"

2) Equipment Operation

- Haul truck operators should stay in their truck while being loaded. The only exception is while being loaded with large rip rap. Then you should stand outside, away from your truck, where the loader operator can clearly see you
- Operate equipment with extreme caution around and on stockpiles. Keep safe distance from edge when dumping
- Use a low gear when descending and ascending ramps

3) Safety Objective

- To provide a working environment that protects the safety and health of all employees and to ensure safe work practices for all
- To have every miner return home safe and healthy at the end of every shift.
- Remember Safety is a Value You Can Live With!!!

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 49

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Compressed Gas Cylinders

- Must be secured (chains or straps at upper third of cylinder) and safety cap installed
- Keep in upright position
- Ensure contents of cylinders are properly identified by label/stenciling
- Handle cylinders with care. When moving make sure safety cap is hand tightened.
- Do not roll or drop cylinders, or let them bump violently against each other
- Clear cylinder valves of dust and dirt before attaching proper regulators. Some regulators are only for specific gases and should not be interchanged. Do not force connection fittings and never tamper with safety devices in cylinder valves or regulators

2) Defective Tools

- Never Use defective tools
- Inspect the tools for defects before using them
- Discard defective tools

3) Power Tools

- Know the applications and limitations of your tools
- Don't use power tools in damp or wet conditions
- Power tools should be grounded or double insulated
- Never remove the ground pin

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 50

Location: _____ Supervisor: _____

Date: _____

Time: _____

Duration: _____

1) Pickup Truck Safety

- Park vehicles in designated areas
- Never approach equipment operator without making contact with the operator either visually or verbally
- Persons should not be transported in the beds unless provisions are made for secure travel

2) Concentration

- Keep your mind on the job at hand—"Stay Alert, Don't Get Hurt"
- "Think Before You Act"—Take a few minutes to assess all hazards before performing the work. "Plan the Work" and "Work the Plan".
- If you feel tired or unable to concentrate properly, report to your supervisor before you hurt yourself or someone else

3) Lubricating Equipment

- Lockout/tagout machinery before attempting to lubricate it unless it can be done with all the guards in place
- Install and use remote grease fittings/lines for hazardous areas. Consider automatic lubrication systems for these areas.
- Keep areas clean and free of material buildup
- Ensure safe access, walkways and platforms to reach lubrication points
- Block machinery against motion.

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 51

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **Falls From Equipment**

- Always maintain three contact points while mounting or dismounting
- Keep steps clean and in good condition
- Always look in the direction that you're traveling
- Be sure the parking brake is set and all blades or buckets are on the ground before dismounting equipment.
- Never attempt to mount equipment in motion or mount equipment without communicating with the operator.

2) **Teamwork**

- Keep in mind how your job performance affects others working with you
- Remember the **Golden Rule** "Treat others as you would want to be treated"
- Alert co-workers to hazards and be proactive in preventing accidents
- Always be ready to go above and beyond the call of duty to protect your fellow miners.
- Safety requires your commitment and responsibility for yourself and your fellow miners.

3) **Fire Extinguishers**

- Once the seal has been broken and the extinguisher partially used, it must be replaced
- Don't try and be a hero! Portable fire extinguishers are for small fires.
- Call the Fire Department when in doubt
- Never place yourself where the fire is between you and an exit

Attendees:

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Employees Comments:

U.S. Department of Labor

Mine Safety and Health Administration



MSHA's Small Mine Office—Serving the small mines in America

Week 52

Location: _____ Supervisor: _____

Date: _____ Time: _____ Duration: _____

1) **General Safety Rules**

- Never attempt any job if you are in doubt about your safety or the safety of others. Ask your supervisor for help
- Do not get on or off equipment while it is moving
- “Think Safety in Every Way”
- Always de-energize equipment before performing work on it—“Lock and Tag Out”

2) **General Safety Rules**

- Stand on a dry insulating mat when operating an electrical disconnect
- Always wear personal protective equipment (PPE)
- Never place your fingers, hands or other body parts in or on moving/rotating parts of equipment.
- Do not apply belt dressing to a moving belt conveyor unless you are using an aerosol type dressing from a safe distance from moving parts
- Never touch a moving cable – or a stationary cable unless locked/tagged out that is within 10 feet of passing through a sheave or being wound around a drum and wear gloves when do so

3) **General Safety Rules**

- Shut off all engines and allow a cool down time before refueling
- Do not work on or from raised equipment unless it has been securely blocked
- Anyone required to ride moving railroad cars should wear a full body harness attached to the rail car at all times while it is in motion
- Always lift with your legs-not your back!! Do not over lift – get help!!

Attendees:

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Employees Comments: