

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:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employees Comments: