



Guidelines for Effective Task Training

Employees have received task training in new tasks

Ensure the following:

- The mine has established an adequate task training program
- Task training is performed on all machines and job duties
- Adequate task training records are completed for all task training
- Task training is performed on all maintenance activities
- Task training is provided when there is a change to the equipment, process, or condition

All tasks have been assessed

Utilize the following:

- Equipment or job checklists, job safety analysis, or safe job procedures
- Operator's manuals are utilized to determine specific hazards related to the equipment
- Established communication procedures for task trainers
- Maintain an adequate task list in the training plan
- Development of an action plan to address any changes to equipment, process, or condition

Miners have the skills necessary to perform tasks in a safe manner

Evaluate the following:

- There is adequate time set aside to complete thorough task training
- Miners ability to demonstrate the knowledge of company and federal health and safety procedures applicable to all tasks
- Task Training was completed in a "non-production" setting
- Supervised practice of task training in a production mode
- The trainees knowledge of locating and utilizing the company's HazCom program and MSDS's
- Miners perform pre and post operation checks on the equipment
- Miners knowledge of any required maintenance and service of equipment
- Understand how and where to report any problems or malfunctions
- The trainees ability to demonstrate proper start-up and shutdown procedures of equipment
- Miners have received the proper skills necessary to perform tasks in a safe manner
- Miners demonstrate safe operating procedures, and know the proper procedure to address any change to the equipment, process, or condition

Task trainers have the knowledge necessary to perform adequate and efficient task training

Establish guidelines for trainers:

- Utilize checklists, job safety analysis', operator's manuals, and safe operating procedures
- All task trainers have been trained and have the necessary skills to perform adequate and efficient task training
- Ensure task trainers have received formal or informal training to perform effective task training
- Task trainers provide the same training on all equipment and job duties
- Evaluation procedures to determine that all health and safety aspects of the tasks are addressed in a correct and consistent manner
- Conduct follow up evaluation of task training, and implement any training necessary to address a change to the equipment, process, or condition

