

**COMPREHENSIVE MINE SAFETY  
PROGRAM**

**COMPANIES PROVIDING  
CONTRACT LABOR AT SURFACE  
MINES**

WV Permit Number \_\_\_\_\_ MSHA ID No. \_\_\_\_\_

Company Name \_\_\_\_\_

Mine Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Official ONLY

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# **SURFACE COMPREHENSIVE MINE SAFETY PROGRAM**

## **INTRODUCTORY STATEMENT**

The intent of this, as with any safety program, is to create and maintain a “safe as possible” work environment for the miner. This particular safety program will deal primarily with surface mines and surface facility workers and the conditions and practices that they exercise. In developing this program, evaluations of the operations’ past history, citations, accident reports, foreman reports, etc., were formulated largely from this information.

With the implementation of this program, management hopes to not only reduce the number of fatalities as well as lost time accidents, but to reduce and prevent conditions from developing that lead to accidents. Through the involvement of all employees and planned promotional incentives, management hopes to demonstrate a sincere commitment towards the health and safety of each worker at this operation. However, the operator understands that regardless of the scope of this program and the enforcement of its’ provisions, all accidents cannot be avoided or prevented, but the operator also understands and believes that through this program and intense training programs, the rate of and probability of accidents can be greatly reduced.

### **COMPONENT 1: COMPANY SAFETY POLICY**

The operator wishes to express a sincere commitment towards the health and safety of all employees. The operator will comply with all State and Federal regulations. Through this strict compliance with State and Federal laws, rules, regulations, and an approved Comprehensive Mine Safety Program, the operator shall strive to enhance the work environment in which the employee must perform their work duties. The safety program in itself shall stand as a true commitment of the responsibility that the operator has assumed to help insure a safer work environment. Through the comprehensive safety training program, each employee will be made aware of their own responsibility that they must take towards everyone’s safety. Even with today’s hard economical times, the operator feels that safety with production is not only an honorable goal, but one that can be obtained.

#### **C-1: Equipment Operation Safety Rules**

**DOZER OPERATOR:** When parking equipment, make sure that the blade is lowered to the ground and the ripper if such dozer is equipped with one, is secure. Never operate a dozer that has not been pre-shifted prior to operation. When getting off of the dozer, use handrails and steps; never jump from equipment unless an emergency situation has arisen.

**LOADER OPERATOR:** Do not tram loader with the bucket raised to, or above eye level. Do not approach rock or coal truck when the truck operator is on or immediately around the truck. When parking loader, always set the park brake, lower the bucket to the ground, and utilize ladders and hand-rails to dismount.

**TRUCK OPERATOR (rock, coal & service):** While being loaded, keep body limbs inside truck. If necessary to get out of truck, stay clear of the truck and loader until equipment is loaded. When dismounting truck, set park brake, wheel chocks, and utilize ladders and steps. Always obey posted traffic signs while either on the job or on the highway.

**DRILL OPERATOR:** Be alert to changes in weather; lightning is a constant danger to drilling and blasting crews. Do not tram drill with mast in up position. Make sure all dust suppression systems are in place and functioning properly. Mount and dismount by using the ladders and steps provided.

**GRADER and BACKHOE OPERATOR:** Always keep in communication with haul road traffic so each equipment operator on the haul road knows and is aware of your activities. Mount and dismount equipment utilizing ladders and steps which are present.

**MECHANICAL and SERVICE CREWS:** Make sure all equipment to be repaired is located in a good safe area whenever possible. If work requires being under the equipment, make sure that equipment is blocked and secured. Make sure all acetylene and oxygen tanks are secured before transporting and/or usage takes place. Keep service trucks and equipment free of excessive oil and grease and other hazardous materials.

### **C-1: Company Safety Rules and Regulations**

1. Don't take chances; follow instructions. If you don't know, ask.
2. Immediately report any condition or practice that could cause injury or damage to either personnel or equipment.
3. Keep your workplace free of hazardous clutter. Practice good housekeeping.
4. Safely use tools and equipment you work with.
5. If you or the equipment you are using are involved in an accident, report it immediately.
6. Use, adjust, alter, repair equipment only when authorized to do so.
7. Wear appropriate personal protective equipment as directed. Keep it in good working order and condition.
8. No horseplay; don't distract others.
9. Obey all rules, signs, and instructions as well as laws.
10. Read the mine bulletin board.
11. Hard hat, steel toes, and safety glasses are required at all times on company property.
12. Hearing protection is required where exposure exceeds compliance limits.
13. No alcoholic beverages will be allowed on company property.
14. Machinery operators shall pre-shift their equipment before placing it into service.
15. Operate all machinery in a safe manner.
16. No employee shall tamper with a piece of fire fighting equipment unless needed.
17. Always face the direction of travel while operating machinery.
18. No employee is to remove articles of first aid kits unless needed. When used, please report what was used so it can be replaced.
19. Do not transport compressed gas tanks without the protective cap and the tanks secured.
20. Do not store oil or other combustibles around electrical installations.

21. All training classes are mandatory for all employees.
22. Abuse or intentional mistreatment of equipment or systems will result in dismissal.

## **COMPONENT 2: PERSONAL PROTECTIVE GEAR**

As stated in the *Operator's Safety Policy*, protective gear will be required for certain tasks and recommended for others. Upon assignment of a task that would require selective protective equipment, it will be issued upon assignment. Safety equipment that is for recommended usage, but not required, will be issued upon request of the miner. The operator, through the supervisory staff, will promote the use of such recommended and required equipment by incorporating their usage into formal and informal safety contacts.

When a miner is issued a piece of protective equipment, complete instructions will be given and gone over before the miner commences the work assignment. This instruction will be conducted by a member of the supervisory staff who will be competent and knowledgeable in the usage and maintenance of said gear.

## **COMPONENT 3: SAFETY TRAINING**

### **C-3: Classroom Training**

Safety training classes at this operation will be conducted by an approved MSHA certified instructor. Newly Employed Experienced Miner Training, Annual Refresher Training, and Newly Employed Inexperienced Miner Training shall utilize the certified instructor. Supervisory staff shall administer New Task Training to employees, and Hazard Training to visitors to the mine site.

These sessions shall be conducted in an informal but instructional manner, with input from the miners on current conditions of the mine and general work area, and safe practices. All classroom training will be conducted along the guidelines covering the required material as outlined in Part 48 CFR relating to coal mine health and safety.

Whenever available, new and up-to-date teaching aides will be utilized, such as films, booklets, flyers, etc., to help convey safety to any special or specific problems of the mine. It is in this area where the skills and past experiences of any of the employees will be called upon for the benefit of others.

### **C-3: Workplace Training**

Workplace training at this operation will be conducted on the job site by either the mine foreman or an experienced equipment operator. This training will be primarily New Task training but is not limited to this type only. Besides the formal training mentioned above, short 5 – 10-minute informal safety meetings with individual miners or crews will be conducted by members of the supervisory staff. However, the immediate foreman will bear the main responsibility for those miners involved in these safety meetings.

The content of these safety meetings will center around current conditions at the operation, as well as safety policies and procedures to be followed to insure proper methods for job performance and efficiency, with emphasis on job-related safety.

### **C-3: Safety Meetings**

General safety meetings shall be scheduled for pre-shift at least once weekly and shall be conducted by the foreman unless conditions warrant; in which case, safety meetings may be conducted on a daily basis. Attendance at these meetings will be mandatory, and subject matter will be determined by current conditions and procedures.

### **C-3: Specialized Training**

At this time, no specialized training is being provided by the operator, except training relating to operations and general care of equipment. However, the management has, and will continue to encourage its' personnel to participate and enroll in specialized miner education classes sponsored by various state and federal agencies working in conjunction with the mining industry.

### **COMPONENT 4: SAFE WORK PRACTICES AND CONDITIONS**

Presently, the operator does not offer specific training related to individual occupations. However, when a miner obtains a new job classification, or through a new task assignment, they receive specific training along the Federal guidelines of Task Training and Hazard Training to insure the safe operation of a piece of machinery or job that they are required to perform.

The mine foreman will be responsible for the direct supervision of inexperienced miners through safety meetings, demonstrations, observation, etc. until the miner is believed to be competent enough to perform their job in a safe manner.

Safety observations will be conducted by the supervisory staff on a regular basis. The observations will be recorded, and analysis used in the evaluation and updating of the operations' safety program. Those miners with a proven unsafe work record will be observed more frequently, and work practices evaluated on a stepped-up basis, with extra safety meetings to try and correct bad work practices.

If any miner is observed working under the influence of alcohol or drugs, they will be removed from the job and severely reprimanded, and/or sent home for a three-day suspension with intent to discharge. Any miner who, due to the effects of prescribed medication, cannot perform the task assigned in a safe manner will be either temporarily reassigned to a less dangerous job, or granted an excused unpaid absence from work for that shift.

The mine foreman, who shall make safety observations, has the authority to take corrective actions on the spot, depending upon the magnitude of the safety infraction. If a severe violation has occurred, the mine foreman will make a detailed report and submit it to the mine operator, who shall from that point take all necessary corrective actions.

**Management acknowledges that conditions at a surface mine change on a regular basis due to many factors. These conditions shall be monitored by management and as conditions change, appropriate steps shall be taken through training and/or communications with the miners as to any current conditions and hazards.**

## **COMPONENT 5: EMERGENCY PROVISIONS AND PROCEDURES**

### **C-5: Equipment and Systems**

Emergency equipment, fire fighting, first aid, etc., will be provided by the operator following the requirements set forth by State and Federal regulations. Equipment will be checked and refurbished on a regularly scheduled basis, with special attention given to the maintenance and supply of first aid and fire fighting equipment. Each man working at the operation will be familiarized with the location and use of the equipment by a knowledgeable member of the supervisory staff.

The emergency transportation system for injured or ill persons will be provided by contract with an independent ambulance service on a 24-hour basis. Emergency medical facilities shall be made available at the closest hospital to the job site. These facilities are staffed with qualified and certified personnel to handle any type of medical emergency that might arise from a surface mine.

### **C-5: Emergency Policies and Provisions**

All miners will be trained in the maintenance, storage, location, and usage of all emergency equipment and systems. This training will primarily follow the guidelines set forth by MSHA, with emphasis placed upon the systems and equipment incorporated within the overall mining scheme at this operation.

Selected management personnel shall be given specific emergency training detailing procedures utilized in certain emergency situations. This type of training will enable the foreman to make a quicker and more intelligent decision when faced with an emergency. The operator shall formulate and inform each employee of the Mine Emergency Plan. This plan will be drawn from a mixture of ideas resulting from meetings between management and labor, as well as any consultants the operator may wish to invite for the formulation process.

### **C-5: Mine Emergency Plan**

#### **STEP 1 – Chain of command**

The chain of command to be followed in the event of an emergency shall be as follows:

1. Superintendent of operations
2. General mine foreman
3. Safety Director or Safety Coordinator

The superintendent shall have the direct responsibility for commanding and directing any emergency crisis operation. In the event of the superintendents' absence, this shall fall upon the general foreman, who shall direct the rescue operation in cooperation with personnel from safety and engineering departments.

#### **STEP 2 – Procedures in the event of fire**

In the event of a fire, its location, type and magnitude shall be the determining factors as to how and which procedures shall be followed.

Procedures for small contained fire:

- (1) If possible, extinguish fire.
- (2) Report fire to foreman immediately.
- (3) Prepare employees for evacuation if either fire or smoke pose a hazard to them.

Procedures for large fire or explosion:

- (1) Recover and treat any injured person(s).
- (2) Report fire and injuries to foreman immediately.
- (3) If feasible, secure emergency equipment from storage area.
- (4) Evacuate the danger area of all persons.

These procedures, at all times, are geared totally towards the safety and well being of the miners involved.

#### **C-5: Procedure in event of personal injury.**

When an accident occurs that results in the personal injury of one or more miners, the following procedures are to be utilized:

- (1) Make the accident area safe for the injured as well as the rescuer.
- (2) Administer first aid.
- (3) Notify foreman.
- (4) If necessary, foreman will direct that ambulance be called.
- (5) Injured person(s) transported to nearest medical facility.

Again, these procedures are geared totally towards the immediate well being of the miner.

#### **C-5: Emergency transportation of injured persons**

A copy of the contract for ambulance service shall be posted on the mine bulletin board. Also, a verbal explanation will be a part of the overall orientation that the miner shall receive before commencing work duties.

Proper methods of transporting injured personnel are a part of the first aid training that miners receive during the Annual Refresher Training given each year to all miners.

### **COMPONENT 6: ACCIDENT INVESTIGATION, ANALYSIS AND FOLLOW-UP**

#### **C-6: Investigation**

The mine Superintendent, Foreman, and a labor representative shall compose a team whose function shall be the investigation of any and all accidents. This investigation will begin within 24-hours



of the filing of an accident report and shall cover areas as deemed appropriate by those doing the investigation. (Example: who was injured, time of accident, specific location of accident, conditions of mine at time of accident, statement of witnesses, review of injured persons work record, etc.)

After this initial accident investigation, the team shall make a detailed documented report with recommendations to draw from an analysis to correct the situation that led to the accident in the first place.

### **C-6: Analysis**

An analysis of the operations' past accident history was made to help formulate this program and any specialized training that might be offered to the employees. Further research, done on a regular basis, will encompass all types of accidents and near misses that area reported. These accident reports will also cover accidents of a non-injury nature. Persons having a near miss or a non-injury accident shall be required to report such to their immediate foreman who shall make a report of it in the daily report book.

The structure of the analytical research shall be of a manner that will identify deficiencies or strong points of the company's safety programs and training classes.

### **C-6: Follow-Up**

Upon the reportation and analysis of the accident reports, the safety director or person in charge of health and safety at the mine shall review the findings and take the appropriate actions. This action could consist of a restructuring, additions, or deletions to the present safety program in force at this operation. Also, an example of other actions that result from this analysis could be in the form of an increase in safety meetings.

## **COMPONENT 7: PROGRAM PROMOTION AND ENFORCEMENT**

### **C-7: Promotion**

Each miner will be encouraged, if not required to participate in safety training classes and meetings. When conditions warrant changes in the mines' safety program, the miners will be notified verbally and given new instructions. Along with the verbal instruction will be a written notice posted on the mine bulletin board. Any suggestions that mine arise from meetings with labor will be reviewed for possible implementation into the program. Safety incentives and recognition will be started to help involve employees into the program. (Example: stickers, hats, thermos, etc.)

### **C-7: Enforcement**

Enforcement of the safety program provisions will be along the lines set forth in the company policy manual as concerning absenteeism.

**First violation:** A verbal warning with notation in work record.

**Second violation:** A written warning with notation in work record.

**Third violation:** Suspension of 3 days with intent to discharge.

Even though a slight infraction could cause a serious accident or fatality, the severity of the infraction will dictate the degree of punitive action to be taken against the miner. This program is to instill a sense of safety into the miner and will not be used as a means for discharge.

**COMPONENT 8: EVALUATION PROCEDURES**

**C-8: Initial operation evaluation**

This being a new operation, no history exists; however, when available past history of accidents, violations from State and Federal agencies are taken into account in formulating this comprehensive safety program. If new, then management will formulate the program based upon leading information as to the nature and cause of accidents that are occurring in the mining industry today.

**C-8: Employee review of program**

The proposed safety program will be posted on the mine bulletin board for review at any time by all miners. Also, the operator will review the program during scheduled safety meetings to acquaint miners with the content of this program. Any miner shall receive a copy of such program that requests a copy.

**C-8: Annual review and evaluation**

The operator shall establish a MSDS “Right-to-Know” Center at the area where hazardous and toxic chemicals might be stored. Training for the proper handling and transportation of these chemicals and substances shall be covered and incorporated into the Annual Refresher Training class. When something new is obtained, training is to be conducted before the miner begins the task.

**COMPONENT 9: CONTRACT LABOR**

**If you provide contract labor services for both surface and underground, the nature of your work may require you to submit a combination Comprehensive Mine Safety Program.**

**NOTE – ADDITIONAL COMPONENT(S) MAY BE REQUIRED**

*(For additional information pertaining to training and certifications, contact your Regional Safety Instructor)*

**Nature of work being performed while on mining property:**

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**Number of Employees (only report those going on mining property):** \_\_\_\_\_

<b>Employee Name</b>	<b>Certification Number</b>
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(Use additional paper if necessary).

**AS YOU HIRE ADDITIONAL EMPLOYEES, YOU WILL BE REQUIRED TO SUBMIT THE ABOVE INFORMATION BI-ANNUALLY.**