

**COMPREHENSIVE MINE  
SAFETY PROGRAM**

**COMPANIES PROVIDING  
CONTRACT LABOR AT  
UNDERGROUND MINES**

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

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

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

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# **UNDERGROUND COMPREHENSIVE MINE SAFETY PROGRAM**

## **INTRODUCTORY STATEMENT**

The intent of this, and any safety program, is to create and maintain a “safe as possible” work environment for the miner. This particular safety program shall primarily concern itself with the underground miner and the work environment to which they are exposed.

In developing this program, evaluations of the mines and/or the Company’s past history, citations, accident reports, foreman reports, etc., were taken into consideration and components of said program 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 prevent such situations from developing before they occur.

Through the involvement of all employees, management wishes to demonstrate a sincere commitment towards the miners’ health and safety at this operation. However, the operator understands that regardless of the scope of this program and the enforcement of its’ safety provisions, all accidents cannot be prevented, but, the operator believes that through this program, coupled with an intense training program the rate of accidents can and will be greatly reduced to a point near zero.

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

#### **C-1 Subtitle A: Statement of Operator’s commitment towards miner safety**

The operator wishes to express a sincere commitment towards the health and safety of all employees at the operation. The operator will comply with all State and Federal regulations. Through this strict compliance with State and Federal regulations, and an approved 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 insure a safer work environment and through the comprehensive mine safety training program, each employee will be made aware of their responsibility that must take towards their fellow employees’ safety.

Even through the economics of mining dictates the livelihood of any operation, the operator believes that safety along with production will benefit the much more than just a higher production figure. With this in mind, it is safe to assume that Safety with Production shall be the goals of this company.

#### **C-1 Subtitle B: Company Safety Policy**

1. Don’t take chances; follow instructions, if you don’t know, ask.

2. Immediately report any condition or practice that could lead to injury or damage to equipment or personnel.
3. Keep workplace free of litter and clutter.
4. Safely utilize any and all tools and equipment.
5. Notify foreman of all accident immediately; obtain first aid; file accident report within 24 hours.
6. Use, alter, repair equipment only when authorized.
7. Wear and maintain personal protective equipment as directed.
8. No horseplay.
9. Utilize common sense and proper methods when lifting.
10. Obey **ALL** rules, regulations, signs and instructions.
11. Each miner is required to read the bulletin board each day for new notices or changes in mining plans and programs.
12. Hard hats and metatarsal boots are required when on mine property.
13. All mantrip operations will be supervised by a qualified person at all times.
14. Safety glasses shall be worn at all times.
15. Hearing protection shall be utilized in areas where noise exposure exceeds permissible noise levels.
16. No smoking or smoking materials allowed inside the UG mine.
17. No alcoholic beverages, drugs, or firearms are allowed on company property.
18. Machinery shall be operated in a safe manner at all times.
19. Machine safety deficiencies shall be reported by the machine operators immediately upon discovery.
20. One temporary splice in trailing cables at any one time.
21. When working around machinery or belts, snug fitting clothing should be worn.
22. No person is allowed inby the last row of roof bolts with the exception of those setting temporary supports.
23. Ventilation controls shall not be altered without direction from the foreman.
24. Line curtain shall be maintained to within 10' of the face unless otherwise permitted by roof control or methane and dust control plans.
25. Methane gas test shall be taken as required by State and Federal laws.
26. No person, except the one who placed the lock and tag, shall remove the lock and tag and then energize a piece of equipment.
27. Only authorized personnel shall have any type of explosives on company property.

28. No employee shall ride in the scoop bucket or on top of the scoop.
29. Fire fighting equipment shall not be tampered with unless needed for firefighting.
30. When operating a piece of machinery, the operator shall always face the direction of travel.
31. First aid equipment shall not be tampered with unless utilized for emergencies.
32. Compressed gas cylinders shall not be transported unless capped.
33. Flammable materials shall not be stored in the proximity of electrical circuits.
34. **ALL** training classes are mandatory for **ALL** employees.

### **COMPONENT 2: PERSONAL PROTECTIVE REQUIREMENTS**

As stated in the “Operator’s Safety Policy” protective gear will be required for certain task and recommended for most others.

Upon the assignment of a task that would require selective protective equipment, it will be issued upon assignment. For such needs that are of a common nature (safety glasses, self-rescuer, cap light, etc.,) equipment will be issued before the miner begins actual work.

Safety equipment that is for recommended usage will be issued upon request. Promotion for the use of protective gear shall be accomplished through safety contacts made by the foreman whom shall give instruction as to the use and care of said equipment.

#### **C-2: Protective Gear and Equipment**

Metatarsal Boots	Required by all persons at all times; supplied by miner
Safety Glasses:	Required by all miners as required by law; supplied by company
Cap Lamp:	Required by all miners UG; supplied by company
Hard Hat:	Required by all persons; supplied by miner
Snug clothing:	Required by all persons; supplied by miner
SCSR:	Required by all persons UG; supplied by company
Protective Gloves:	Required where appropriate; supplied by miner
Electrician’s Gloves:	Required where appropriate; supplied by company
Knee Pads:	Recommended to all miners; supplied by miner and company
Respirators:	Recommended to all miners; supplied by company
Hearing Protection:	Recommended to all miners; supplied by company

NOTE: Personal protective equipment usage is taught during the Annual Refresher Training and during Safety Meetings as to the when and what conditions usage is required or recommended.

## **COMPONENT 3: SAFETY TRAINING**

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

Safety training classes at this operation will be conducted by a Certified Instructor whom is certified by MSHA for instruction of safety classes in Newly Employed Experienced Miner Training and Annual Refresher Training for underground mines. Working in conjunction with the supervisory staff, Hazard Training and New Task training shall also be conducted.

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

Whenever available, new and up-to-date teaching aides shall be utilized to help convey safety to any special or specific problems of the mine. It is in this area that the skills and past experience of the miners shall be called upon and utilized for the benefit of the other miners.

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

Workplace training shall be conducted on the job site by either the mine foreman or the section boss. This training will be primarily New Task and Hazard training, but are not limited to these types if the employees' needs so dictate.

Besides the formal training mentioned above, short (5 – 10 minute) informal safety contacts with the individual miners or crews will be conducted by members of the supervisory staff. However, the immediate section foreman will bear the burden of primary responsibility for these safety contacts to the face and section crews in which they are supervising.

The content of these safety contacts will center around current conditions of the section or mine, as well as safety policy and procedures to follow to assure at the very least, proper methods for job performance and efficiency with emphasis on job and task-related safety.

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

General safety meetings will be scheduled at least **once weekly** being conducted by the section foreman, unless conditions or proposed changes to existing plans and programs warrant a more frequent basis. Attendance at these meetings will be highly recommended if not required, depending upon conditions of the mine which will determine specific structure and content of the meeting.

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

At this time, no specialized training is being offered by the operator, except training relating to the handling of materials and proper lifting methods. However, in the event that

systems or equipment are completely changed, the operator shall have the miners trained by the Manufacturer or Installer as to the new system requirements for safe operation.

The operator also encourages the miners to participate and enroll in specialized training classes sponsored by the State Office of Miners' Health, Safety and Training, MSHA, or the American Red Cross.

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

Presently, the operator does not offer specific training relating to individual occupations outside of New Task training, which encompasses safe operating procedures for the individual task in which the miner has been assigned to perform.

The mine foreman and/or section foreman will be responsible for the direct supervision of inexperienced miners through safety contacts and visual observation until such time as the operator feels that the miner can perform on their own in a safe manner. For the first 90 days, trainees will be on the same side of the conveyor or equipment within sight and sound of a certified miner. For the remainder of the 6 months, they must be under the direct supervision of a certified miner or mine foreman.

Safety observations will be conducted primarily by the section foreman on a regular basis. The observations shall be recorded and their analysis used in the annual evaluation of this program. Those miners with a proven unsafe work record will be observed, and their work practices evaluated on a stepped-up schedule with extra safety contacts to try and correct bad work practices and habits.

If any miner is observed working under the influence of alcohol or drugs, they will be severely reprimanded, and immediately sent home pending further disciplinary action due to the severity of this type of safety infraction. Any miner who, due to the effects of prescribed medication, cannot perform his job duties in a safe manner will either be temporarily reassigned to a less dangerous job, or granted an excused absence from work for that shift.

The section foreman making safety observations shall have the authority to take corrective action on-the-spot, depending upon the magnitude of the safety infraction. If a severe violation has occurred, then the section foreman will make a detailed report and submit it to the mine foreman, who shall take the necessary corrective action(s).

**C-4: Emergency Preparedness Training**

<u>Type of Training</u>	<u>For Whom</u>	<u>Time/Schedule</u>
First Aid	All miners	2 ½ hrs. annually
First Aid	Selected Supervisors	2 ½ hrs. annually
EMT	As dictated by law	As dictated by law
Self-Rescuer	All UG miners	1 hr. annually
Barricading	All UG miners	1 hr. annually
Fire Fighting Drill	5 miners per shift	Semi-annually
Mine Evacuation Drill	All UG miners	Annually

## **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 requirements set forth by Federal and State regulations. Equipment will be checked and refurbished on a regular scheduled basis, with special attention given to the maintenance and supply of fire fighting and first aid equipment. Each man that will be going underground 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 persons will be provided by contract ambulance service, which is available on a 24-hour basis. Emergency medical facilities shall be available at the facility which is closest to the mining operation, and is available on a 24-hour basis. Mine rescue provisions shall be provided to the operation by an independent source or in house. The supplier shall receive up-to-date mine maps and reports on a regular basis to ensure their knowledge of the mines' underground workings.

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

All miners will be trained in the maintenance, storage, location, and usage of all emergency equipment and systems. This training will primarily follow 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 the procedures that are to be followed in certain emergency situations. An example would be where the section foremen are given in-depth fire fighting training, which encompasses more detail about the nature of fire and associated techniques for fighting fire. This type of training, whether fire fighting or first aid, will enable the foreman to make a quicker, more intelligent decision when faced with an emergency situation.

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 the employees of that operation, as well as any consultants the operator may wish to invite to attend and give some input to the formulation of this plan.

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

#### **STEP 1 – Chain of command**

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

- Surface:**
- (1) Superintendent
  - (2) General Mine Foreman
  - (3) Safety Director or safety coordinator
  - (4) Mine rescue Squad Leader/Captains



The superintendent shall have the direct responsibility for commanding and directing any emergency crisis operation. In the event of his/her absence, this responsibility shall fall upon the General Mine Foreman, who shall direct the rescue operation in cooperation with personnel from safety and engineering departments. In the event the emergency situation warrants the presence of and usage of a mine rescue team, the Superintendent shall convey his authority, but not the responsibility, to the Mine Rescue Squad Captains.

- Underground:**
- (1) Superintendent
  - (2) Inside Mine Foreman
  - (3) Section Foreman
  - (4) Responsible person\*

Again, the direct responsibility shall fall upon the Superintendent of operations. In the event of his/her absence, the General Inside Mine Foreman shall direct operations. Perhaps more than any other person the Section Foreman will be in charge of the employees on the particular section where an emergency situation has arisen.

\*If the Section Foreman has been injured or otherwise cut off from the rest of the crew, a responsible person shall be chosen by the section crew. This person should be knowledgeable concerning the escape routes and any obstacles that might be encountered by the retreating miners. An example of this person would be a temporary foreman, the fireboss, etc.

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

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

Procedures for small contained fire:

- (1) If possible, extinguish fire.
- (2) Report fire immediately to Section Foreman
- (3) Prepare miners for evacuation if smoke or fire pose a hazard

Procedures for large fire or explosion:

- (1) Recover and treat any injured persons
- (2) If possible, report fire/explosion to foreman or outside
- (3) If possible, secure emergency equipment from storage area
- (4) Make decision as to whether to barricade or evacuate

These procedures, at all times, are geared totally towards one goal: **THE SAFETY OF EACH INDIVIDUAL.**

### **Step 3 – Procedures in the event of personal injury**

The following procedures shall be implemented when an accident occurs that results in the injury to a miner.

- (1) Make the accident area safe for the injured party and those providing assistance
- (2) Administer first aid
- (3) Notify foreman or section foreman
- (4) If deemed necessary, foreman shall call outside for ambulance
- (5) Injured moved from accident scene to mantrip
- (6) Injured person shall be removed from the underground portion of the mine to the outside to await arrival of ambulance

### **C-5: Escapeways**

Escapeways will be clearly marked with signs pointing to the outside along with a lifeline running the length of the escapeway. Miners will constantly be reminded of the location of primary and secondary escapeway routes during training classes and safety meetings. Upon any changes in the location or conditions of the escapeways, the miners shall be notified immediately. Not only are the miners verbally instructed about location and conditions of escapeways, but the miners shall travel the escapeway to the outside on a regular basis.

Escapeways shall be maintained at all times, and regularly checked for any accumulations of water, bad roof conditions, loose debris on the bottom, etc. Any of the above problems, or those of a different nature, will be cleared and the escapeway kept clear and safe at all times to insure a quick and safe exit from the mine in the event of an emergency situation.

## **COMPONENT 6: ACCIDENTS**

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

The mine foreman, section boss, and one of the miners' representatives shall compose a team, whose function shall be the investigation of any and all accidents reported at the mine.

This investigation shall begin within 24 hours of the filing of an accident report, and shall cover such areas as deemed appropriate by the investigative team. (Example: who was injured, time and location of accident, statement of any witnesses, review of injured persons, safety observation records, etc.)

After the initial accident investigation, the investigative team shall make a detailed report with the findings and recommendations to management where further analysis and actions can be formulated as to the causes and preventive measure of this type of occurrence.

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

An analysis of the operations past accident and violation history was made to help formulate this program, and any specialized training that might be offered to the employees.

Future research done on a regularly scheduled basis, at least once every six months, will encompass all types of accidents as near misses that are reported. These accident reports will also cover accidents of a non-injury nature. Persons having a near miss or non-injury accident shall be required to report such event to the immediate foreman or section foreman, who shall make a note of the event in his daily reports.

The structure of the analytical research shall be of a manner in which will point out deficiencies or strong points of the operations' safety programs and training classes.

## **C-6: Accident Follow-up**

Upon the report and analysis of accident reports, the safety coordinator shall review the findings and take appropriate actions. This action could consist of a restructuring, addition(s) to, or deletion(s) from the existing comprehensive mine safety program.

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

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

Each employee will be encouraged if not required to attend all training classes and safety meetings. When conditions warrant changes in the mines' safety program, the employees will be notified verbally and given new instructions. Also a written notice shall be posted on the mine bulletin board. Any suggestions that might arise from meetings with the miners' safety representatives will be reviewed for possible implementation into the overall safety program.

Safety incentives and recognition will be started to help involve the miners into the program. (Example: safety stickers, possible cash bonuses, awards, hats, jackets, etc.)

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

Enforcement of the operator's comprehensive safety program will be along lines set forth in the absentee policy of the company.

**First violation:** A verbal warning with notation in foreman's report.

**Second violation:** A written warning with notation in employee's record.

**Third violation:** Suspension with intent to discharge.

Even though a slight infraction could cause an accident or fatality, the severity of the infraction will dictate the degree of punitive action to be taken. Also, the past safety record of that employee shall be taken into consideration before any actions are taken.

