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EPA, HAZWOPER, HIPAA, IATA,  
IMDG, TDG, MSHA, OSHA, and  
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Safety Online Training**

**Since 2008**

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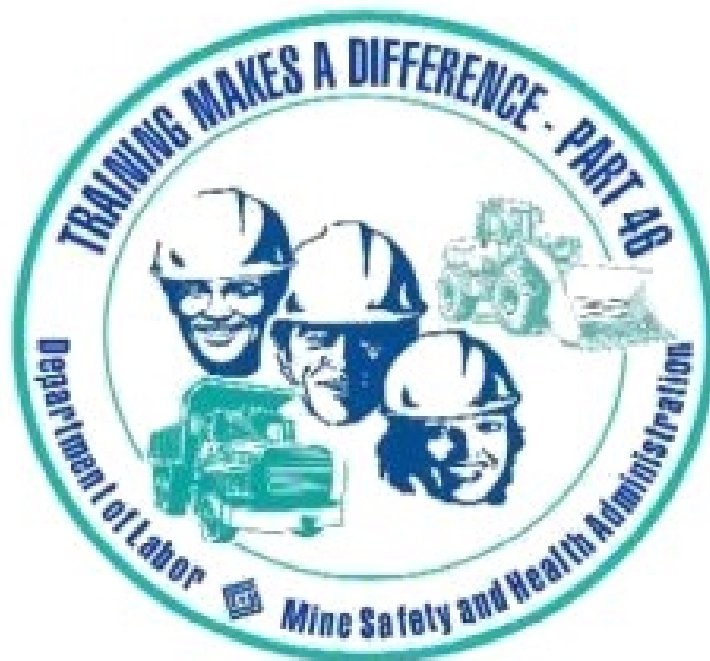
# 30 CFR Part 46 Starter Kit Model Training Plan

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U.S. Department of Labor  
Mine Safety and Health Administration  
National Mine Health and Safety Academy

Instruction Series Guide  
IG 36

December 1999  
Reprinted 2001



## **Developing a Training Plan**

Your plan may be in any format, so long as it includes all the required information and describes how the miners will be trained. Training plans can be hand-written, typed, or generated on a computer. Also, we will have available on our website ([www.msha.gov](http://www.msha.gov)) a program that will electronically walk you through the steps of developing a training plan. You can use whatever format works best for your operation.

The sample forms in this section are strictly optional. We are making them available as just one way you might put together your training plan. You may decide to use the entire sample plan or you might select certain sections to enhance the program you already have in place.

### **Instructions**

This sample training plan covers all the required topics under part 46. If you complete these materials thoughtfully with regard to your own operation, you will have an approved training plan. Space is provided for each of the required subjects. We have also provided options for teaching methods, course materials and evaluation procedures, and a place to list your estimated teaching time for each subject so that you can customize the plan to meet your specific needs. If additional pages are needed for other subjects or tasks, you may make copies from this package. You may use the entire sample plan or selected portions. If the information you provide is complete and correct, you will be in compliance with the plan requirements for part 46.

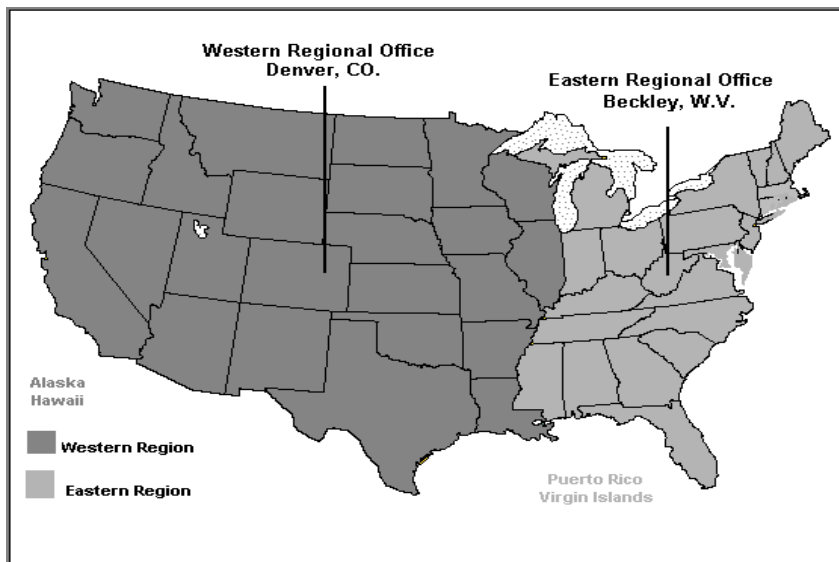
If you need assistance completing the training plan, you may contact Educational Field Services (see list of educational field services contacts in this starter kit), MSHA District Offices, or an MSHA State Grants Program (see list of grantees in this starter kit).

If you choose to send a training plan to us, please use the appropriate following address (see map below):

**Eastern Regional Manager  
Educational Field Services  
1301 Airport Road  
Beaver, West Virginia 25813-9426  
Phone: 1-800-678-6746**

or

**Western Regional Manager  
Educational Field Services  
P.O. Box 25367  
Denver, Colorado 80225-0367  
Phone: 1-800-579-2647**



**If a plan does not include the required minimum information listed in the rule, you must submit the plan to the appropriate Regional Manager, Educational Field Services Division, for approval.**

## Sample Plan Instructions

### **Training Programs**

Under each subject listed in your plan, check the teaching methods, course materials, and evaluation procedures that apply. If a subject does not apply to your mine or operation, indicate this by checking “not applicable” in the block for that subject. Instructions for completing the subject blocks in all the training programs are as follows:

#### **Time**

Indicate the approximate number of hours and/or minutes that will be spent on each subject within each training program. The time may be a single amount, such as, 45 minutes; or a range of times, such as, 30 minutes to 1 hour.

#### **Teaching Methods**

Indicate the method by which each subject is to be taught. Some of the more common methods include:

- Lecture
- Discussion (normally used with other methods)
- Audiovisual
- Demonstration (often used when teaching skills)
- Site tour (walk around tours of the work environment)
- Computer
- Games (good for annual refresher and for evaluations)
- Practice (used when teaching and evaluating skills)

#### **Course Training Materials**

Indicate the materials that will be used for each subject. Some places where you can get training materials include:

- MSHA’s National Mine Health and Safety Academy in Beckley, West Virginia (refer to the *Catalog of Training Products for the Mining Industry*)
- State grantees
- Trade associations
- Not-for-profit groups (e.g. National Safety Council; American Society of Safety Engineers)
- Your insurance carrier

### Evaluation Procedures

Several procedures are available for evaluating the retention and understanding of the trainee. Examples of evaluation procedures include:

- Oral or written examination
- Demonstrated performance
- Observation of trainee reactions and understanding
- Participation in discussions and activities

**General Information (Cover Sheet)**

Date: \_\_ / \_\_ / \_\_

*If your company operates more than one mine, there must be one plan for each mine and mine ID number. Independent contractors should list their three-digit contractor ID number if they have one. Independent contractors do not need a contractor ID number in order for their plan to be approved.*

**Item 1. Company and Mine names [Section 46.3(b)(1)]**

MSHA ID # [ \_ - \_ \_ \_ \_ ] or [ \_ \_ \_ ]

Company Name: [ \_\_\_\_\_ ]

Address: [ \_\_\_\_\_ ]

Address: [ \_\_\_\_\_ ]

City, State &amp; Code: [ \_\_\_\_\_ ]

Mine Name: [ \_\_\_\_\_ ]

*The individual responsible for safety and health training at the mine is the person MSHA should contact regarding training related matters.*

**Item 2. Person responsible for health and safety training at the mine (Name and Position) [Section 46.3(b)(2)]**

Name: [ \_\_\_\_\_ ]

Position/Title: [ \_\_\_\_\_ ]

Optional Information

Phone Number: ( \_ \_ \_ ) \_ \_ \_ - \_ \_ \_ \_

E-Mail: [ \_\_\_\_\_ ]

*Each training plan must list at least one competent person or organization. The competent person may work for the company, may be employed by an independent training service, or may be an instructor for a State Grants Program. If you employ a training organization, you may list the organization name and not the names of each individual person or instructor. When an organization is listed, all instructors of that organization will be included by reference and will change as the organization's staffing changes. For each person or organization, list the subject areas in which they are competent to instruct.*

**Item 3. Competent persons or organizations and subject areas each is competent to instruct**  
**[Section 46.3(b)(4)]:**

<b>Name(s)</b>	<b>Subject(s)/Area(s)</b>
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]
[ _____ ]	[ _____ ]



**New Miner Training Program**

Mine ID # \_\_ - \_\_\_\_\_ Contractor ID \_\_\_\_\_

**New Miner Training Program (Section 46.5)**

**Date:** \_\_ / \_\_ / \_\_

Each new miner must receive no less than 24 hours of training [[Section 46.5\(a\)](#)]. Miners who have not received the full 24 hours of new miner training must work under the observation of an experienced miner.

**A. Each new miner must receive the following training before the miner begins work. This training must be no less than 4 hours and must also address site-specific hazards [[Section 46.5\(b\)](#)]:**

**1. Introduction to work environment [[Section 46.5\(b\)\(1\)](#)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                 | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company              | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturere |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**New Miner Training Program**

**2. Recognition and avoidance of electrical hazards and other hazards, such as traffic patterns and control, mobile equipment, and ground conditions [Section 46.5(b)(2)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- lecture
- discussion
- audiovisual
- site tour
- other \_\_\_\_\_

Course Training Materials:

- MSHA
- company
- vendor/manufacture
- applicable regulations
- other \_\_\_\_\_

Evaluation Procedures:

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

**3. Emergency medical procedures; escape and emergency evacuation plans; firewarning signals and firefighting procedures [Section 46.5(b)(3)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- lecture
- discussion
- audiovisual
- demonstration
- site tour
- other \_\_\_\_\_

Course Training Materials:

- MSHA
- company
- vendor/manufacture
- escape and emergency evacuation plans
- firewarning signals and firefighting procedures
- applicable regulations
- other \_\_\_\_\_

Evaluation Procedures:

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

**New Miner Training Program**

**4. Health and safety aspects of the tasks to be assigned [Section 46.5(b)(4)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture                          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion                       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual                      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> practice under close observation |  |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> company            | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**5. Statutory rights of miners and their representatives [Section 46.5(b)(5)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**New Miner Training Program**

**6. Authority and responsibilities of supervisors and miners' representatives**  
[Section 46.5(b)(6)]

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**7. Introduction to rules and procedures for reporting hazards** [Section 46.5(b)(7)]

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> mine communication system |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____               |
| <input type="checkbox"/> company rules |  |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**New Miner Training Program**

**B. After each new miner begins work, the miner must receive the following training within 60 days [Section 46.5(c)].**

**1. Self-rescue and respiratory devices [Section 46.5(c)(1)]**

This subject is:  applicable  not applicable

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audiovisual |  |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> training devices       |
| <input type="checkbox"/> company            | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> fit test    |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> observation      |                                      |

**2. First aid [Section 46.5(c)(2)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audiovisual |  |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> first aid supplies     |
| <input type="checkbox"/> company            | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacture | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## New Miner Training Program

**C. After each new miner begins work, the miner must receive the balance, if any, of the 24 hours of training on any other subjects that promote occupational health and safety for miners at the mine within 90 days [*Section 46.5(d)*].**

If other subjects will be taught based on circumstances or conditions at the mine, the “Yes” box should be checked and a completed “Other Subject(s)” page for each attached.

Yes       No

**New Miner Training Program**

---

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_

**Section 46.5**

**C. Other Subject(s)**

Subject Title:   
*[Section 46.5(d)]*

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other         |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                 | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company              | <input type="checkbox"/> other                  |
| <input type="checkbox"/> vendor/manufacturere |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other       |

**Newly-Hired Experienced Miner Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_ \_

**Newly-Hired Experienced Miner Training Program**  
(Section 46.6)

**Date:** \_ \_ / \_ \_ / \_ \_

Each newly-hired experienced miner must receive the following training [[Section 46.6\(a\)](#)]. As specified below, some of the training will be given before the miner begins work; while the balance of the required training must be given no later than 60 days after work begins.

**A. Each newly-hired experienced miner must receive the following training before the miner begins work. This training must also address site-specific hazards [[Section 46.6\(b\)](#)]:**

**1. Introduction to work environment [[Section 46.6\(b\)\(1\)](#)]**

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |



**Newly-Hired Experienced Miner Training Program**

**2. Recognition and avoidance of electrical hazards and other hazards, such as traffic patterns and control, mobile equipment, and ground conditions [Section 46.6(b)(2)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                 | <input type="checkbox"/> lockout devices        |
| <input type="checkbox"/> company              | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturere | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**3. Emergency medical procedures; escape and emergency evacuation plans; firewarning signals and firefighting procedures [Section 46.6(b)(3)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA                                  | <input type="checkbox"/> firewarning signals and firefighting procedures |
| <input type="checkbox"/> company                               | <input type="checkbox"/> applicable regulations                          |
| <input type="checkbox"/> vendor/manufacturere                  | <input type="checkbox"/> other _____                                     |
| <input type="checkbox"/> escape and emergency evacuation plans |  |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**Newly-Hired Experienced Miner Training Program**

**4. Health and safety aspects of the tasks to be assigned [Section 46.6(b)(4)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture                          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion                       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual                      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> practice under close observation |  |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                 | <input type="checkbox"/> safe work procedures   |
| <input type="checkbox"/> company              | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturere | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**5. Statutory rights of miners and their representatives [Section 46.6(b)(5)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**Newly-Hired Experienced Miner Training Program**

**6. Authority and responsibilities of supervisors and miners' representatives [Section 46.6(b)(6)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> company rules          |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**7. Introduction to rules and procedures for reporting hazards [Section 46.6(b)(7)]**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> computer    |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> MSHA          | <input type="checkbox"/> mine communication system |
| <input type="checkbox"/> company       | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> 1977 Mine Act | <input type="checkbox"/> other _____               |
| <input type="checkbox"/> company rules |  |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**Newly-Hired Experienced Miner Training Program**

**B. After each newly-hired experienced miner begins work, the miner must receive the following training within 60 days [Section 46.6(c)].**

**1. Self-rescue and respiratory devices [Section 46.6(c)(1)]**

This subject is:  applicable  not applicable

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> audiovisual |  |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> training devices       |
| <input type="checkbox"/> company             | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> vendor/manufacturer | <input type="checkbox"/> other _____            |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> fit test    |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> observation      |                                      |

**C. Training may address any other subjects that promote occupational health and safety for miners [Section 46.6(e)].**

If other subjects will be taught based on circumstances or conditions at the mine, the “Yes” box should be checked and a completed “Other Subject(s)” page for each attached.

- Yes  No

## Newly-Hired Experienced Miner Training Program

**D. When a newly-hired experienced miner returns to the same mine following an absence of 12 months or less, the miner must receive training on any changes at the mine that occurred during the miner's absence that could adversely affect the miner's health or safety. This training must be given before the miner begins work at the mine. If the miner missed any part of annual refresher training under Section 46.8 during the absence, the missed training must be given within 90 days after the miner begins work at the mine [Section 46.6(f)].**

**Newly-Hired Experienced Miner Training Program**

Mine ID # \_\_\_ - \_\_\_\_\_ Contractor ID \_\_\_

**Section 46.6**

**C. Other Subject(s)**

Subject Title:

[Section 46.6(e)]

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company            | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacture |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**New Task Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_\_\_

**New Task Training Program (Section 46.7)**

**Date:** \_\_ / \_\_ / \_\_

Each miner who is assigned to a new task in which he or she has no previous work experience must be trained in the health and safety aspects and safe work procedures specific to that new task. This training must be provided before the miner performs the new task. If a change occurs in a miner's assigned task that affects the health and safety risks encountered by the miner, the miner must be given training that addresses the change. Practice under close observation of a competent person may be used to fulfill the requirement for task training under this section [Section 46.7(d)].

*Each task that will require training is specified below. The competent person who will provide the training is listed in Item 3 of the General Information section.*

**1. Health and safety aspects and safe work procedures of the new task**

Specify the task: [ \_\_\_\_\_ ]

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- lecture
- discussion
- audiovisual
- practice under close observation
- demonstration
- site tour
- other \_\_\_\_\_

Course Training Materials:

- MSHA
- company
- vendor/manufacture
- operating manuals
- JSAs
- safe work procedures
- applicable regulations
- other \_\_\_\_\_

Evaluation Procedures:

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

## New Task Training Program

If other tasks require training at the mine, the “Yes” box should be checked and a completed “Other Task(s)” page for each attached.

Yes       No

**B. When changes occur in a miner's assigned task that affect the health and safety risks encountered by the miner, the miner must receive training that addresses the change(s) [[Section 46.7\(b\)](#)].**



**New Task Training Program**

Mine ID # \_\_ - \_\_\_\_ Contractor ID \_\_\_\_

**Section 46.7**

**A. Other Task(s)**

**Health and safety aspects and safe work procedures of the new task**

Specify the task:

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- lecture
- discussion
- audiovisual
- practice under close observation
- demonstration
- site tour
- other \_\_\_\_\_

Course Training Materials:

- MSHA
- company
- vendor/manufacture
- operating manuals
- JSAs
- safe work procedures
- applicable regulations
- other \_\_\_\_\_

Evaluation Procedures:

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

**Annual Refresher Training Program**

Mine ID # \_\_\_ - \_\_\_\_\_ Contractor ID \_\_\_

**Annual Refresher Training Program (Section 46.8)**

**Date:** \_\_/\_\_/\_\_

Each miner must receive a minimum of 8 hours of annual refresher training at least once every 12 months. The training must include instruction on changes at the mine that could adversely affect the miner's health or safety. The refresher training must also address other health and safety subjects relevant to the mine.

**A. Each miner must receive the following training [Section 46.8(b)]**

**1. Changes at the mine that affect the miner's health or safety**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

Teaching Methods:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> site tour   |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> audiovisual |                                      |

Course Training Materials:

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA                 | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company              | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturere |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

**B. Miners will also receive training in the following recommended subjects and for hazards that have accounted for the most fatalities and injuries at the mine, where appropriate [Section 46.8(c)]**

If any of the **recommended subjects** will be taught at the mine, the "Yes" box is checked and a completed "Recommended Subject(s)" page for each is attached.

- Yes       No

If other subjects will be taught based on circumstances or conditions at the mine, the "Yes" box should be checked and a completed "Other Subject(s)" page for each attached.

- Yes       No

**Annual Refresher Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_

**Section 46.8**

**Recommended Subject(s)**

*(Check one subject from the following:)*

- Applicable health and safety requirements, including mandatory standards
- Transportation controls and communication systems
- Escape and emergency evacuation plans; firewarning and firefighting
- Ground conditions and control
- Working in areas of highwalls
- Water hazards, pits, and spoil banks
- First aid
- Prevention of accidents
- Explosives
- Mobile equipment; conveyor systems; cranes; crushers; excavators; and dredges
- Maintenance and repair; material handling; fall prevention and protection; and working around moving objects
- Traffic patterns and control
- Illumination and night work
- Electrical hazards
- Health
- Respiratory devices

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

**Teaching Methods:**

- lecture
- discussion
- audiovisual
- demonstration
- site tour
- other \_\_\_\_\_

**Course Training Materials:**

- MSHA
- company
- vendor/manufacturer
- applicable regulations
- other \_\_\_\_\_

**Evaluation Procedures:**

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

**Annual Refresher Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_ \_

**Section 46.8  
Other Subject(s)**

Subject Title:   
*[Section 46.8(c)]*

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

Teaching Methods:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |

Course Training Materials:

- |  |   |
|--|---|
| <input type="checkbox"/> MSHA                | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company             | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacturer |   |

Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## Hazard Awareness Training Program

Mine ID # \_\_\_ - \_\_\_\_\_ Contractor ID \_\_\_

**Hazard Awareness Training Program (Section 46.11)**

**Date:** \_\_ / \_\_ / \_\_

Site-specific hazard awareness training must be given before any person specified under this section is exposed to mine hazards [[Section 46.11\(a\)](#)].

This training must be given to any person who is not a miner as defined by Section 46.2 but is present at the mine site. Such persons may include, but are not limited to, office personnel, delivery workers, and customers [[Section 46.11\(b\)](#)]. This training must also be provided to miners, such as drillers or blasters, who move from one mine to another mine while remaining employed by the same production-operator or independent contractor [[Section 46.11\(c\)](#)].

Site-specific hazard awareness training is not required for any person who is accompanied at all times by an experienced miner who is familiar with hazards specific to the mine [[Section 46.11\(f\)](#)].

The production-operator has primary responsibility for ensuring that hazard awareness training is given to employees of independent contractors who are required to receive that training. The production-operator must provide information to each independent contractor who employs a person at the mine on site-specific mine hazards [[Section 46.12\(a\)](#)]. Also, the independent contractor must inform the production-operator of any hazards they may create while working at the mine [[Section 46.12\(b\)\(2\)](#)].

Each independent contractor who employs a miner (as defined in Section 46.2) at the mine has primary responsibility for providing new miner training, newly-hired experienced miner training, new task training, and annual refresher training. Independent contractors will inform the production-operator of any hazards contractors may create by the performance of their work at the mine [[Section 46.12\(b\)](#)].

## Hazard Awareness Training Program

**A. Training must address site-specific health and safety risks. The training will include the following subjects or other special safety procedures, where appropriate [Section 46.11(d)].**

*Independent contractors who will be receiving hazard awareness training from the production-operator and will not need to provide this training to their own employees or employees of other independent contractors are not required to complete this part of the training plan.*

Contractors may check here when this part is:  not applicable.

### **1. Hazards a miner may be exposed to while at the mine, including applicable emergency procedures**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

#### Teaching Methods:

- |   |  |
|---|--|
| <input type="checkbox"/> lecture          | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion       | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual      | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> written warnings |  |

#### Course Training Materials:

- |   |  |
|---|--|
| <input type="checkbox"/> MSHA                   | <input type="checkbox"/> checklist(s)              |
| <input type="checkbox"/> company                | <input type="checkbox"/> signs and posted warnings |
| <input type="checkbox"/> vendor/manufacture     | <input type="checkbox"/> applicable regulations    |
| <input type="checkbox"/> company rules/policies | <input type="checkbox"/> other _____               |

#### Evaluation Procedures:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

If other subjects will be taught to cover **site-specific health and safety risks** at the mine, the “Yes” box is checked and a completed “Health and Safety Subject(s)” page for each is attached.

- Yes       No

If other subjects will be taught based on circumstances or conditions at the mine, the “Yes” box should be checked and a completed “Other Subject(s)” page for each attached.

- Yes       No

**Hazard Awareness Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_

**Section 46.11**

**A. Health and Safety Subject(s)**

*(Check one subject from the following:)*

- Unique geologic or environmental conditions
- Recognition and avoidance of hazards such as electrical hazards
- Powered haulage hazards
- Traffic patterns and control, and restricted areas
- Warning and evacuation signals
- Evacuation and emergency procedures
- Other special safety procedures

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

**Teaching Methods:**

- lecture
- discussion
- audiovisual
- demonstration
- site tour
- other \_\_\_\_\_

**Course Training Materials:**

- MSHA
- company
- vendor/manufacture
- company rules/policies
- checklist(s)
- applicable regulations
- other \_\_\_\_\_

**Evaluation Procedures:**

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_

**Hazard Awareness Training Program**

Mine ID # \_ \_ - \_ \_ \_ \_ \_ Contractor ID \_ \_ \_

**Section 46.11  
Other Subject(s)**

Subject Title:  
[Section 46.11(d)]

Approximate Time(s): \_ \_ hours \_ \_ minutes to \_ \_ hours \_ \_ minutes

Teaching Methods:

- lecture
- discussion
- audiovisual
- computer
- demonstration
- site tour
- other \_\_\_\_\_

Course Training Materials:

- MSHA
- company
- vendor/manufacturer
- applicable regulations
- other \_\_\_\_\_

Evaluation Procedures:

- oral feedback
- written feedback
- observation
- other \_\_\_\_\_



## Hazard Awareness Training Program

**B. Training must be provided to miners, such as drillers or blasters, who move from one mine to another mine while remaining employed by the same production-operator or independent contractor [Section 46.11(c)].**

*Independent contractors who will be receiving this training from the production-operator and will not be providing this training to employees of other independent contractors are not required to complete this part of the training plan.*

Contractors may check here when this part is:  not applicable.

### **1. Hazards a miner may be exposed to while at the mine, including applicable emergency procedures**

Approximate Time(s): \_\_ hours \_\_ minutes to \_\_ hours \_\_ minutes

**Teaching Methods:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> lecture     | <input type="checkbox"/> demonstration |
| <input type="checkbox"/> discussion  | <input type="checkbox"/> site tour     |
| <input type="checkbox"/> audiovisual | <input type="checkbox"/> other _____   |
| <input type="checkbox"/> computer    |  |

**Course Training Materials:**

- |   |   |
|---|---|
| <input type="checkbox"/> MSHA               | <input type="checkbox"/> applicable regulations |
| <input type="checkbox"/> company            | <input type="checkbox"/> other _____            |
| <input type="checkbox"/> vendor/manufacture |   |

**Evaluation Procedures:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> oral feedback    | <input type="checkbox"/> observation |
| <input type="checkbox"/> written feedback | <input type="checkbox"/> other _____ |

## LIST OF TASKS

*You may select the task(s) to include for training from the list below, or write in your own description in the space provided on the plan.*

Auger helper  
Auger operator  
Barge attendant/boat operator/dredge operator  
Beltman/conveyor crew/vulcanizer  
Belt/conveyor man/crew  
Bobcat operator  
Brakeman/rope rider/car dropper  
Bulldozer/tractor operator  
Car dump/rotary dump/shake-out operator/helper  
Car dump/shake-out/roscoe/loaderhead operator  
Cement man/mason/bricklayer  
Clam shell operator  
Cleanup man  
Crane operator  
Cutting machine helper  
Cutting machine operator  
Dispatcher  
Drill helper/chuck tender  
Drill operator (wagon/diamond)  
Driver jeep/pickup  
Dryer/kiln operator/worker  
Electrician/helper/wireman  
Engineer (electrical/mining)  
Forklift operator  
Front-end loader/high lift operator  
Grader/road roller operator  
Hand loader  
Highwall drill operator/helper  
Hoistman/hoist engineer/helper  
Inspector/preshifter  
Laborer/utility man/bull gang  
Loading machine helper  
Loading machine/loader operator

## LIST OF TASKS

Metal/Nonmetal sampler/dust sampler/lab technician  
Mechanic/repairman/helper  
Miner/surface miner  
Mucking machine operator  
Oiler/greaser  
Plumber/carpenter/painter  
Pumper  
Rock driller  
Rotary bucket excavator operator  
Scalper/screen/sizing/tipple plant worker  
Scoop car/tram/load haul dump operator  
Shopman/millwright/machinist/bit sharpener  
Shotfirer/blaster/shooter/helper  
Shovel operator (stripping/loading)  
Silo/train load out operator  
Sizing/washing/cleaning plant operator/worker  
Stone finishing/sizing personnel  
Supervisory/management/foreman/boss  
Supplyman/warehouseman/supply driver  
Survey crew  
Timberman/propman/steel setter/steelworker  
Track man/track gang/tamping machine operator  
Trainee  
Truck driver  
Union official/safety representative  
Ventilation man/crew/builder/brattice man  
Watchman/guard  
Water attendant  
Weighman/scaleman/timekeeper/clerk  
Welder/blacksmith  
Yard engine engineer/fireman