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# Guidelines for Effective Task Training

## Employees have received task training in new tasks

Ensure the following:

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

## All tasks have been assessed

Utilize the following:

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

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

Evaluate the following:

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

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

Establish guidelines for trainers:

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

