

The following is a sample of a generic Comprehensive Mine Safety Program that may be filed with the Initial Submittal Form for the Comprehensive Mine Safety Program, and submitted to the MHS&T Regional Office.

The intent of this form is to simplify the submission process, and provide guidance to companies that may not already have a company safety program in effect for the completion of their permit application(s). This form should suffice for most non-production surface contractors or trucking companies. **You may be required to modify this program** based on the specific needs of your business.

If your company performs specialized work not covered under this program, or if your work requires you to perform your services in underground mines, please consult with your Regional Safety Instructor prior to submission of this program to determine if any additional components, amendments, training and / or certifications will be required prior to beginning any work on mining property.

**COMPREHENSIVE MINE
SAFETY PROGRAM
(SURFACE WORK)**

COMPONENT 1: SAFETY COMMITMENT

The management of the company wishes to submit to the West Virginia Office of Miners' Health, Safety and Training the following Comprehensive Mine Safety Program for approval of implementation. A thorough evaluation and assessment of the current conditions and practices of the company has enabled management to establish goals for safety, select safety programs, and determine methods that will provide an effective means of safe work practices and procedures.

The company is a/an _____* company exclusively and therefore has neither underground, nor mineral extraction personnel. All aspects of job-related safety as to that related work have been omitted from this program. This company only performs _____* from either Surface or Deep mine properties, as well as Preparation Plant and Quarry sites.

***Nature of work being performed**

PROGRAM GOALS

Based upon most recent information, the following are goals established for our Comprehensive Mine Safety Program:

GENERAL GOALS

1. To achieve a low incidence of accidents and injuries
2. To increase work skills and safety knowledge of all employees
3. To operate in compliance with all applicable State and Federal laws

SPECIFIC GOALS

1. To implement a safety training program for all personnel
2. To involve all personnel in weekly safety meetings
3. To alert all employees to seasonal safety hazards through heightened awareness and driver training
4. To instill in each employee an attitude of cooperation in development and utilization of safe work procedures, practices and conditions

SAFETY RULES AND PROCEDURES

The operator contends that safety of all employees is first and foremost. To this end, the company is committed to operating in compliance to all applicable state and federal laws; to correct deficiencies immediately, provide proper training and supervision, and to provide safe working conditions for all employees.

It shall be the responsibility of each employee to report for work physically and mentally alert, perform their assigned task in a safe manner, abide by all laws and rules, as well as safety procedures while at the job site. Failure to do so could, and in most instances, would lead to dismissal.

COMPANY SAFETY RULES AND PROCEDURES

1. Proper clothing, hard-hats, steel-toed shoes, and protective eye wear shall be worn by all employees on the job site.
2. It is the responsibility of each employee to care for, and maintain any safety equipment issued to the employee. Inoperative or damaged equipment will be replaced or repaired upon detection of defect.
3. It is the responsibility of each employee to report unsafe conditions or mechanical defects upon their discovery.
4. It is management's responsibility to correct any reported unsafe conditions or defects.
5. Each employee must report any accident or injury to management.
6. Employees will not operate any equipment when weather conditions are severe.
7. Reporting to work under the influence of alcohol or drugs, or bringing such onto company property shall be grounds for immediate dismissal.
8. Appropriate eye wear must be worn as law requires when performing work such as, but not limited to, welding, cutting, pounding, etc.
9. Employees shall not run engines in closed areas, nor depend upon vehicle heater for warmth without a low oxygen or carbon monoxide detector in the vehicle.
10. When working under vehicles, all appropriate measure must be made as to the security of the truck and safety of the mechanic.
11. No employee will operate any mobile equipment that has not been pre-shifted.
12. Each employee shall attend all training classes and are required to comply with all State and Federal regulations.
13. All signs and regulations as to the Company in which we are working for shall be followed by all of our employees while on that property.
14. "Short-cuts" are prohibited! Take your time; Do it safely and right the first time.
15. Tires shall be changed utilizing rim cages and other appropriate safety equipment.

COMPONENT 2: PERSONAL PROTECTIVE EQUIPMENT

1. Safety-toed shoes are required at all times by all persons on the job site.
2. Safety glasses, provided by the company, are required by all workers to be worn as law requires.
3. Hard hats are required by all persons when on the job site.
4. Protective gloves, provided by the company, are required when appropriate.
5. Respirators, provided by the company, are required when the work site atmosphere dictates such usage.
6. Ear plugs, provided by the company, are required when noise levels exceed standard compliance levels.
7. Shields or goggles, leather gloves and an apron are required of persons performing welding or cutting activities. These shall be provided by the company.

All employees are instructed in the proper use and care of the protective equipment they are issued. Protective gear provided by the company shall be maintained or replaced at the

company's expense. Each employee that is issued protective equipment must care for, and utilize the equipment in a safe and productive manner, and will be prohibited from work without it.

COMPONENT 3: SAFETY TRAINING

CLASSROOM TRAINING

The classroom training conducted for the company is done according to an approved MSHA Part 48 Training Plan. An evaluation of the Company's CMSP is also conducted at this time, which allows for input from the employees themselves as to the effectiveness of the program. Classroom training shall be conducted by an approved MSHA instructor, who is knowledgeable in the type of work being performed by the company.

WORKPLACE TRAINING

Workers are trained by experienced personnel for a minimum of 8 hours, or until management is convinced that the new employee can perform safely and effectively. Safety observations are conducted on each employee on a regular basis.

SAFETY MEETINGS

Safety meetings are conducted on a weekly basis with the employees. Aspects of everyday hazards and conditions are covered. In addition to these meetings, management also regularly conducts individual meetings with employees when safety observations have demonstrated the need for corrective action.

SPECIALIZED TRAINING

Specialized training will be given to employees when conditions or the introduction of new equipment takes place. Seasonal climatic changes require specialized training to be conducted as to the specialized hazards they present.

COMPONENT 4: WORKPLACE TRAINING

SAFE WORK PRACTICES AND CONDITIONS

Part of on-the-job training of our employees consists of daily observation of the employees and their collective work habits. New employees or new equipment shall require proper hazard and task training. Any worker who is observed practicing unsafe work habits is immediately given corrective instruction to rectify the situation. Continual bad work practices can, and will lead to dismissal.

MACHINES, SYSTEMS AND ENVIRONMENT

Maintenance of equipment and mechanical systems is performed / scheduled daily. Each piece of equipment is pre-shifted daily before being put into service. During work shifts, employees are instructed to report any defects or malfunctioning equipment immediately to management. In the event corrective action cannot begin immediately, the machine is removed from service until such time as it has been corrected. When changing conditions warrant, additional safety measures may be required. If the employee is unable to correct the situation, they are to notify management so that proper corrective measures can be taken.

COMPONENT 5: EMERGENCY PROVISIONS AND PROCEDURES

Training for emergency situations is conducted during the 8 hour Annual Refresher Training as required by MSHA. This training includes First Aid and emergency transportation of injured persons.

EMERGENCY EQUIPMENT AND SUPPLIES

1. First aid kits are placed and maintained by law.
2. Fire extinguishers are located and maintained by law.
3. Emergency ambulance service and medical facilities must be made available to all personnel according to State and Federal law. These arrangements shall be made in advance to work activities.
4. Emergency contact information for owner/operators – other than the owner/operator – shall be provided to the Office of Miners' Health, Safety and Training.

COMPONENT 6: ACCIDENT INVESTIGATION

1. All accidents shall be reported as required by law.
2. Management is responsible for immediate investigation of any reported accident.
3. When conditions involved in an accident or near miss require immediate attention, appropriate action is taken to rectify the situation according to the dictates of State and Federal law.
4. Company accident forms or other suitable forms are filed for each accident, and analyzed at safety meetings. Further actions, if necessary, are then implemented.
5. Prevention and follow-up as warranted.

COMPONENT 7: PROGRAM PROMOTION AND ENFORCEMENT

Planned and continuing efforts to promote safety at this operation include but are not limited to the following:

1. Extended involvement of our employees in our safety program by including and obtaining their input with awards for constructive suggestions and ideas.
2. A safety promotion incentive program for workers with no lost time accident records.

The established safety rules and policies of our company and for those whom we perform services will be enforced. It is management’s responsibility to see that all employees perform their work in a safe and professional manner, while providing the worker with a safe environment in which to do such. Workers who fail to perform work in a safe professional manner may be subject to disciplinary action as per company policy.

COMPONENT 8: MSDS AND TRAINING

Management shall establish and maintain a “Right-to-Know” Center containing the MSDS sheets for all chemicals that the employees must either use or be exposed to during the normal performance of duties. Training will be given to all personnel who might come into contact with hazardous materials utilized in steam cleaners, degreasers, etc.

(Name of company)

(address)

(city, state, ZIP)

(Signature of Company Official ONLY)

(Title)

(Date)

COMPONENT 9: TRUCK MAINTENANCE PROGRAM

PRE-SHIFT CHECKLIST

A pre-shift check of the truck shall be conducted for each vehicle to be utilized that shift **BEFORE** that truck is placed into service. The example provided below is a facsimile of the type of document that will be used by the operator prior to operations.

Excessive Oil or Hydraulic leak:	Defective	Proper
Back-up Alarm:	Defective	Proper
Brakes – Foot / Parking:	Defective	Proper
Fire Extinguisher:	Defective	Proper
Lights:	Defective	Proper
Horns:	Defective	Proper
Windshield Wipers:	Defective	Proper
Glass (Windshield / Doors):	Defective	Proper
Grab Rails:	Defective	Proper
Steps:	Defective	Proper
Safety Guards:	Defective	Proper
Mirrors:	Defective	Proper
Seat Belt:	Defective	Proper
Tires:	Defective	Proper
Steering Controls:	Defective	Proper
Coolant Levels:	Defective	Proper
Other:	Defective	Proper

Remarks (Visual inspection of truck for any other mechanical or safety defects):

Signature of Operator _____

Signature of Immediate Supervisor _____

Date _____

WEEKLY SCHEDULED MAINTENANCE

1. Inspection and if needed, service to gear boxes
2. Inspection and if needed, service to steering components
3. Inspection and if needed, service to any oil leaks
4. Inspection and if needed, service to back-up alarm
5. Inspection and if needed, service to horn systems
6. Inspection and if needed, service to braking systems
7. Inspection and if needed, service / replacement of tires
8. Inspection and if needed, service to coolant systems
9. Inspection and if needed, service to ALL wheel hubs
10. Inspection and if needed, service to suspension system
11. Inspection and if needed, service to overall appearance of truck

All other types of maintenance work shall be as per manufacturer's recommendations. Records of daily, weekly, and yearly maintenance and parts records shall be kept on each truck by the operator, and these records are to be made available to the Director or his authorized agent.

SAFETY INSPECTION REPORT FORM

Date: _____ Time: _____
Site: _____
Equipment type and number: _____
Report submitted to: (Name) _____
(Title) _____

CONDITIONS AND REMARKS

(Attach additional paperwork if necessary)

Truck Serial Number(s)

Motor Vehicle Inspection sticker date(s) (if applicable)

If you have any modifications to existing equipment, the Comprehensive Mine Safety Program MUST be updated to include such modifications.

Name of Driver(s)

**Drivers' License number(s)
(if applicable)**

**MHST Certification
Number(s)**
