

Surface Workplace Checklist

MSHA 30 CFR Part 48 & 56

Location: _____

Audited by: _____ Date: _____

General:

Company has available for review by MSHA (as applicable):

- Mine Map
- Legal Identification [MSHA Form 2000-7] - [Part 41]
- Mine Office must be located onsite [The ACT, Sec. 109(a)]
- Organizational Chart [Line of Authority 48.25(b)(1)]
- Company Bulletin Board [for posting required items; locking]
- Standard Operating Procedure [SOP] Policy & Company Policies
- Training Plan for Miners [48.3]
- Training Records [48.9] [MSHA Form 5000-23]
- Task Training Records [48.7; 48.9] [MSHA Form 5000-23]
- Training Record Retention [48.9(c)] [MSHA Form 5000-23]
- Record of Examination of Working Places [56.18002]
- Examination of Working Places Record Retention [56.18002(b)]
- Hazard Communications Program [Part 47 - HazCom Final Rule]
- Inventory of Hazardous Chemicals [Part 47 - HazCom Final Rule]
- Safety Programs [56.18002-18006; .180025-.18028]
- Respiratory Program [56.5005 & ANSI Z88.2-1969]

- Accident, Injury and Illness Reports [MSHA Form 7000-1] [50.20]
- Accident, Injury and Illness Report Record Retention [50.20(1)]
- Accident Investigation Reports; Retention [50.40]
- Quarterly Employment Reports; Retention [MSHA 7000-2][50.30]
- Mine Firefighting, Emergency, Evacuation Plan [48.5(b)(5)]
- Firefighting Equipment Inspection Records [56.4201]
- First Aid / CPR Training & Response [56.18010;.18012;.18014]
- Boiler Inspection Records [56.13030; Meets ASME requirements]
- Emergency Safety Telephone Numbers are Posted [56.18012]
- Noise Reports and Reporting [62.190; 62.175]
- Continuity Tests (Electrical Grounding) [56.12025-.12028]

Company has evaluated employee exposure to: [56.5001-5050]

- Noise levels. [30 CFR Part 62]
- Dusts [including fugitive, materials handling; silicate; explosive, production/milling, mechanical or wind generated, carried by runoff, residential or wildlife impact].
- Gases, fumes and vapors.
- Ventilation.
- Oxygen deficient areas; Oxides Exposure

Appropriate employees have received:

- Surface Inexperienced New Miner Certification [48.5; 48.25]
- Surface Experienced Miner Training [48.6; 48.26]
- Surface Annual Miner Recertification [48.8; 48.28]
- Site-Specific Hazards Training - Performed at Mine Site [46.11]
- Task training: new/changed tasks, procedures, equipment [48.7; 48.27]
- Respiratory Fit Testing and Training (if req'd)
- Annual Hazard Recognition Training [48.31]
- Mine Operator, Drillers, Blasters, Construction Workers, Vendors and Visitors have received appropriate training [48.22; 48.2]

The Mine Operator also has on file, pertinent information for:

- Contractors.
 - Sub-contractors.
 - Part 50 requirements carefully coordinated between mine operator and contractor. [Accidents, Injuries, Illnesses, Employment]
- [45.4(b)]**
- The independent contractor has "registered" with the mine operator and provided the following information in writing:
 - ___ Independent Contractors trade name, business address, telephone number.
 - ___ Description of nature of work to be performed by the Independent Contractor and where at the mine the work is to be performed.
 - ___ The Independent Contractor's MSHA Identification Number, if any; and
 - ___ The Independent Contractor's record of service of citations, or other documents involving the independent contractor.
 - ___ Estimated hours worked and number of employees
 - ___ A copy is on file at the mine site for review by MSHA rep's.

Ground Control and Surface Activity - 56.3200; .3460-3461

- Ground hazards are taken down or supported before any travel or work commences; posted to prohibit entry; when left unattended, a barrier will be installed.
- Ground conditions are surveyed by supervisor or designated person prior to commencing work as conditions warrant.
- Persons do not work or travel between machinery or equipment and ribs, unless previously tested and secured.
- Rock burst plan understood by miners and implemented properly.

Housekeeping Precautions - 56.4100-4130

- Smoking prohibited in flammable or combustible areas.
- Warning signs posted in flammable or combustible areas.
- Spilled or leaking flammable liquid removed or controlled.
- Internal combustions engines shut-off before fueling. (Except diesel-powered equipment).
- Combustible waste stored in covered metal containers.
- Waste not allowed to accumulate in large quantities.
- Flammable liquids not used for cleaning.

Combustible waste material not stored/accumulated within 25 feet of:

- Electric substations.
- Unburied flammable storage tanks.
- Containers used for storing 60 or more gallons of flammable liquids.
- Dry vegetation.

Firefighting Equipment - 56.4200

- Fire equipment for fighting early stage fires; and
- Fire equipment for fighting fires beyond the early stage; or arrangements with local fire department to fight such fires.
- Fire equipment for size, quantity and proper class of fire.
- Strategically located, accessible, marked and maintained fire equipment in fire-ready condition.

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Inspection of Firefighting Equipment - 56.4201-4230

Fire Extinguishers are inspected:

- Once a month - visual check.
- Annual - maintenance checks.
- When needed (manufacturers specs) - hydrostatic testing.
- Recharged or replaced after discharge.

Hydrants, Water Pipes & System Inspection:

- Quarterly visual inspection of water pipes, valves, outlets, hydrants, hoses that are part of the firefighting system.
- Annual - fire suppression systems.
- Log kept - person making inspections certify that inspection or certification was made and date completed.
- Fire hydrants ready to use; have fittings, hoses, keys, adaptors.

Determine if fire fighting equipment is available at the following locations:

- On self-propelled equipment.
- Welding and cutting operations.
- Any areas where fire could impede a persons escape route.

- Fittings/hoses compatible and maintained to prevent leaks.
- Storage buildings within 100 ft. of work stations, properly ventilated.
- Constructed of fire-resistant material; equipped with auto-suppression system or early warning device.

Heat Sources, Fuel lines & Cylinders - 56.4500-4660

- Heat sources that can produce combustion are separated from combustible materials.
- Fuel lines have valves capable of stopping the flow of fuel at the source. (Except on self-propelled equipment).

Cylinder/manifold valves:

- Closed when moved.
- Closed when torch or hose left unattended.
- Closed when task or series of tasks completed.
- Gas cylinder valves protected by covers. [56.16006]
- Oxygen/Acetylene cylinder gauges/regulators are free of oil/grease.
- Prevention and action taken to prevent falling sparks or hot metal from posing a fire hazard.
- Compressed and liquid gas cylinders stored in safe manner. [56.16005]

Firefighting, Evacuation & Rescue - 56.4330-4363

Company Plan and Records:

- Annual - Train miners.
- Immediate - Update miners when plan changes.
- Training records retained for 1 year.
- Plan coordinated with local firefighting organization.

Alarms and Drills:

- Warning fire alarms or systems maintained in operable condition.
- Drills conducted every 6 months for persons assigned firefighting responsibilities.
- Training records retained for 1 year.

Welding - 56.4600-4660

- Fire protection available; suitable precautions have been taken. [57.4600-.4604; 4660]
- Welding operations in gassy mines. [57.22103; 57.22104]
- Welding operations are shielded and well-ventilated.
- Protective clothing worn when welding, cutting, grinding.

Flammable, Combustible Liquids and Gases

Use Restrictions, Storage, Safety- 56.4400-4402

- Flammable liquids are not used for cleaning.
- Solvents not used near open flame or heat source or at conditions for flash point.
- Fixed, unburied, flammable/combustible storage tanks are securely mounted on fixed foundation. Piping has flexible connections or special fittings to prevent leaks.
- Safety cans used for small quantities of flammable liquids, properly labeled.
- Oxygen cylinders are not stored with oil or grease. (56.4601)

Air Quality & Respirators - 56.5005-5046

- Dust, gas, mist and fume surveys conducted frequently to determine adequacy of control measures.
- Control of exposure to contaminants by prevention or engineered control measures.
- Company respiratory program in place.
- Medical evaluations for employees that wear respirators.
- Approved respirators used; and used for purpose intended.
- Attendant and backup rescue respirator used when in atmospheres immediately harmful to life.
- Respirators required and used in area where airborne contaminants exceed permissible levels.
- Signs posted against unauthorized entry in hazardous air quality areas.
- Signs designate areas in which respirators must be used.
- Noise levels have been measured and employees are not exposed to an excess of permissible levels.
- Appropriate hearing protection is available and being used.

Storage Facilities - 56.4430

- Tank securely mounted on firm foundation.
- Tank strong enough for liquid stored.
- Tank maintained to prevent leaks. Isolated from ignition sources.
- Tank vented to prevent pressure buildup.

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Explosives, Loading, Blasting, Drilling - 56.6000-.6505

Please refer to this section of the regulations in their entirety!

Explosives Equip/Tools; Maintenance - 56.6700-.6803

Please refer to this section of the regulations in their entirety!

Explosives - General Requirements - 56.6900-.6905

Please refer to this section of the regulations in their entirety!

Machinery and Equipment: Loading, Hauling and Dumping - 56.9000-9330; .14000-14219

- Rules governing speed, right-of-way, direction of traffic followed.
- Headlights used.
- Warning signs and signals properly placed.
- Operators maintain control of equipment.
- Operating speeds consistent with conditions or roadway, grades, clearance, visibility, traffic and type of equipment.
- Shop maintenance records are kept for review.
- Defective equipment taken out of service and tagged or placed in designated repair area.
- Operators perform pre-shift inspection to determine equipment defects.

Transportation of personnel [56.9200-9314]

Persons are not transported:

- In or on dippers, forks, clamshells, buckets.
- In beds of mobile equipment; unless equipment is equipped with means to prevent accidental unloading.
- On top of loads in mobile equipment.
- Outside cabs, operator stations, and beds of mobile equipment.
- To and from work areas in overcrowded mobile equipment.
- With materials or equipment unless items are small; secured; or can be safely carried by hand without creating a hazard to persons.
- On conveyors, unless conveyor is designed for safe transportation.
- Suspended loads not swung over occupied cabs.
- Miners don't pass under raised equipment such as buckets and booms.
- Truck spotters stand in safe location during loading, dumping or backing up operations and use lights at night, or when conditions warrant, to direct trucks.
- Berms, stop blocks or other suitable devices impede overtravel.
- If road is infrequently traveled, or for service or maintenance use only, please refer to section: [56.9300 (d) (1-6)].
- Grizzlies, gates, and other sizing devices securely anchored.
- Stockpile and muckpile faces trimmed.

Travelways and Escapeways - 56.11001-11059

- Working from any height requires fall protection.
- Safe access to all working areas.
- Handrails, toeboards, ladders where necessary.
- Fixed ladders securely anchored; 3" toe clearance and project 3' above landings or have handholds.
- Fixed ladders offset and landings every 30 feet.
- Inclined fixed ladders not inclined backwards.
- Fixed ladders 70 to 90 degrees from horizontal and 30 feet or more in length have backguards, cages or equivalent protection.
- Wooden ladder components unpainted or with clear transparent finish.
- Use of ladders: Person facing ladder with hands free.
- Clearance above stairs have a minimum 7' or warning signs posted.
- Safe access around conveyor belts; elevated walkways have outboard railings.
- Crossovers provided where necessary to crossover conveyors.
- Moving conveyors crossed only at designated crossover points.
- Openings where person or materials may fall protected.
- Regular walkways and travelways sanded, salted or cleared of snow and ice.
- Scaffolding of substantial construction, handrails, toeboards where appropriate, and not overloaded.

Electricity - 56.12001-12053

- Danger signs posted at all major electrical installations.
- Principal power switches are labeled to show what units they control.
- Electrically powered equipment is deenergized and locked-out prior to maintenance or repair.
- Power switches locked out during maintenance to prevent circuits from being energized without the knowledge of person working on them; warning notices posted to alert persons to working being done.
- Dangerous electrical conditions are corrected immediately.
- Portable extension lights have guarding around them.
- Fuses are not removed or replaced by hand in an energized circuit.

Compressed Air and Boilers - 56.13002-13030

- Boilers, pressure vessels, compressed air receivers and unfired pressure vessels meet applicable fed, state and local codes and are inspected and tested by certified inspectors; records available.
- Air receiver tanks equipped with one or more auto pressure relief valves.
- Compressor discharge pipes cleaned as recommended by manufacturer; no less than once every two years.
- Compressed air is never directed toward a person.

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Use of Machinery and Equipment - 56.14100-14219

Operation, Inspection and Defects

- Operation of machinery or equipment is only done by competent persons.
- Pre-shift inspection of self-propelled mobile equipment is conducted by equipment operator.
- Defects reported and equipment tagged and taken out of service.
- Defects on self-propelled mobile equipment that affect safety and not corrected immediately are recorded by mine operator [with date defect recorded and date corrected] and those records are available for inspection by MSHA representatives.

Brake Systems

- Service and emergency braking systems in good working functional condition on equipment.
- Parking brake on self-propelled mobile equipment is capable of holding the equipment with its typical load on the maximum grade it travels. [56.14101]

Machine Guarding, Repair and Maintenance:

- Identify moving machinery components: conveyors; gears; sprockets; chains; drive, head, tail and take-up pulleys; flywheels; couplings; shafts; sawblades; fan blades/inlets; overhead belts [in case of breakage]; and similar parts that can cause injury.
- Moving components that may cause injury to personnel must be guarded.
- Guards must be of substantial construction and properly maintained.
- Moving machine parts are guarded if within 7 feet of walking or working areas/surfaces.
- Repairs or maintenance is not performed until machine is powered off and blocked against motion; except where machinery motion is necessary to make adjustments.
- Hands are not used to guide belts, chains, ropes, sprockets or drums, unless specifically designed for slow hand feeding.
- Conveyor pulleys are not cleaned while conveyor is in motion.
- Belt dressing not applied manually while belts are in motion, unless aerosol-type dressing is used.
- Drive belts not shifted while in motion unless machines have mechanical shifters.
- Machinery is not lubricated while in motion where a hazard exists, unless equipped with extended fittings or cups.
- Persons do not work on or from a piece of mobile equipment until it is blocked in place securely.

Tools and Equipment and their use:

- Unsafe machinery is removed from service immediately.
- Handheld power tools [other than rock drills] are equipped with controls that require constant hand or finger pressure to operate the tools; or are equipped with other equivalent safety devices.
- Tools, equipment, grinding machines operated within manufacturers specs and not used beyond the design capacity intended by the manufacturer where such use may create a hazard to personnel.
- Circular saws and chain saws are not equipped with lock-on device.

- Quick-close air valves provided on pneumatic equipment.

Stationary grinding machines [other than special bit grinders] are equipped with:

- Peripheral hoods [less than 90 throat openings] capable of withstanding the force of a bursting wheel.
- Adjustable tool rests set as close as practical to the wheel on a stationary grinding machine.
- Safety washers on each side.

Mobile Equipment has:

- No defects affecting safety.
- Not been modified, reducing visibility.
- Cab glass that is safety glass or equivalent, and maintained.
- Forklift trucks, front-end loaders, and bulldozers have substantial canopies necessary to protect the operator.
- Lights on both ends that are operational.
- Properly operating deadman controls.
- ROPS [Rollover Protective Structures] installed and maintained.
- Seatbelts provided, maintained and worn.
- FOPS [Falling Object Protection] provided where hazards exist.
- Audible backup warning devices present, operational and used [if spotters are not used].
- While backing up with an obstructed view without a spotter, an automatic reverse-activated signal alarm sounds.
- Extraneous materials, tools or supplies properly stowed or secured.
- Adequate fire extinguisher/suppression system available.

Work procedures around equipment:

- Movable parts of mobile equipment is positioned in travel mode or secured when equipment is moved.
- Warning light or flag used when loads project beyond the sides or more than 4 feet beyond the rear of haulage equipment [other than forklifts].
- Lights, flares or other warnings [visible] posted when parked equipment creates a hazard to vehicular traffic. Warning horns or backup alarms [audible] used for service equipment.
- Mobile equipment properly parked.
- Equipment and supplies loaded, transported and unloaded in manner that does not create a hazard to persons from falling or shifting equipment and supplies.
- Persons do not work or travel between machinery, equipment and bank/ribs. Travel is permitted when necessary for persons to dismount, only after tested and secured. [56.3430]

Haul Roads:

- Spillage is not excessive.
- Adequate berms or guards on outer banks of elevated roadways [56.9300]; at least mid-axle of the largest self-propelled mobile equipment which usually travels the roadway.
- Water, debris, spilled material removed [when they create a hazard to moving equipment].
- Dust control measures effective.

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Safe Operating Practices - 56.14200

- Warning signal given before starting equipment and conveyors when persons could be exposed to hazard.

Slings & Rigging - 48.25

- Added by MSHA #9 District Manager directive; [01/31/2005]

Repair and Maintenance Practices - 56.14104-14211

- Raised equipment properly blocked during maintenance and repair.
- Electrical power deenergized and locked out during repair.
- Tow bars and safety chains used where practical to move disabled vehicles.
- Tires deflated prior to attempting service. During deflation procedure, persons stand outside the potential trajectory of the lock ring of a multi-piece wheel rim.
- To prevent injury during tire inflation, a wheel cage or similar restraining device is used that constrains all wheel rim components; or a device that permits person to stand outside potential trajectory area.

Personal Protective Equipment - 56.15001-15031

First Aid Supplies - [56.15001]

- Adequate first-aid materials: stretchers, blankets, water.
- Water or neutralizing agents near where chemicals are used, stored, handled.

Check for self-created hazards:

- Hair short or secured to prevent contact with moving parts.
- Jewelry [Rings, bracelets, necklaces, etc.] not worn were they could create a snagging hazard.

Observe clothing:

- Not baggy, loose or bulky.
- Not badly worn or frayed.
- Shirts tucked; cuffs buttoned.
- Flame resistant if necessary for conditions.

Other:

- Hard hats required where falling object may create a hazard.
- Safety glasses, goggles, face shields when in or around an area of the mine where a hazard exists.
- Ear plugs or muffs used to reduce noise levels.
- Suitable protective footwear where hazards may occur to the feet.
- Safety belts and lines worn where a danger of falling.
- Attendant tends the lifeline when using safety belts/lines when bins, tanks or other dangerous areas entered.
- Protective equipment/clothing is maintained in a sanitary and reliable condition.

Protective equipment/clothing provided /worn around hazards of:

- Process.
- Environmental.
- Chemical.
- Radiology.
- Mechanical Irritants.
- Welding, cutting, grinding [goggles, shields, gloves, clothing].
- Water hazards [personal flotation devices, belts, lines].

Storage of Materials & Supplies - [56.16001-16012]

- Material storage doesn't create a tripping or falling-of-material hazard.
- Hazardous materials stored in a safe manner and in appropriate containers.
- Toxic materials plainly labeled.
- Incompatible materials prevented from contact with each other.
- Restricted materials used only in laboratory conditions.

Check hoppers, silos, bins, tanks, surge piles - 56.16002:

- Persons not exposed to entrapment.
- Persons safe from spills or overruns.
- Suitable walkways and passageways provided and used.
- Ladders, platforms, stages provided and used.
- Halt supply and discharge of materials when persons present.
- Equipment locked out.
- Attended safety lines used.

Handling of Materials - 56.16002-16014

- Safety lines and attendant provided when working in bins, hoppers, silos, tanks and surge piles.
- Taglines attached to suspended loads
- Suitable hitches and slings used when hoisting materials.
- Persons stay clear of and do not ride on suspended loads.
- Materials are not dropped until area clear of personnel and warning given.
- Suitable blocking used to support conveyances at shaft landings before heavy equipment or materials are unloaded.

Overhead Crane Operations:

- Bumpers at each end of rail.
- Automatic uptravel switches.
- Effective audible warning signals.
- Means to lock-out disconnect switch.
- Footwalks, toeboards and railings installed.

Lift Truck operated with:

- Upright tilted back to steady and secure load.
- Load in upgrade position when traveling on grades [10%+].
- Load not raised or lowered enroute.
- Load-engaging device downgrade when traveling unloaded on all grades.

Miscellaneous Regulations

[56.17001]:

- Illumination sufficient to provide safe working conditions.
- Bulbs replaced. Sockets grounded; and weatherproof if exposed to weather or wet conditions.

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[56.18002]:

- Examination of workplace by miner and competent person at least once each shift.
- Record of examination of workplace kept for one year; available for review upon request.

[56.18006]:

- New employees indoctrinated in safety rules and safe work practices.

[56.18010]:

- First aid training made available to all interested employees.
- Selected supervisors trained in first aid.

[56.18020]:

- No employee works alone in an area where hazardous conditions prevent the employee from being seen, heard or communicating with others.

[Added by District 9 Manager directive: 01/31/2005]:

- Hoisting procedures, wire ropes, signalling, headframes and sheaves, shafts, inspection and maintenance, etc. (see this section in its entirety).

[56.20001]:

- Intoxicating beverages and narcotics are not permitted or used in or around mines. Persons under the influence of such are not permitted on the job.

[56.20002]:

- Adequate supply of potable drinking water is provided at all active working areas. Potable water outlets are posted.
- Mine should have drinking water analysis records on file.

[56.20003]:

- Workplaces, passageways, storerooms, service rooms and floors are clean and orderly. Floors are dry and in good repair.

[56.20008]:

- Clean, sanitary toilet facilities provided.

[56.20012]:

- Toxic material is plainly marked or labeled.

[56.20013]:

- Waste receptacles have covers and are emptied frequently.

[56.20014]:

- Persons are not allowed to consume food and beverage in a toilet room or area exposed to hazardous waste.

NOTE:

This workplace checklist guide is to help you determine what areas at your mine may be weak and need immediate correction.

It is not a substitute for 30 CFR Part 48 or 56 and should not be used without consulting the regulation in its entirety. It is the mine operators responsibility to ensure current regulations are used.

Copies of 30 CFR Part 56 are available on the internet at: www.msha.gov; or from your local MAPTS office: Soldotna (907) 262-2788 or Anchorage (907) 786-6413.

Most frequently cited standards by mine type:

<http://www.msha.gov/STATS/Top20Viols/top20home.asp>