

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____

Internal Audit by: _____ Date: _____

General: (*most requested items)

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

- Mine Map
- * Legal Identification [MSHA Form 2000-7] - [Part 41]
- Organizational Chart
- Standard Operating Procedure [SOP] Policy
- * Training Plan [46.3-.4]
- * Training Records [46.9]
- * Record of Examination of Working Places [56.18002]
- Safety Rules [56.18002-18006]
- Respiratory Program [Meets OSHA 1910.134 & ANSI Z88.2-1969]
- Accident, Injury and Illness Reports [MSHA Form 7000-1] [50.20]
- Accident Investigation Reports [50.40]
- * Quarterly Employment Reports [MSHA 7000-2][50.30]
- Mine Firefighting, Emergency and Evacuation Plan [56.11053]
- Firefighting Equipment Inspection Records [56.4201]
- First Aid / CPR Training [56.18010]
- Boiler Inspection Records [56.13030; Meets ASME requirements]
- Emergency Safety Telephone Numbers are Posted [56.18012]
- * Noise and Dust Reports
- * Continuity Tests (Electrical Grounding) [56.12025-.12028]
- * Hazard Communications Written Program [30 CFR Part 47]

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

- Noise levels. [30 CFR Part 62 - Eff. 09/13/00]
- Dust and fumes [including silicate dust; explosive dust].
- Gases and vapors.
- Ventilation.
- Oxygen deficient areas.

Appropriate personnel have received:

- Surface Inexperienced New Miner Certification [MSHA 5000-23]
- Surface Experienced Miner Recertification [Annual 5000-23]
- Respiratory Medical Evaluation, Fit Testing and Training
- Lift Truck Training
- Safety Meetings
- Hazard Communications Training [30 CFR Part 47]

Independent Contractors that contract to perform services or construction at the mine: [Part 45]

- 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.
 - ___ A copy is on file at the mine site for review by MSHA rep's.

Visitors and appropriate persons at surface operations have received:

- Hazard Recognition Training

Ground Control and Surface Activity - 56.3400-3430

- 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 bank.

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.

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.

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____

Internal Audit by: _____ Date: _____

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.

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.

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 labled.
- Oxygen cylinders are not stored with oil or grease. (56.4601)

Storage Facilities - 56.4430

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

Welding - 56.4600-4604

- Welding operations are shielded and well-ventilated.
- Protective clothing worn when welding, cutting, grinding.

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.

Explosives, Loading, Blasting, Drilling - 56.6000-7807

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

Machinery and Equipment: Loading, Hauling and Dumping - 56.9000-9330; 56.14000-14219

- 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.

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____

Internal Audit by: _____ Date: _____

- 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.

- and ice.
- Scaffolding of substantial construction, handrails, toeboards where appropriate, and not overloaded.

Electricity - 56.12001-12071

- 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.

Travelways and Escapeways - 56.11001-11059

- 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

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.

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____

Internal Audit by: _____ Date: _____

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 inlets; overhead belts [in case of breakage]; and similar parts.
- 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.
- 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.
- 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. Travel is permitted when necessary for persons to dismount. [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.

Safe Operating Practices - 56.14200

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

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

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____
Internal Audit by: _____ **Date:** _____

- 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 [pfd's, 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.

[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.

Surface Workplace Checklist

MSHA 30 CFR Part 56

Location: _____

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[56.18020]:

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

[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 your company may need to correct. It is not a substitute for 30 CFR Part 56 and should not be used without consulting the regulation in its entirety. 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) 245-8098.