Aggregate Management, Inc. - Surface Workplace Checklist

Location: _____

Audited by: _____ Date: _____

General:

Company has available for review by MSHA

□ Mine Map

□ Legal ID

□ Mine office must be located onsite

□ Organizational chart

□ Company bulletin Board

□ Standard Operating Procedure

□ Training Plan for Miners

□ Training Records

□ Training Record Retention

□ Record of Examination of Working Places

□ Examination of Working Places Record Retention

□ Hazard Communications Program

□ Inventory of Hazardous chemicals

□ Safety Programs

□ Respiratory Program

□ Accident, injury and illness Reports

□ Accident, Injury, and Illness Report Record Retention

□ Accident Investigation Reports, Retention

□ Quarterly Employment Reports, Retention

□ Mine Firefighting, Emergency, Evacuation Plan

□ Firefighting Equipment, Inspection Records

□ First Aid / CPR Training & Response

□ Boiler Inspection Records

□ Emergency Safety Telephone Numbers Posted

□ Noise Reports & Reporting

□ Continuity Tests

Company has evaluated employee exposure:

□ Noise Levels

□ Dusts (including fugitive, materials handling, silicate, explosive,

□ Production/milling, or wind generated, carried by runoff,

□ Residential or wildlife impact.

□ Ventilation.

□ Oxygen deficient areas, Oxides Exposure

Aggregate Management, Inc. - Surface Workplace Checklist

Appropriate employees have received:

□ Surface Inexperienced New Miner Certification

□ Surface Experienced Miner Training

□ Surface Annual Miner Recertification

□ Site-Specific Hazards Training

□ Task Training: new/change tasks, procedures, equipment Respiratory Fit Testing and Training

□ Annual Hazard Recognition Training

□ Mine, Operator, Drillers, Blasters, Constructions workers, Vendors and Visitors have received appropriate training.

The mine operator also has on file, pertinent information for:

□ Contractors

□ Sub-contractors

□ Part 50 requirements carefully coordinated between the mine operator and

Contractor. (Accidents, Injuries, Illnesses, Employment).

□ the independent contractor has "registered" with the mine operator

And provided the following information in writing:

__ Independent Contractor 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's reps's.

Ground Control and surface Activity

□ Ground hazards are taken down or supported before any travel or work commences: posted to prohibited 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

□ Smoking prohibited in flammable or combustible area.

□ Warning signs posted in flammable or combustible area.

□ Spilled or leaking flammable liquid removed or controlled.

□ Internal combustible engines shut-off before fueling. (Except diesel-powered equipment).

□ Combustible waist 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

□ Fire equipment for fighting early stage fires; and

□ Fire equipment for fighting fires beyond the early stages; 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

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 Inspections:

□ Quarterly visual inspection of water pipes, valves, outlets, hydrants,

hoses that are a part of the firefighting systems.

□ 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, adapters.

Determine if firefighting 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

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 six months for persons assigned firefighting responsibilities.

□ Training records retained for 1 year.

Flammable, combustible Liquids and Gases

Use Restrictions, Storage, Safety

□ 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 fitting to prevent leaks.

□ Safety cans used for small quantities of flammable liquids, properly labeled.

□ Oxygen cylinders are not stored with oil or grease.

Storage Facilities

□ 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.

□ 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 or early warning device.

Heat Sources, Fuel Lines & Cylinders

□ 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 when unattended.

□ Closed when task or series of tasks completed.

□ Gas cylinder valves protected by covers.

□ Oxygen/Acetylene cylinder gauges/regulators are free of oil/grease.

□ Prevention and action taken to [prevent falling sparks or hot meatal from posing a fire hazard.

□ Compressed and liquid gas cylinders stored in a safe manner.

Welding

□ Fire protection available; suitable precautions have been taken.

□ Welding operations in gassy mines.

□ Welding operations are shielded and well-ventilated.

□ Protective clothing worn when welding, cutting, grinding.

Air Quality & Respirators

□ 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 respirator program in place.

□ Medical evaluations for employees that wear respirators.

□ Approved respirators used; and used for purpose intended.

□ Attendant and back up rescue respirator used when atmospheres immediately harmful to life.

□ Respirators required and used in an area where airborne contaminants exceed permissible levels.

□ Signs posted against unauthorized entry in hazardous air quality areas.

□ 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

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

Explosives Equip/Tools; Maintenance

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

Explosives – General Requirements

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

Machinery and Equipment: Loading, Hauling and Dumping

□ Rules governing speed, right-of-way, direction of traffic followed.

□ Headlights used.

□ Warning signs and signals properly placed.

□ Operators maintain control of the 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 place in designated repair area.

□ Operators perform pre-shift inspection to determine equipment defects.

Transportation of personnel

Persons are not transported:

□ In or on dippers, forks, clamshell, 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 conveyor, 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, stock blocks or other suitable devices impede over travel.

□ If road is frequently 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

□ Working from any height requires fall protection.

□ Safe access to all work areas.

□ Handrails, toeboards, ladders where necessary.

□ Fixed ladders securely anchored; 3" toe clearance and project 3' above landing and have land holds.

□ Fixed ladders offset and landing every 30'.

□ 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.

Electricity

□ 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

□ 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 clean as recommended by manufacturer; no less than once every two years.

□ Compressed air is never directed toward a person.

Use of Machinery and Equipment

Operation, Inspection and Defects

□ Operation of machinery or equipment is only done by competent persons.

□ Pre-shift inspections of self-propelled mobile equipment is conducted by equipment operator.

□ Defects reported and equipment tagged and taken out of service.

□ Defects on self-propelled equipment that affect safety and not corrected immediately and recorded by mine operator [with date defect recorded and date corrected] and those records are available for inspection by **MSHA** representatives.

Brakes 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.

Machine Guarding, Repair and Maintenance

□ Identify moving machinery components: 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 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 defects.

□ Tools, equipment, grinding machines operated within manufacturers specs and not used beyond the design capacity intended by the manufacturer where such as 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 bursting wheel.

□ Adjustable tool rests set and 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 dead man 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 of flagged 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 warning [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.

Haul Roads:

□ Spillage is not excessive.

□ Adequate berms or guards on outer banks of elevated roadways 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

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

Slings & Rigging

□ Rigging equipment for material handling shall be inspected prior to use…use to ensure that it is safe.

□ Defective rigging equipment shall be removed from service…service.

□ Employers must ensure that rigging equipment: (i) Has permanently affixed and legible

Repair and Maintenance Practices

□ 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 moved 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

First Aid Supplies

□ 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:

□ No baggy, lose or bulky.

□ Not badly worn or frayed.

□ Shirts, tucks; 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 and area of the mine where a hazard exists.

□ Ear plugs or muffs used to reduce noise levels.

□ Suitable protective foot wear 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 flotations devices, belts, lines].

Storage of materials and supplies

□ 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.

□ Persons not exposed to entrapment.

□ Persons safe from spills and 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:

□ Safety lines and attendant provided when working in bins, hoppers, silos, thanks, 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 loaded.

Overhead Crane Operations:

□ Bumpers at each end of rail.

□ Automatic up travel switches.

□ Effective audible warning systems.

□ Means to lock-out disconnect switch

□ Footwalls. Toeboards and rails installed.

Lift truck operated with:

□ Upright tilted back to steady and secure load.

□ Load in upgrade position when traveling on grades.

□ Load not raised or lowered grades [10%+-].

□ Load not raised or lowered in route.

□ Load-engaging device downgrade when traveling unloaded on all grades.

Miscellaneous Regulations

□ Illumination sufficient to provide safe working conditions.

□ Bulbs replaced. Sockets grounded; weatherproof if exposed to weather or wet conditions.

56.18002:

Examinations of workplace by miner and competent person at least once each shift.

Record of examination of workplace kept for 1 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:

Hoisting procedures, wire ropes, signaling, 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.

560002:

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 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.