

## Working with the MS Word Worksheet

There are several features within MS Word that have been used to create this worksheet. These features will assist you in making your group's revisions to the worksheet.

**NOTE:** *DO NOT adjust lines separating the columns or the lines making up the edges of the table. If you do, you may end up with extra pages of garbage when printing.*

### Using the Worksheet

Category	<p style="text-align: center;"><b>Task 1: Pre-Operational Inspection</b></p> <p>Learner will be able to demonstrate how to conduct a safe inspection, identify associated risk, and how to implement appropriate controls.</p> <p style="text-align: center;"><i>Conduct Ground/Walk-Around Inspection</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Jobs/Duties</th> </tr> </thead> <tbody> <tr> <td>Attend pre-shift meeting                             <ul style="list-style-type: none"> <li>• Talk to previous shift</li> <li>• Get duty assignment from supervisor</li> <li>• Perform self assessment for readiness to work</li> <li>• Check weather conditions/forecast</li> <li>• Check for red tags (lock out/tag out)</li> </ul> </td> </tr> <tr> <td>Check for slip/trip hazards</td> </tr> <tr> <td>Check truck is secured against movement</td> </tr> </tbody> </table>	Jobs/Duties	Attend pre-shift meeting <ul style="list-style-type: none"> <li>• Talk to previous shift</li> <li>• Get duty assignment from supervisor</li> <li>• Perform self assessment for readiness to work</li> <li>• Check weather conditions/forecast</li> <li>• Check for red tags (lock out/tag out)</li> </ul>	Check for slip/trip hazards	Check truck is secured against movement
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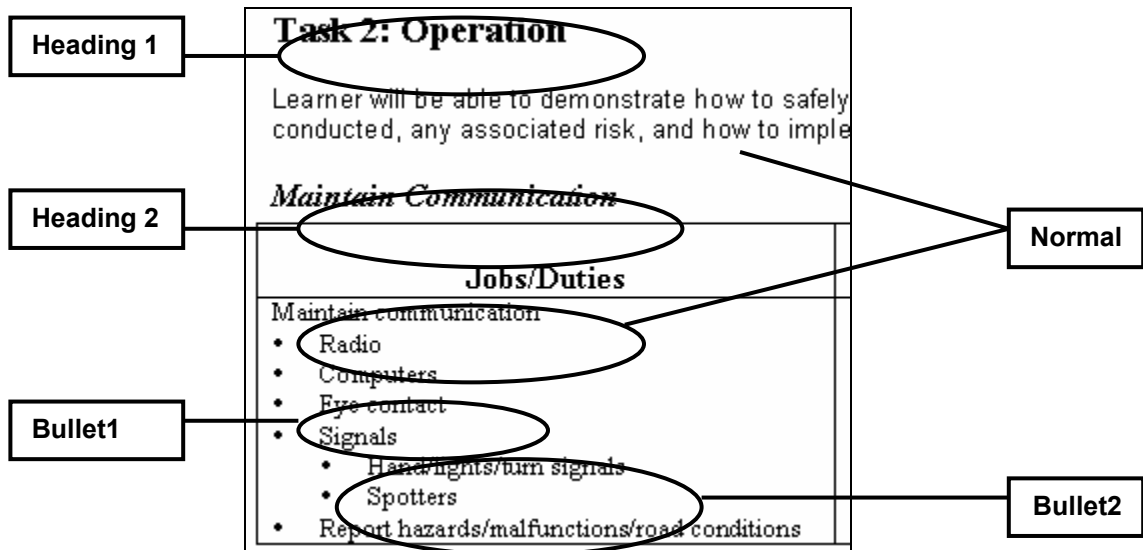
Jobs & Duties

The job worksheet is made up of a listing of jobs and duties within the overall job step category.

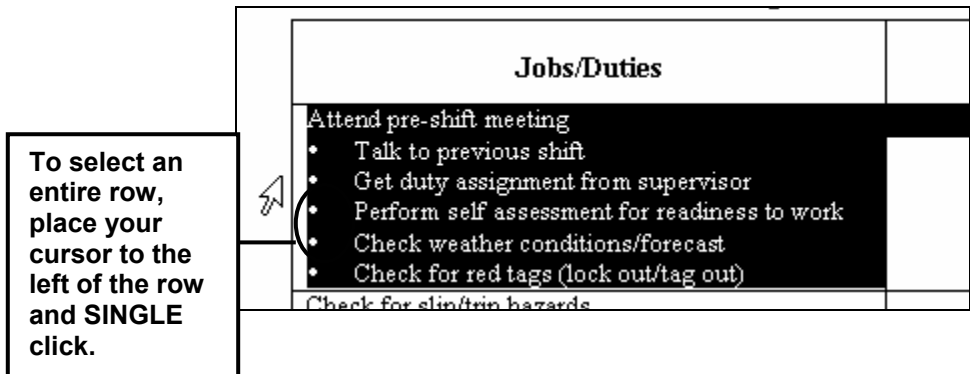
1. Open the file titled *MasterHaulTruckWorksheet.doc* (this should have already been provided to you by MSHA).
2. Save the document under a new name. Be sure to take the equipment name into consideration when naming this new document.
3. Make revisions as determined by the group. **SAVE OFTEN.**
4. When your group has completed their revisions of the worksheet, save it to a floppy disk and print a copy. Provide both these items to the mine manager.

### Adding Jobs and Duties

If you wish to add a completely new job to the table, simply add a new row, type in the new job, and set the appropriate style (see below). The following graphic identifies the styles used within the worksheet:



To add a new row:



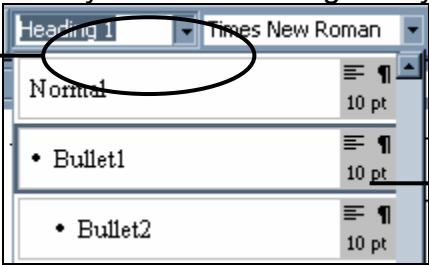
5. Select the entire row by **SINGLE** clicking in the space to the left of the first cell in the row below where you want to add your new row. The entire row will be selected.
6. Click on **Table>Insert Rows** from the menu bar and a row will be added.
7. Type in the new job item. This should automatically appear with the correct formatting (left justified and no bullet). If it does not, select the text and change the style to **Normal** (see below).

To add a new duty to a job, place your cursor above the line where you would like to add the new duty, press **Enter**, and type the new duty item. The new line will take the style of the line above it.

To change the style of text:

8. Select the text for which you wish to change a style.

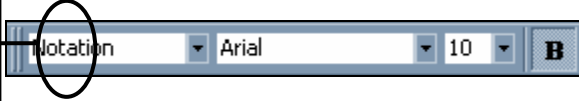
The STYLE drop down list appears just to the left of the FONT drop down list on the FORMATTING toolbar.



Select the STYLE you wish to use.

9. Click on the **STYLE drop down arrow** and select the style you wish to use.

To view the entire formatting toolbar, select the double line on the left side of the toolbar and drag it to the left-hand side of the screen.



**NOTE:** The STYLE drop down list appears just to the left of the FONT drop down list on the FORMATTING toolbar. If the formatting toolbar does not appear, click **View>Toolbars>Formatting**. When it appears, click on the double line on the left-hand side of it and drag it to the left.

To enter information for “Importance” and “Notes/Comments”, simply place your cursor in the cell and begin typing. As you type, the words will wrap around within the cell. The cell will increase in size if you exceed the area previously set.

### Using the Worksheet Materials

The job step worksheet lists the job steps in order and allows space for participants to add information (or eliminate unnecessary items) about how they do their job. The same worksheets can be used for 3 different purposes:



#### 1. Prepare the trainer

A good on-the-job trainer has considerable experience operating or performing the job being analyzed. He also should have a keen interest in training others and the ability to communicate effectively. The job worksheet provides a comprehensive list of job duties that can be used by the trainer to check his own knowledge before he trains other employees.

#### 2. Train the Operators/Miners

The worksheet can be used to assess the trainee’s initial skill level so that training time can be focused where it is needed. The job steps are



divided into manageable components and are presented in a logical order to help you teach and help the miner understand and perform his job. Additional relevant training materials can be incorporated to support the training. The model for the job training is as follows:

1. The instructor explains and demonstrates each job step to the miner usually in the order they are normally accomplished. Job steps may be taught in logical groupings to avoid excessive complexity.
2. The trainee is allowed sufficient practice time until he can repeatedly and correctly demonstrates each job step. Different skills may require different levels and amounts of practice. Have the trainee not only demonstrate but explain why and the expected outcome of each job step.
3. Assessing performance is an important aspect of job step training. It should be an on-going part of the training activity. Accomplished by observing and questioning the trainee and followed by immediate re-enforcement and/or correction of trainee performance. Over time, follow-up observations should be made on a regular basis.

