

Company Name:	Equipment/Job Identification: Section Foreman Type of Equipment: Make: Model: Year: Use:
Mine Name:	
Date of Analysis:	

Pre-requisites:

Duty 1: Activities Prior to Shift

Learner will demonstrate proper procedures for conducting prior to shift activities. Learner will also explain each job step, why it is conducted, any associated risk, and how to implement appropriate controls. Prior to shift activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Look at production and delay sheet				
Check In				
Obtain/Examine safety items				
<ul style="list-style-type: none"> • Ch4 detector 				
<ul style="list-style-type: none"> • O2 detector 				
<ul style="list-style-type: none"> • W65 				
<ul style="list-style-type: none"> • CO detector 				
<ul style="list-style-type: none"> • Anemometer 				
<ul style="list-style-type: none"> • PPE 				
<ul style="list-style-type: none"> • Walking stick 				
<ul style="list-style-type: none"> • Barometer 				
<ul style="list-style-type: none"> • Cap lamp 				
Review record books				
<ul style="list-style-type: none"> • Pre-shift 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
• On-shift				
• Accident reports				
• Violations (if any)				
• CM or long wall coordinator instructions				
• Review construction book				
• Maintenance log				
Review section map for				
• Mining cycle				
• Stopping line				
• Center bolting location				
• Tailpiece location				
• Power center location				
• End of track				
• Charging station				
• Projections				
• Obtain copies				
Review call out sheet/take call out and note				
• Location of mining				
• Air quality & quantities				
• Equipment condition				
• Unusual conditions				
• Equipment problems during previous shift				
• Needed replacement parts				
• Supplies				
1. Order immediately needed supplies				
Countersign pre-shift examination page				
Attend communications meeting				
• Discuss personnel needs				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
<ul style="list-style-type: none"> Ask for construction worker assignment 				
<ul style="list-style-type: none"> Obtain maintenance assignments 				
<ul style="list-style-type: none"> Obtain extra personnel 				
<ul style="list-style-type: none"> Discuss needed supplies 				
<ul style="list-style-type: none"> Discuss planned outages 				
<ul style="list-style-type: none"> Discuss scheduled drills & other tasks 				
<ul style="list-style-type: none"> Review violations 				
<ul style="list-style-type: none"> 1. Discuss actions to be taken 				
<ul style="list-style-type: none"> Discuss alternative plans for section (Idle shift plans) 				
<ul style="list-style-type: none"> Discuss equipment moves 				
<ul style="list-style-type: none"> Pick up safety message 				
<p>AFTER the communications meeting</p>				
<p>Obtain necessary carry in materials & supplies</p>				
<p>Check for crew members arrival</p>				
<ul style="list-style-type: none"> Obtain substitutes if necessary 				
<ul style="list-style-type: none"> 1. Check training 				
<ul style="list-style-type: none"> 2. Obtain necessary SWI 				
<ul style="list-style-type: none"> 3. Give job assignment 				
<ul style="list-style-type: none"> Assess fitness for work 	<p>Potential substance abuse, illness, emotional stress, etc.</p>			<p>Both your own and crew members</p>
<ul style="list-style-type: none"> Give machine operators required detectors 				
<ul style="list-style-type: none"> Make assignments as needed (supplies, bus) 				
<p>Check mine clear system (all pre-shifts completed)</p>				
<p>Discuss presence of inspectors</p>				
<p>Assemble crew & enter the mine</p>				
<ul style="list-style-type: none"> Smokers search 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> General observation for PPE 				
<ul style="list-style-type: none"> Observe check-in check -out 				

Duty 2: Enter the Mine

Learner will demonstrate proper procedures for conducting monitoring and work assignment activities upon entering the mine. Learner will also explain the each job step, why they are conducted, any associated risk, and how to implement appropriate controls. Monitoring and work assignment activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
Assign bus pre-op duty to crew member				
Monitor pre-op on man trip				
<ul style="list-style-type: none"> Sanders 				
<ul style="list-style-type: none"> SCSR's 				
<ul style="list-style-type: none"> Jack and bar 				
<ul style="list-style-type: none"> 1. Secure position 				
<ul style="list-style-type: none"> Fire extinguisher 				
<ul style="list-style-type: none"> Radio 				
<ul style="list-style-type: none"> Controls 				
<ul style="list-style-type: none"> Lights 				
<ul style="list-style-type: none"> Brakes 				
<ul style="list-style-type: none"> Adequate seating 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> Bell, horn, etc. 				
<ul style="list-style-type: none"> Trolley guard 				
<ul style="list-style-type: none"> Pole + limiter and harp 				
<ul style="list-style-type: none"> Batteries 				
<ul style="list-style-type: none"> Fuses 				
<ul style="list-style-type: none"> Compartment chains and hooks 				
<ul style="list-style-type: none"> Small item storage 				
Instruct man trip operator to contact dispatcher for clearance				
Leave bottom - monitor the following:				
<ul style="list-style-type: none"> adequate distance from other vehicles 				
<ul style="list-style-type: none"> safe speed 				
<ul style="list-style-type: none"> manholes utilized 				
<ul style="list-style-type: none"> parking in section 				
<ul style="list-style-type: none"> setting park brake 				
<ul style="list-style-type: none"> Knocking breakers on battery operated man trip 				
<ul style="list-style-type: none"> Correct or report any hazards observed to dispatcher 				
<ul style="list-style-type: none"> Inform dispatcher of arrival 				

Duty 3: Activities upon Arrival on Section

Learner will demonstrate proper procedures for conducting activities upon arrival at the section. Learner will also explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Activities conducted upon arrival at the section include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Instruct a miner to unload supplies from the man trip				
Observe walkways/travel ways for				
<ul style="list-style-type: none"> • Spillage 				
<ul style="list-style-type: none"> • Dust control 				
<ul style="list-style-type: none"> • Water 				
<ul style="list-style-type: none"> • Obstructions/slip, fall hazards 				
<ul style="list-style-type: none"> • Roof/rib conditions 				
<ul style="list-style-type: none"> • Cables, tie wires hanging down 				
Note where end of track is				
<ul style="list-style-type: none"> • Check stop block 				
<ul style="list-style-type: none"> • Check man trip guarding 				
<ul style="list-style-type: none"> • Check emergency ride to make sure it is operational 				
<ul style="list-style-type: none"> • Examine cars to determine if they are secured against unexpected movement 				
Look at section supplies (determine if)				
<ul style="list-style-type: none"> • Adequate supplies available 				
<ul style="list-style-type: none"> • Housekeeping around supply area 				
<ul style="list-style-type: none"> 1. Banding straps 				
<ul style="list-style-type: none"> 2. Oil spills on supply cars 				
<ul style="list-style-type: none"> • Fire extinguisher on oil car 				
<ul style="list-style-type: none"> • Parts hanging off the car 				
Listen to see if belt is running				
Travel to power center				
<ul style="list-style-type: none"> • Check roof and rib 				
<ul style="list-style-type: none"> • Check highline guarding at man doors, charging stations 				
<ul style="list-style-type: none"> • Check fire-fighting equipment at 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
power center				
<ul style="list-style-type: none"> • Check first aid equipment 				
<ul style="list-style-type: none"> • Electrical mats in place 				
<ul style="list-style-type: none"> • Check to see if high voltage cable cart is grounded 				
<ul style="list-style-type: none"> • Check emergency supplies 				
<ol style="list-style-type: none"> 1. Posts 				
<ol style="list-style-type: none"> 2. Wedges 				
<ol style="list-style-type: none"> 3. Cap pieces 				
<ol style="list-style-type: none"> 4. Emergency line curtain 				
<ol style="list-style-type: none"> 5. SCSR's 				
<ol style="list-style-type: none"> 6. Fire hose (if applicable) 				
<ol style="list-style-type: none"> 7. De-fibulator (SED) 				
<ol style="list-style-type: none"> 8. Escape way map, roof control and ventilation plans 				
<ul style="list-style-type: none"> • Ensure top of power center is clear of combustible materials 				
<ul style="list-style-type: none"> • Check drinking water 				
<ul style="list-style-type: none"> • Check fire protection for power center 				
<ol style="list-style-type: none"> 1. 5 bags of rock dust 				
<ol style="list-style-type: none"> 2. 20 lb ABC fire extinguisher 				
<ul style="list-style-type: none"> • Check for 10-ton jack and bar at the power center 				
<ul style="list-style-type: none"> • Check communications 				
<ul style="list-style-type: none"> • Check for proper plug and breaker ID tags 				
<ul style="list-style-type: none"> • Check plugs and cables for compliance 				
<ul style="list-style-type: none"> • Check housekeeping around power center 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> • Check for unusual odors, noise, etc. 				
<ul style="list-style-type: none"> • Check required signs 				
<ol style="list-style-type: none"> 1. Danger High Voltage 				
<ol style="list-style-type: none"> 2. SCSR's 				
<ol style="list-style-type: none"> 3. Phone (if applicable) 				
<ol style="list-style-type: none"> 4. First-aid supplies 				
<ol style="list-style-type: none"> 5. Fire hose 				
<ol style="list-style-type: none"> 6. AED 				
<ol style="list-style-type: none"> 7. Escape way 				
Travel to charging station				
<ul style="list-style-type: none"> • Check proper ventilation 				
<ol style="list-style-type: none"> 1. Raise lids and secure against falling 				
<ol style="list-style-type: none"> 2. Check ground clamp 				
<ul style="list-style-type: none"> • Check fire protection 				
<ul style="list-style-type: none"> • Check CO monitor (if applicable) 				
<ul style="list-style-type: none"> • Check fire suppression, flow switch and pressurized 				
<ol style="list-style-type: none"> 1. Check to see if battery equipment is parked in proper location in the charging station 				
<ul style="list-style-type: none"> • Check to see if power cable is hung 				
<ul style="list-style-type: none"> • Check to see if fire barrier is set up (if applicable) 				
<ul style="list-style-type: none"> • Check for accumulations and rock dust 				
<ul style="list-style-type: none"> • Check roof/rib conditions 				
<ul style="list-style-type: none"> • Check conditions of charger and the placement of 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
1. Electrical mats				
• Check condition of battery				
1. Cleanliness				
2. Water level				
3. Charged				
• Check for battery service safety equipment				
1. Apron				
2. Face shield or goggles				
3. Rubber gloves				
4. Hydrometer				
Talk to previous shift section foreman/fire boss - obtain the following information				
• Where are they mining				
• Distance mined				
• What Supplies are on the miner, fan, and center bolter				
• Break-downs, delays, etc.				
• Any changes since call-out				
Give work instructions to crew				
• Give roof control talk				
• Review safety topic				
Conduct on-shift examination				

Duty 4: On-Shift Examination

Learner will demonstrate how to conduct a proper and thorough on-shift examination. The learner will explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. A proper and thorough on-shift examination includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
Conduct on-shift examination				
<ul style="list-style-type: none"> • Walk to the section tail piece then check the following 				
<ol style="list-style-type: none"> 1. Belt alignment 				
<ul style="list-style-type: none"> • Anchoring tail piece 				
<ol style="list-style-type: none"> 2. Proper air movement 				
<ol style="list-style-type: none"> 3. Spillage at wipers, tail rollers, feeder area 				
<ol style="list-style-type: none"> 4. Guarding at tail rollers, feeder locations, motors 				
<ul style="list-style-type: none"> • Check for oil, grease, coal accumulations on feeder 				
<ol style="list-style-type: none"> 5. Adequate walkways at both sides of feeder 				
<ul style="list-style-type: none"> • Feeder cable hung 				
<ol style="list-style-type: none"> 6. Whether belt is wet or not 				
<ol style="list-style-type: none"> 7. Fire outlet 				
<ol style="list-style-type: none"> 8. Float dust on beltline 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
9. Fire hose (if applicable)				
10. Belt and feeder control switches for				
• Mats				
• Emergency pull cord				
• Warning signs				
1) Automatic starting feeder				
2) Close clearance				
3) Reflectors for belt switches				
11. CO monitors				
• Check for proper location				
12. Look for the visual pager				
13. Be aware of unusual odors or sounds				
14. Check for missing feeder flights				
15. Check for methane				
16. Check roof/ribs				
17. Check water sprays (if applicable)				
18. Check crusher bits (if applicable)				
Examine haul way				
• Check roof/ribs				
• Check for spillage and adequate dusting				
1. Ribs for adequate rock dust				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
2. Mine roof for adequate rock dust				
• Check air flow and ventilation controls				
1. Curtains				
a) Check for mine gases				
2. Run-throughs				
a) Check for mine gases				
• Check travel way/ runway dust suppression				
• Check cable location and for				
1. Slack				
2. Location of plugs				
a) Proper ID				
b) Dry spot or hung				
c) Not in the last open crosscut				
3. Condition of cables				
4. Protected from damage				
• Check shuttle car anchors				
• Check center bolting, monorail hangers, belt hangers				
• Check for obstructions on runways and walkways				
1. Slipping/tripping hazards				
Conduct dust parameter examination				
• Take air readings				
1. Last open crosscut				
2. Working face				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
a) Use magnehelic tubes				
b) Use anemometer				
<ul style="list-style-type: none"> • Monitor continuous miner operator's pre-op/dust parameter check 				
1. Visual or verbal				
<ul style="list-style-type: none"> • Check oil on site glass 				
Examine faces				
<ul style="list-style-type: none"> • Check supplies 				
<ul style="list-style-type: none"> • Check for rock dust on loader and fan 				
<ul style="list-style-type: none"> • Check ventilation tubing 				
<ul style="list-style-type: none"> • Check roof/rib 				
<ul style="list-style-type: none"> • Check for adequate rock dust 				
<ul style="list-style-type: none"> • Check methane, oxygen deficiency (face and return) 				
<ul style="list-style-type: none"> • Check line curtains 				
<ul style="list-style-type: none"> • Check last bolt tags 				
<ul style="list-style-type: none"> • Tighten check curtain on the fan 				
<ul style="list-style-type: none"> • Enter date, time, initials note any deficiencies for correction 				
<ul style="list-style-type: none"> • Check sites/centers 				
<ul style="list-style-type: none"> • Check for height 				
<ul style="list-style-type: none"> • Check cable slack 				
<ul style="list-style-type: none"> • Check lifeline 				
<ul style="list-style-type: none"> • Check return stopping line 				
<ul style="list-style-type: none"> • Examine back-up checks 				
<ul style="list-style-type: none"> • Check for excessive spillage from last open crosscut in by 				

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> Check for obstructions 				
<ol style="list-style-type: none"> Slipping/tripping hazards 				
Monitor equipment operators pre-op examinations				
<ul style="list-style-type: none"> Coordinate corrective actions needed 				
Monitor roof control requirements				
<ul style="list-style-type: none"> Installation of test bolts 				
<ol style="list-style-type: none"> Checking the torque of a tension roof bolt 				
<ol style="list-style-type: none"> Checking the torque gages on miner 				
<ol style="list-style-type: none"> Coordinate corrective action if needed 				
<ul style="list-style-type: none"> Observe drilling of test holes 				

Duty 5: Production

Learner will demonstrate how to conduct production activities. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Production activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Monitor start-up of				
<ul style="list-style-type: none"> • Loader 				
<ul style="list-style-type: none"> • Shuttle cars 				
<ul style="list-style-type: none"> • Belt 				
<ul style="list-style-type: none"> • Fan 				
<ul style="list-style-type: none"> 1. Duster 				
<ul style="list-style-type: none"> • Continuous miner 				
Report start-up				
Make additional on-shift examinations as required by law and company policy				
Monitor employees at every opportunity for				
<ul style="list-style-type: none"> • compliance with roof control, ventilation, and clean-up plans 				
<ul style="list-style-type: none"> • Safe work habits 				
<ul style="list-style-type: none"> • Conduct at least one SWI per week 				
<ul style="list-style-type: none"> • Efficiency 				
Monitor equipment for				
<ul style="list-style-type: none"> • Efficiency 				
<ul style="list-style-type: none"> • Cycle times 				
<ul style="list-style-type: none"> • Safe operation 				
<ul style="list-style-type: none"> • Unusual odors, sounds 				
<ul style="list-style-type: none"> • Proper service 				
<ul style="list-style-type: none"> 1. Refer to service plans 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
(written or verbal)				
2. See lube diagrams				
• Chain tensions				
• Plan for repairs				
1. Write maintenance request				
Check construction work on section				
• Masons				
• Center-bolters				
• Mechanics				
• Track/utility				
• Engineers				
• Monitor construction employees for				
1. For compliance with roof control , ventilation , clean-up plans				
2. Safe work habits				
3. Conduct at least one SWI per week				
4. Efficiency				
• Ensure they have adequate materials and direction				
Assign gathering and distribution of additional supplies				
Prepare to float through lunch				
Plan to use anticipated downtime effectively				
• Compile running lists of tasks that can be preformed during downtime.				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
1. Rock dusting				
2. Center bolting				
3. Advance water line				
4. Housekeeping duties				
5. Equipment maintenance				
End-of-shift responsibilities (Production) - Note the following for call out				
<ul style="list-style-type: none"> • Needed supplies 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Order Immediately needed supplies 				
<ul style="list-style-type: none"> • Equipment Condition 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Equipment Problems During Previous Shift 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Critically needed replacement parts 				
<ul style="list-style-type: none"> • Location of center bolts – what done 				
<ul style="list-style-type: none"> • Location of Mining 				
<ul style="list-style-type: none"> • Unusual Conditions 				
<ul style="list-style-type: none"> • Progress of construction work 				
<ul style="list-style-type: none"> • Call out after pre-shift completed 				

Duty 6: Pre-shift Examination

Learner will demonstrate how to conduct a proper and thorough pre-shift examination. The learner will explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. A proper and thorough pre-shift examination includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Efficient progression				
Walk to the section tail piece check the following				
<ul style="list-style-type: none"> • Belt alignment 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Anchoring tail piece 				
<ul style="list-style-type: none"> • Proper air movement 				
<ul style="list-style-type: none"> • Spillage at wipers, tail rollers, feeder area 				
<ul style="list-style-type: none"> • Guarding at tail rollers, feeder locations, motors 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Check for oil, grease, coal accumulations on the feeder 				
<ul style="list-style-type: none"> • Adequate walkways at both sides of feeder 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Feeder cable hung 				
<ul style="list-style-type: none"> • Whether belt is wet or not 				
<ul style="list-style-type: none"> • Fire outlet 				
<ul style="list-style-type: none"> • Float dust on beltline 				
<ul style="list-style-type: none"> • Fire hose (if applicable) 				
<ul style="list-style-type: none"> • Belt and feeder control switches 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 1. Mats 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Emergency pull cord 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
3. Warning signs				
• Automatic starting feeder				
• Close clearance				
• Reflectors for belt switches				
• CO monitors				
1. Check for proper location				
• Look for visual pager				
• Be aware of unusual odors or sounds				
• Check feeder for missing flights				
• Check for methane				
• Check roof/ribs				
• Check water sprays (if applicable)				
• Check crusher bits (if applicable)				
Examine haul way				
• Check roof/ribs				
• Check for spillage				
1. Rib for adequate rock dust				
2. Mine roof				
• Check air flow and ventilation controls				
1. Curtains				
• Check for mine gases				
2. Run-throughs				
• Check for mine gases				
• Check travel way/ haul way dust suppression				
• Check cable location and for				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
1. Slack				
2. Location of plugs				
• Proper ID				
• Dry spot or hung				
• Not in the last open crosscut				
3. Condition of cables				
4. Protected from damage				
• Check shuttle car anchors				
• Check center bolting, monorail hangers, belt hangers				
• Check for obstructions on haul ways and walk ways				
1. Slipping/tripping hazards				
Take air readings/ note results				
• Last open crosscut				
• Working face				
1. Use magnehelic tubes				
2. Use anemometer				
Examine faces/note findings				
• Check supplies				
• Check for rock dust on loader and fan				
• Check ventilation tubing				
• Check roof/rib				
• Check for adequate rock dust				
• Check methane, oxygen deficiency/ note readings (face and return)				
• Check line curtains				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
<ul style="list-style-type: none"> • Check last bolt tags 				
<ul style="list-style-type: none"> • Tighten check curtain on the fan 				
<ul style="list-style-type: none"> • Enter date, time, initials note any deficiencies corrected 				
<ul style="list-style-type: none"> • Check sites/centers 				
<ul style="list-style-type: none"> • Check for height 				
<ul style="list-style-type: none"> • Check cable slack 				
<ul style="list-style-type: none"> • Check lifeline 				
<ul style="list-style-type: none"> • Check return stopping line 				
<ul style="list-style-type: none"> • Examine back-up checks 				
<ul style="list-style-type: none"> • Check for excessive spillage from last open crosscut in by 				
<ul style="list-style-type: none"> • Check for obstructions <ol style="list-style-type: none"> 1. Slipping/tripping hazards 				
Examine the belt line (if applicable) Check the following:				
<ul style="list-style-type: none"> • Belt alignment 				
<ol style="list-style-type: none"> 1. Anchoring tail piece 				
<ul style="list-style-type: none"> • Check for proper air movement 				
<ul style="list-style-type: none"> • Check for spillage at 				
<ol style="list-style-type: none"> 1. Rollers 				
<ol style="list-style-type: none"> 2. Wipers 				
<ol style="list-style-type: none"> 3. Tail roller 				
<ol style="list-style-type: none"> 4. Feeder area 				
<ol style="list-style-type: none"> 5. Take-up 				
<ol style="list-style-type: none"> 6. Transfers 				
<ol style="list-style-type: none"> 7. Box check 				
<ol style="list-style-type: none"> 8. Drives 				
<ol style="list-style-type: none"> 9. Along belt line 				
<ul style="list-style-type: none"> • Check guarding at tail rollers, 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
take-ups, feeder locations, drives				
1. Check for oil, grease, coal fines				
• Adequate walkways at both sides of feeder				
1. Feeder cable hung				
• Check whether belt is wet or not				
• Check fire outlet				
• Look for float dust on beltline				
• Look for fire hose (if applicable)				
• Look at belt and feeder control switches for				
1. Mats				
2. Emergency pull cord				
3. Warning signs				
• Automatic starting feeder				
• Close clearance				
• Reflectors for belt switches				
• CO monitors				
1. Check for proper location				
• Be aware of unusual odors or sounds				
• Check for methane				
• Check roof/ribs				
• Check water sprays (if applicable)				
• Check condition of belt splices				
• Check for bad or missing/hot				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
rollers				
1. Tag (if applicable)				
<ul style="list-style-type: none"> • Check stopping line and man doors 				
<ul style="list-style-type: none"> • Enter date, time, and initials on date board 				
<ul style="list-style-type: none"> • Check fire suppression at drives, take-ups, and head rollers 				
<ul style="list-style-type: none"> • Check wipers and scrapers 				
Examine the track				
<ul style="list-style-type: none"> • Examine electrical installations along track such as pumps, belt starters, rectifiers, ITE for the following 				
1. Grounding				
2. Fire suppression				
• At belt starters only				
3. Fire extinguisher				
4. Fire hose				
• At belt starters only				
5. Rock dust				
6. Rubber mats @ switches and disconnects				
7. ID tags on plugs				
8. General housekeeping				
• Accumulations of coal/float dust				
• Rock dusting				
9. Properly ventilated or				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
monitored				
10. Methane checks				
11. Date, time and initials				
12. Roof/rib				
13. Signs				
<ul style="list-style-type: none"> • Fire hose (if applicable) 				
<ul style="list-style-type: none"> • SCSR's (if applicable) 				
<ul style="list-style-type: none"> • Phone 				
<ul style="list-style-type: none"> • High voltage/ guarding 				
Check the track for the following and note or correct deficiencies				
<ul style="list-style-type: none"> • Broken rails 				
<ul style="list-style-type: none"> • Track gage 				
<ul style="list-style-type: none"> • Loose or missing track bolts 				
<ul style="list-style-type: none"> • Low joints 				
<ul style="list-style-type: none"> • Bonds 				
<ul style="list-style-type: none"> • Switches 				
<ol style="list-style-type: none"> 1. Reflectors 				
<ol style="list-style-type: none"> 2. Guard rails 				
<ol style="list-style-type: none"> 3. Throws 				
<ol style="list-style-type: none"> 4. Condition of manholes 				
<ol style="list-style-type: none"> 5. Spurs 				
<ul style="list-style-type: none"> • stop blocks 				
<ul style="list-style-type: none"> • Clearance 				
<ul style="list-style-type: none"> • Wire 				
<ol style="list-style-type: none"> 1. Anchored at end 				
<ol style="list-style-type: none"> 2. Wire hangers and 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
insulators				
3. Trolley splices				
4. Guarding (where needed)				
4. Straight, reasonably tight, no kinks				
5. Line switches				
• Every 2,000 feet				
• Every branch				
6. Alignment with track				
• Check for Methane				
• Roof/rib checks				
• Stopping line/ventilation controls				
• Walkways				
1. Clearance				
• 2' on walkway and obstructions				
• Air direction				
1. Quality				
• Haulage doors				
1. Reasonably airtight				
• Communication devices encountered				
1. Trolley				
2. Mine phone				
• Signs				
1. Man doors				
2. Manholes				
3. Emergency supplies				
4. Fire outlets/water cars				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
5. Line switch				
<ul style="list-style-type: none"> • De-energize when not in use 				
6. Dead block				
7. Derail				
8. Water shut off valves				
9. Section				
<ul style="list-style-type: none"> • block numbers 				
<ul style="list-style-type: none"> • alternate escape way reflectors 				
<ul style="list-style-type: none"> • Date, times and initials 				
Note any deficiencies encountered				
Call out and report results of pre-shift				

Duty 7: Training Responsibilities

Learner will demonstrate how to conduct and monitor required training. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Training responsibilities includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Conduct escape and evacuation training				
<ul style="list-style-type: none"> • 90-day fire drills 				
<ul style="list-style-type: none"> • 90-day escape way 				
<ul style="list-style-type: none"> • 6-week escape way 				
<ul style="list-style-type: none"> • Fire-fighting training 				
<ul style="list-style-type: none"> • Total mine evacuation 				
<ul style="list-style-type: none"> • Record date, what you did, who participated 				
Conduct and/or monitor task training				
<ul style="list-style-type: none"> • Issue task training record 				
Hazard training				
<ul style="list-style-type: none"> • Conduct or check records 				
Train non-qualified persons in Methane Detection/Oxygen Deficiency				

Duty 8: Prepare for and make belt move

Learner will demonstrate how to safely and efficiently prepare for and make a belt move. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Proper preparation and belt move activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Check and order supplies				
• Belt				
• Rollers				
• Structure				
• Chains				
• Bolts				
• Control, CO cable,				
• Water line, couplers, fire outlet if needed				
• Phone cable				
• Cement blocks or k-panels				
• B-bond or foam sealer				
• Door kit, if needed				
• Anchoring material				
• Splice kit				
Assure battery equipment is fully charged				
• Scoops				
• Moon buggy battery				
• Have extra battery/charged				
Assure bolting is complete where belt is to be installed or equipment placed and the following installed				
• Belt hangers				
• Monorails				
• Center bolting				
• Cable bolts in intersections (if applicable)				
• Screen ribs (if applicable)				
Ensure entry is cleaned and dusted				
• Heading scooped and cleaned of				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
spillage				
Be sure that belt has been run empty				
Communications responsibilities				
<ul style="list-style-type: none"> • Communicate with belt man how much slack you need 				
<ul style="list-style-type: none"> • Communicate with maintenance foreman 				
<ol style="list-style-type: none"> 1. Schedule preventive maintenance 				
<ul style="list-style-type: none"> • Communicate with belt man when splice is spotted 				
<ul style="list-style-type: none"> • Communicate with belt man when they can splice it back together 				
Instruct crew to begin belt move - make the following assignments				
Spot a belt splice				
Lock and tag belt out				
Grip belt				
Break tail piece down				
Scatter structure				
Pull tail piece and install belt structure				
<ul style="list-style-type: none"> • Build stoppings or k-walls 				
Advance control and CO cable				
Set tail piece				
<ul style="list-style-type: none"> • Anchor and align 				
Advance water line				
<ul style="list-style-type: none"> • Check distance from previous fire valves 				
<ul style="list-style-type: none"> • Reinstall water sprays 				
Ensure all guards are reinstalled				
Ensure adequate walkways				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Install snap switches and CO's if needed				
Install visual pager and phone (if applicable)				
Re-hang feeder switches				
Have a final cleanup done				
Run belt and train				
<ul style="list-style-type: none"> • Ensure stoppings are complete 				
Check air flow on belt				
<ul style="list-style-type: none"> • 50' per minute if air is flowing out by 				

Duty 9: Monitor and Coordinate Power Center Moves

Learner will demonstrate how to monitor and coordinate power center moves. Learner will also explain and job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Monitoring and coordinating power center moves will include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Communicate and coordinate with:				
<ul style="list-style-type: none"> • Mine foreman 				
<ul style="list-style-type: none"> • Maintenance foreman 				
<ul style="list-style-type: none"> • Belt foreman 				
<ul style="list-style-type: none"> • Conduct safety/pre-planning meeting (crew) 				
<ul style="list-style-type: none"> • Notify dispatcher that you are moving CO monitors and power car 				
Conduct any required Task Training				
Determine and order supplies necessary				
<ul style="list-style-type: none"> • Spads 				
<ul style="list-style-type: none"> • High line guarding 				
<ul style="list-style-type: none"> • Insulated hooks 				
<ul style="list-style-type: none"> • Tie wire 				
<ul style="list-style-type: none"> • Phone cable 				
<ul style="list-style-type: none"> • Spanner wrench 				
<ul style="list-style-type: none"> • High line messenger cable 				
<ul style="list-style-type: none"> • Slack cable 				
<ul style="list-style-type: none"> • Extra wrench rope 				
<ul style="list-style-type: none"> • Ladder 				
Clean entry				
Ensure scoops are charged (during shift prior to move)				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Ensure buggy anchors are in place				
Ensure center bolting is done				
Instruct crew to begin power move - make the following assignments				
Position face equipment				
Relocate power cables and water line in belt heading and re-hang slack for				
<ul style="list-style-type: none"> • Miner 				
<ul style="list-style-type: none"> • Shuttle car 				
<ul style="list-style-type: none"> • Loader 				
Relocate power cables in the track heading for				
<ul style="list-style-type: none"> • Shuttle car 				
<ul style="list-style-type: none"> • Bolters 				
<ul style="list-style-type: none"> • Fan 				
Pull feeder cable up after tail piece has reached destination (if feeder is used)				
<ul style="list-style-type: none"> • If feeder is not used, tram out of the way and pull cable 				
Notify maintenance foreman that power needs to be de-energized from power car				
<ul style="list-style-type: none"> • Lock 				
<ul style="list-style-type: none"> • Tag 				
<ul style="list-style-type: none"> • Grounded 				
Maintenance needs to notify section foreman when cable has been locked, tagged and grounded				
Ensure caps are on plug receptacles and power car				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Monitor crew - make additional assignments as the move progresses				
Unhook power cable from power car (if applicable)				
Pull high line car out of crosscut				
<ul style="list-style-type: none"> • Pull power car to next site 				
<ul style="list-style-type: none"> 1. Ensure adequate clearance on both sides 				
<ul style="list-style-type: none"> • Pull high line car and hang high line 				
<ul style="list-style-type: none"> 1. High line needs to be guarded in crosscuts and at power center area 				
<ul style="list-style-type: none"> • Put high line car in crosscut with the power car 				
Make sure HV car is frame grounded and cable guarded				
Have the highline car re-attached to power car				
Have mats placed				
Have rock dust and fire extinguisher placed				
Contact maintenance foreman to have power car re-energized				
Plug in equipment cables to power car (proper receptacles) and check ID tags				
<ul style="list-style-type: none"> • Conduct on-shift of faces prior to energizing face equipment 				
<ul style="list-style-type: none"> • Do not energize power car until all personnel are in the clear 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Test emergency stop at power car if HV cable has been added				
Have miners wear PPE when re-energizing circuits				
<ul style="list-style-type: none"> • Gloves 				
<ul style="list-style-type: none"> • Glasses 				
Have additional materials moved as time permits				
<ul style="list-style-type: none"> • Fire hose 				
<ul style="list-style-type: none"> • Signs 				
<ul style="list-style-type: none"> • First aid equipment 				
<ul style="list-style-type: none"> • Water line 				
<ul style="list-style-type: none"> • Scoops chargers 				
<ul style="list-style-type: none"> • Dusters 				
<ul style="list-style-type: none"> • Phones 				
<ul style="list-style-type: none"> • Tool car 				
<ul style="list-style-type: none"> • SCSR's 				
<ul style="list-style-type: none"> • Dinner hole 				
Have all equipment, cables tested				
Call outside when move is complete.				

Duty 10: End of Shift (surface)

Learner will demonstrate how properly and safely conduct end of shift activities. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. End of shift activities include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Check out				
Check fire boss light and sign board				
Communication with shift foreman and master mechanic				
Charge gas detectors				
Review and sign fire boss books				
<ul style="list-style-type: none"> • On-shift record • Pre-shift record 				
Complete Production and Delay Report				
Fill out construction book (if applicable)				
Update section map				
Pay employees				
Turn in (when applicable)				
<ul style="list-style-type: none"> • SWI's • Training Records • Fire drills • Escape way drills • Maintenance requests • Safety meeting records • Accident reports • Grievances 				
Check on supplies for next day				

Duty 11: Monitor Cutting and Welding

Learner will demonstrate how to monitor cutting and welding activities. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Monitoring of cutting and welding activities includes the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Preparation - Make the following assignments to prepare to cut and weld				
<ul style="list-style-type: none"> • See SWI for Cutting/Welding 				
<ul style="list-style-type: none"> • Obtain supplies 				
<ol style="list-style-type: none"> 1. Rock dust (5 bags) 				
<ol style="list-style-type: none"> 2. Fire extinguisher 				
<ol style="list-style-type: none"> 3. Flowing water 				
<ol style="list-style-type: none"> 4. PPE 				
<ul style="list-style-type: none"> • Welding/cutting gloves 				
<ul style="list-style-type: none"> • Goggles 				
<ul style="list-style-type: none"> • Long sleeves (preferably) 				
<ul style="list-style-type: none"> • Welding shield 				
<ol style="list-style-type: none"> 5. Methane detector 				
<ol style="list-style-type: none"> 6. Welder 				
<ol style="list-style-type: none"> 7. Oxygen/acetylene 				
<ol style="list-style-type: none"> 8. Torches, hoses, gages 				
<ol style="list-style-type: none"> 9. Striker 				
<ol style="list-style-type: none"> 10. T-wrench 				
<ol style="list-style-type: none"> 11. Crescent wrench 				
<ol style="list-style-type: none"> 12. Ground Clamps 				
<ol style="list-style-type: none"> 13. Welding rods 				
<ol style="list-style-type: none"> 14. Hammer 				
<ol style="list-style-type: none"> 15. Wire brush 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
<ul style="list-style-type: none"> • Prepare Area 				
<ol style="list-style-type: none"> 1. Clean up combustible material 				
<ul style="list-style-type: none"> • Equipment 				
<ul style="list-style-type: none"> • Surrounding area 				
<ol style="list-style-type: none"> 2. Wet/Dust area 				
<ol style="list-style-type: none"> 3. Position equipment 				
<ul style="list-style-type: none"> • 15' out by last open crosscut (if possible) 				
<ul style="list-style-type: none"> • Lock and tag-out 				
<ul style="list-style-type: none"> • Secure equipment against movement 				
<ul style="list-style-type: none"> • Unplug computer on miner (if applicable) 				
<ol style="list-style-type: none"> 4. Thoroughly examine roof and ribs 				
<ol style="list-style-type: none"> 5. Locate ground clamp as close as possible to area where you plan to weld 				
<ol style="list-style-type: none"> 6. Notify dispatcher prior to cutting/welding 				
<ol style="list-style-type: none"> 7. Notify in by personnel prior to cutting/welding 				
Cutting and Welding				
<ul style="list-style-type: none"> • Conduct methane examination 				
<ol style="list-style-type: none"> 1. Make "legal" test 				
<ol style="list-style-type: none"> 2. Test immediate area (extent of sparks) 				
<ol style="list-style-type: none"> 3. Test other areas where methane is likely to accumulate 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
4. Qualified person - 15' out by last open crosscut				
5. Certified person – continuous check in by last open crosscut and 15' out by last open crosscut				
<ul style="list-style-type: none"> • Install shield (if applicable) 				
Give miners permission to cut and or weld and monitor progress				
Upon completion of Cutting/Welding, instruct the miners to				
<ul style="list-style-type: none"> • Account for material 				
<ul style="list-style-type: none"> • Wet/cool down area 				
<ul style="list-style-type: none"> • Re-examine area for hot spots 				
<ul style="list-style-type: none"> • Notify dispatcher of completion 				
<ul style="list-style-type: none"> • Notify oncoming shift to check the area 				
<ul style="list-style-type: none"> • Complete cutting/welding log 				

Duty 12: Personal Safety

Learner will demonstrate personal safety in the workplace. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Personal safety procedures will include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Plan for Safety				
Set "good" example				
<ul style="list-style-type: none"> • Attitude toward safety 				
Don't perform task you would not assign another to do				
Refer to SWI's for jobs on section				
Keep visible				
Communicate				
Use proper tools				
Be aware of all company policies				
Don't be afraid to ask questions				
Demand that persons around you perform in a safe manner				

Duty 13: Emergency or Unusual Situations

Learner will demonstrate proper procedures for handling emergency or unusual situations. Learner will also explain job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls. Proper procedures for handling emergency or unusual situations will include the following job steps:

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
Assess situation				
<ul style="list-style-type: none"> • Remove all personnel out by affected areas 				
<ul style="list-style-type: none"> • Account for all people 				
<ul style="list-style-type: none"> • Direct workforce at site 				
<ul style="list-style-type: none"> • Secure site 				
Communication responsibilities				
<ul style="list-style-type: none"> • Notify dispatcher 				
<ol style="list-style-type: none"> 1. Provide accurate information 				
<ol style="list-style-type: none"> 2. Request assistance (if needed) 				
<ul style="list-style-type: none"> • Notify appropriate personnel 				
<ul style="list-style-type: none"> • Provide communications (phone) at site, if possible 				
<ul style="list-style-type: none"> • Maintain constant communications 				
Fire/Explosion				
<ul style="list-style-type: none"> • Refer to written fire-fighting plan 				
<ul style="list-style-type: none"> • Prepare to evacuate if necessary 				
Inundations (water, gas)				
<ul style="list-style-type: none"> • Withdraw to safe location 				
<ul style="list-style-type: none"> • Pull power 				
<ul style="list-style-type: none"> • Account for all persons 				

Job Steps	Importance Narrative (Consider Safety, Production, and Maintenance)	Importance Narrative 1=Important 2=Very Important 3=Critical	Satisfactory or Needs Work	Procedures/Risk Resolution/ Notes/Comments
<ul style="list-style-type: none"> Refer to escape way and evacuation plan 				
<ul style="list-style-type: none"> Gas 				
<ul style="list-style-type: none"> 1. Ventilate area 				
Serious Injury				
<ul style="list-style-type: none"> Arrange for immediate transportation 				
<ul style="list-style-type: none"> Provide First Aid 				
<ul style="list-style-type: none"> Request ambulance 				
<ul style="list-style-type: none"> Request EMT/backup 				
Roof Falls				
<ul style="list-style-type: none"> Account for all people 				
<ul style="list-style-type: none"> Pull power 				
<ul style="list-style-type: none"> Prepare to support area 				
<ul style="list-style-type: none"> Danger off all approaches 				
Conduct Training				
<ul style="list-style-type: none"> Table-top exercises 				
<ul style="list-style-type: none"> Safety talks 				
<ul style="list-style-type: none"> Mock scenarios 				
<ul style="list-style-type: none"> Escape, fire-fighting and emergency evacuation plan 				
<ul style="list-style-type: none"> Donning SCSR's 				