

## **MINE OPERATOR / CONTRACTOR PRE JOB SAFETY CHECKLIST**

**This is a safety checklist for points of discussion between Mine Operators and Contractors prior to the start of projects that involve Contractors to be working on Mine Sites, other points of discussion may be necessary.**

DATE:

MINE NAME:

MSHA LEGAL ID:

PERSONS IN ATTENDANCE FOR OPERATOR:

CONTRACTOR NAME:

MSHA LEGAL ID:

PERSONS IN ATTENDANCE FOR CONTRACTOR:

SCOPE OF WORK:

NUMBER OF CONTRACTOR EMPLOYEES ON SITE:

### **SAFETY TOPICS REVIEWED:**

1. PART 46 / 48 TRAINING PLAN, CURRENT? AVAILABLE FOR MSHA REVIEW?
2. PART 46 / 48 TRAINING RECORDS / TASK TRAINING / CURRENT? AVAILABLE FOR MSHA REVIEW?

3. HAS OPERATOR DISCUSSED IN DETAIL COMPANY SAFETY POLICIES WITH CONTRACTOR? COPY PROVIDED TO CONTRACTOR?
4. WHO WILL CONDUCT THE WORKPLACE EXAMINATION FOR THE WORK AREA? HAVE AREAS OF RESPONSIBILITY AND AREAS TO BE EXAMINED BY EACH PARTY BEEN CLEARLY DEFINED FOR ALL SHIFTS?
5. WHO IS THE COMPANY CONTACT FOR CONTRACTOR ON EACH SHIFT?
6. WHO IS CONTRACTOR CONTACT FOR OPERATOR ON EACH SHIFT?
7. WILL CONTRACTOR BE USING SUB CONTRACTORS ON THIS JOB?
8. HAS THE OPERATOR OR GENERAL CONTRACTOR REVIEWED THESE TOPICS WITH THE SUB CONTRACTOR?
9. HAVE ALL CONTRACTORS BEEN ADDED TO THE OPERATORS CONTRACTOR LIST?
10. HAS THE OPERATOR CONDUCTED SITE SPECIFIC TRAINING WITH CONTRACTORS AND SUB CONTRACTORS EMPLOYEES? TRAINING CERTIFICATES SIGNED AND PROVIDED?
11. DOES THE CONTRACTOR AND SUB CONTRACTORS HAVE CURRENT PART 47 PROGRAMS / MSDS FILES ON SITE OF ALL HAZARDOUS MATERIALS? / SHARED INFO?
12. DOES THE CONTRACTOR HAVE ACCESS TO FIRST AID SUPPLIES EMERGENCY PHONE NUMBERS ON EACH SHIFT?
13. WHO WILL CONDUCT SITE SPECIFIC TRAINING TO CONTRACTORS DELIVERY DRIVERS EACH SHIFT?
14. HAS THE CONSTRUCTION AREA & LAY DOWN YARD BEEN PROPERLY DEFINED AND OR BARRICADED?

15. HAS THE CONTRACTOR PROVIDED AND DOCUMENTED SITE SPECIFIC TRAINING TO **MINE EMPLOYEES** NEEDING TO ACCESS THE CONSTRUCTION AREA AS TO THE HAZARDS?
16. HAS THE CONTRACTOR PROVIDED SAFE ACCESS TO AREAS THAT MINE EMPLOYEES NEED TO ACCESS FOR MAINTENANCE AND INSPECTIONS WITHIN THE WORK SITE?
17. HAS THE OPERATOR DISCUSSED WITH THE CONTRACTOR THE PROCEDURE FOR REPORTING ACCIDENTS? PROTOCOL?
18. WILL CONTRACTOR BE USING RENTAL EQUIPMENT? TASK TRAINING? RENTAL COMPANY LISTED IN PART 46 TRAINING PLAN COMPENENT PERSONS LIST TO CONDUCT TASK TRAINING?
19. HAS A THROUGH INSPECTION BEEN CONDUCTED TO EACH PIECE OF EQUIPMENT PRIOR TO OR UPON ARRIVAL ON MINE PROPERTY? DEFICIENCIES CORRECTED? FIRE EXTINGUISHERS INSPECTED? SEATBELTS?
20. HAVE EMPLOYEES RECEIVED NEW TASK TRAINING AND TRAINING DOCUMENTED FOR MSHA REVIEW?
21. HAS THE OPERATOR FULLY DISCUSSED MSHA COMPLIANCE WITH THE CONTRACTOR?
22. HAS THE OPERATOR INVESTIGATED CONTRACTORS HISTORY ON MSHA DATA RETREIVAL SYSTEM?
23. WILL THE OPERATOR AND CONTRACTOR JOINTLY CONDUCT SITE SAFETY AUDITS OF THE WORK SITE AND CORRECT DEFICIENCIES?
24. ARE PRE SHIFT MEETINGS CONDUCTED BETWEEN OPERATOR AND CONTRACTOR TO COMMUNICATE WORK PLANS FOR THAT SHIFT?

25. HAS THE OPERATOR ADDED TO THE MINES TRAINING PLAN ANY CONTRACTORS WHO WILL BE PROVIDING TASK TRAINING TO THE PLANS COMPETENT PERSON LIST? ALONG WITH EQUIPMENT ON SITE TO TASK TRAINING?
26. HAS OVERHEAD ELECTRICAL POWER LINES BEEN IDENTIFIED, DEENERGIZED, BARRICADED?
27. HAS ALL UNDERGROUND UTILITIES BEEN IDENTIFIED, DEENERGIZED, PURGED PRIOR TO EXCAVATING?
28. HAVE ARRANGEMENTS BEEN MADE TO ASSURE PROPER LOCKOUT / TAGOUT TO AFFECTED WORK AREAS, LINES PURGED, EQUIPMENT BLOCKED FROM MOTION, MULTIPLE LOCKS?
29. WILL EQUIPMENT OPERATORS FOR THE CONTRACTOR BE CONDUCTING PRE OPERATIONAL INSPECTIONS OF ALL MOBILE EQUIPMENT INCLUDING RENTAL EQUIPMENT AND DOCUMENTING THOSE RESULTS?
30. HAS A HAZARD ASSESSMENT BEEN CONDUCTED IN BUILDINGS TO BE DEMOLISHED TO ASSURE THAT ALL UTILITIES HAVE BEEN DISCONNECTED, LINES PURGED, HAZARDOUS CHEMICALS OR MATERIALS SAFELY IDENTIFIED?
31. HAVE ARRANGEMENTS BEEN MADE WITH LOCAL EMS AS TO SCOPE OF CONSTRUCTION WORK INVOLVED? IS THE LOCAL EMS TRAINED AND EQUIPPED TO PROVIDE EMERGENCY RESCUE SERVICE FOR AREAS, CONFINED SPACE, EXCAVATION, RESCUES?