U.S. Department of Labor
Mine Safety and Health Administration

MSHA’s Small Mine Office—Serving the small mines in America

Week 23

Location: ___________________________ Supervisor: ___________________________
Date: ___________ Time: _______________ Duration: _______________

1) **Report Unsafe Conditions**
   - Report unsafe conditions to your supervisor and advise your co-workers of the them
   - Mark, light, flag, rope-off, or barricade all unsafe areas or equipment
   - Immediately communicate unsafe conditions to all co-workers
   - Open communications is key to safety
   - Ask employees if there are any unreported unsafe conditions in the work area

2) **Belt Conveyors**
   - Does the pre-start alarm work?
   - Are all guards in place?
   - Are all emergency stop cords, if required, operating properly?
   - Be cautious of ALL pulleys and idlers
   - Check and inspect operation of speed switch units
   - Only cross over or under a moving conveyor at a crossing constructed for that purpose

3) **Welding**
   - Avoid electrocution when welding by using proper personal protective equipment
   - Wear rubber soled shoes and insulate yourself from the work piece and ground
   - Wear dry insulated gloves, apron, shield and safety glasses?
   - Avoid electric welding in damp, wet conditions
   - Heavy perspiration will increase your chance of electrocution
   - Do not wrap welding cable around your body
   - Maintain equipment, don’t use damaged, undersized, or improperly spliced cables
   - Is all flammable material cleared from the welding area? Do you need a fire watch?
   - Are welding curtains being used in a crowded work area?
   - Is there proper ventilation? Welding must be done in a well ventilated area.

Attendees:
_________________________  ___________________________  ___________________________
_________________________  ___________________________  ___________________________
_________________________  ___________________________  ___________________________

Employees Comments: