EFSMS Home Page

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Mine Safety and Health Administration
EDUCATIONAL FIELD AND SMALL MINE SERVICES

EFSMS works closely with MSHA District enforcement offices to identify industry needs and provide assistance to mines with safety and health issues. The assistance provided by EFSMS ranges from national accident reduction programs to a more comprehensive approach, such as Training Makes a Difference (TMD). These programs help mine operators develop or improve training, safety, and health programs to address the conditions and hazards specific to their mines. Additionally, EFSMS provides assistance with developing training plans, instructor training (train-the-trainer), instructor monitoring and approval, Job Task Analysis (JTA), and training demonstrations using Mobile Safety Training Units (MSTU).

Services We Provide
- Providing regulatory assistance
- Conducting training program analyses
- Approving Part 46 training plans
- Providing concentrated assistance to mines with greater need; at these mines EFSMS implements programs such as Training Makes a Difference and Job Task Analysis
- Providing training to miners, managers, and other stakeholders
- Monitoring and assisting industry instructors to develop and improve their skills
- Participating in accident investigations and providing expertise on safety and training issues surrounding the accident to determine root causes
- Forming partnerships with associations and other entities to increase focus on safety and health issues in the industry
- Assisting with the development and growth of the Joseph A. Hibbs Safety Association
- Providing information at public forums such as health and safety conferences and outreach programs

Weekly Toolbox Talks
A series of weekly Toolbox talks that can be used by small mine operators and others to hold safety and health discussions for their employees at their mining operations. EFSMS hopes these Toolbox talks will help small mine operators and their miners to keep safe and healthy at the forefront of their daily and weekly activities.

Non-Retaliation Policy
MSHA has a policy that communications with the agency about safety and health regulations or other safety and health-related subjects shall not trigger enforcement actions. This policy reflects the fact that the agency's objective is to provide assistance to help operators prevent and reduce workplace fatalities, illnesses, and injuries.

MSHA Training Center
MSHA has just announced the allocation of over $8 million in federal health and safety training grants. MSHA will be developing a training resource on this site for Part 46 & Part 48 trainers. Click the links above to view more information and join the conversation about the best ways to deliver training that keeps miners safe and healthy.
Guidelines for effective task training:

Have employees received task training in new tasks?

- Ensure the following:
  - The mine has established an adequate task training program
  - Task training is performed on all machines and job duties
  - Adequate task training records are completed for all task training
  - Task training is performed on all maintenance activities
  - Task training is provided when there is a change to the equipment, process, or condition
Guidelines for effective task training:

Have all tasks been assessed?

• Utilize the following:
  • Equipment or job checklists, job safety analysis, or safe job procedures
  • Operator’s manuals are utilized to determine specific hazards related to the equipment
  • Established communication procedures for task trainers
  • Maintain an adequate task list in the training plan
  • Development of an action plan to address any changes to equipment, process, or condition
Guidelines for effective task training:

Do miners have the skills necessary to perform tasks in a safe manner?

• Evaluate the following:
  • There is adequate time set aside to complete thorough task training
  • Miners ability to demonstrate the knowledge of company and federal health and safety procedures applicable to all tasks
  • Task Training was completed in a “non-production” setting
  • Supervised practice of task training in a production mode
  • The trainees knowledge of locating and utilizing the company’s HazCom program and MSDS’s
  • Miners perform pre and post operation checks on the equipment
Guidelines for effective task training:

Do miners have the skills necessary to perform tasks in a safe manner? (continued)

• Miners knowledge of any required maintenance and service of equipment
• Understand how and where to report any problems or malfunctions
• The trainees ability to demonstrate proper start-up and shutdown procedures of equipment
• Miners have received the proper skills necessary to perform tasks in a safe manner
• Miners demonstrate safe operating procedures, and know the proper procedure to address any change to the equipment, process, or condition
Guidelines for effective task training:

Do task trainers have the knowledge necessary to perform effective task training?

• Establish guidelines for trainers:
  • Utilize checklists, job safety analysis, operator’s manuals, and safe operating procedures
  • All task trainers have been trained and have the necessary skills to perform adequate and efficient task training
  • Ensure task trainers have received formal or informal training to perform effective task training
  • Task trainers provide the same training on all equipment and job duties
  • Evaluation procedures to determine that all health and safety aspects of the tasks are addressed in a correct and consistent manner
  • Conduct follow up evaluation of task training, and implement any training necessary to address a change to the equipment, process, or condition
Thorough and complete Workplace Examinations are a requirement and an invaluable tool to assure a safe and healthy workplace.

Will identify hazardous conditions and provides the mine operator the opportunity to eliminate, mitigate or correct hazardous conditions in a timely manner.

Conducted by Competent Persons

(a) A competent person designated by the operator shall examine each working place at least once each shift for conditions which may adversely affect safety or health. The operator shall promptly initiate appropriate action to correct such conditions.
## WORK PLACE EXAMINATION RECORD

### WEEK ENDING DATE

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### Areas Examined

- Date
- Who conducted the exam
- What was done to correct the conditions
Adult Learning Principles I

• As an additional training resource, MSHA and the National Mine Health and Safety Academy are currently developing a curriculum of online training courses centered on the principles of adult learning.

• To kick off the launch of this project, we are proud to offer you the Adult Learning Principles I course. This short course highlights the differences between training traditional students and training adults, and offers some ways in which we, as trainers, can develop our training materials to better reach our entire audience.

• To access Adult Learning Principles I, go to the MSHA Training page.

Courses and other resources will be added to the trainer resources section of the MSHA website regularly, and we welcome your comments, suggestions and questions as you utilize the information provided there.