Company Name	Equipment/Job Identification: Conveyorman
	Type of Equipment: Conveyor
Mine Name:	Make:
Date of Analysis:	Model:
,	Year:
	Use:

#### **Pre-Assessment:**

Part 46 Training: New Miner, Newly Employed Experienced Miner, or Annual Refresher Training

Task trained on: Water Truck, Lock/Tag Out Procedures, and Confined Space

Company Orientation including company policy

Pre-Assessment Audiogram

#### **Duty 1: Start of Shift Activities**

Learner will explain the importance of start-of-shift activities. The learner will explain each job step, why it is conducted, any associated risk, and how to implement appropriate controls. Start-of-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
Clock In				
Don PPE	To prevent serious injury and comply with company policy			Company policy says you must wear steel toed boots, gloves, safety glasses and hard hat at all times.
Steel Toed Boots	To prevent serious injury and comply with company policy			Rubber or Leather
• Gloves	To prevent serious injury and comply with company policy			Work Gloves / Welding Gloves
Safety Glasses	To prevent serious injury and comply with company policy			Clear / Shaded
Hard Hat	To prevent serious injury and comply with company policy			
Hearing Protection	To prevent serious injury and comply with company policy			Use hearing protection where required and noted with signs. Both plugs and muffs are available based on individual preference.

Job Steps	Importance Narrative	Importance Ranking	Satisfactory	Procedures/Risk Resolution/
	(Consider Safety, Production, Maintenance)	1=Important 2=Very Important 3=Critical	or Needs Work	Notes/Comments
Obtain Communication (Radio)	Independent work			
Get radio from charger				
Put on Channel 1				
Turn Radio On				Listen for audible beep for function.
<ul> <li>Secure Radio in pocket or holder</li> </ul>				
Talk to Supervisor				
<ul> <li>Discuss any special tasks or duties</li> </ul>				
Discuss and turn over information from maintenance shift				
Attend Safety Meeting	Could cause poor performance and lead to down time; missed important safety information			Wednesday's at 6:30am
Obtain the detailed checklist for the Preoperational Vehicle Inspection				
<ul> <li>Red tag and inform shop mechanic if defects are found on any safety items</li> </ul>	Be sure no one operates the vehicle to prevent injury and/or equipment damage			
Check Park brake	Could cause injury and/or equipment failure			
<ul> <li>Set brake and attempt to move while in third gear</li> </ul>	Could cause injury and/or equipment failure			Conduct in safe place.
Check Service Brakes	Could cause injury and/or equipment failure			
Check Fluids	Could lead to equipment failure			
Check Oil	Could lead to equipment failure			
Check Coolant	Could lead to equipment failure			
Check Power Steering				
Check Windshield Wiper				
Check Fuel				Ensure the correct type of fuel is used
Check Brake	Could lead to equipment failure			
Check Lights				For cleanliness and operational
Check Back-Up Alarm	If alarm doesn't work, someone could be seriously injured.			If defective, red tag and inform shop mechanic.

Job Steps	Importance Narrative	Importance Ranking	Satisfactory	Procedures/Risk Resolution/
	(Consider Safety, Production, Maintenance)	1=Important 2=Very Important 3=Critical	or Needs Work	Notes/Comments
Check Horn	If the horn doesn't work, someone could be injured due to lack of communication.			
Check Wipers	,			
Check Seat Belt	If seat belt doesn't work, someone could be seriously injured during an accident.			Red Tag all Safety Defects
<ul> <li>Check Windows and Glass</li> </ul>				
Check Mirrors	Helps to prevent accidents and injury to others because it reduces visibility			
<ul> <li>Conduct a Visual Check of Battery Cables</li> </ul>				
<ul> <li>Check Belts for wear/cracking</li> </ul>				
<ul> <li>Check Welder and Welding Leads</li> </ul>	To prevent a shock injury			
Check Tire Condition	To prevent an injury and vehicle damage due to loss of vehicle control			
Check Fire Extinguisher	Reduce likelihood of being caught in, trapped or burned by a fire and to lower chance of equipment damage due to fires.			
<ul> <li>Check Oxygen/Acetylene bottles</li> </ul>	Reduce fire and explosion risks			
Check if full	Reduce fire and explosion risks			
<ul> <li>Check to make sure they are secured</li> </ul>	Reduce fire and explosion risks			
<ul> <li>Check hose, gauge, torch condition</li> </ul>	Reduce fire and explosion risks			Check gauges for cracks and grease.
Ensure that both cylinder valves are closed, oxygen first, bleed the pressure, and loosen both regulator valves	Reduce fire and explosion risks			Refer to the Employee Safety Handbook.
Check for proper housekeeping				
<ul> <li>Ensure that chocks are present</li> </ul>				

## **Duty 2: Fire-Up**

Learner will demonstrate how to safely fire-up the "B" Pit. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and thorough method of firing up the "B" Pit 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
Radio "A" Pit Conveyorman to start when	To prevent accidental injury due to			
he is ready.	premature start up			
Inspect to ensure that conveyors are				
operating, while in vehicle				
Check for proper belt tracking				
Check Splices				
<ul> <li>Look for General Malfunctions</li> </ul>				
<ul> <li>Check for Misalignment</li> </ul>				
<ul> <li>Look for Smoke</li> </ul>				
Listen for Unusual Noises	Listening for unusual noises will help prevent equipment failure			
<ul> <li>Check for Slipping</li> </ul>				
Inspect Guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Always put guards back in place when finished; shut down operation if guards needs replaced or fixed.
Notice Gearbox Problems	Noticing gearbox problems will help prevent equipment failure			Look for leaks, heat, and noises.
Check V-Belts				
<ul> <li>Ensure Start Up Alarm is working by listening for it.</li> </ul>	Start up without alarm could cause injury or death.			
Inspect and Start Trash Pump				
Check Oil				
Fill up with Gas				
Prime the Pump				
Remove Cap				
Fill with Water and leave cap     off				
Turn on Switch				
Pull the Choke				

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
Pull the Start Cord				
Turn off Choke after pump starts				
Check for circulation on pump (observe water gushing from pump cap area)				
Turn on/off switch to off position				
Replace prime cap				
Turn switch back on				
<ul> <li>Pull start cord to start pump</li> </ul>				
Ensure Material Flow				
<ul> <li>Observe the transfer points</li> </ul>				
<ul> <li>Ensure material is flowing on belts</li> </ul>				
Check for spillage				
Check for blockage				
Look for General Malfunctions				
<ul> <li>Check for Misalignment</li> </ul>				
<ul> <li>Look for Smoke</li> </ul>				
Listen for Unusual Noises	Listening for unusual noises will help prevent equipment failure			
Check for Slipping				
Inspect Guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Look for any Gearbox Problems	Noticing gearbox problems will help prevent equipment failure			
Check V-Belts				

#### **Duty 3: Berm & Highwall Inspections**

Learner will demonstrate how to conduct a safe and thorough inspection of berms and highwalls during the "B" Pit Inspection. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and thorough inspection of the berms and highwalls in the "B" Pit includes the following 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
Obtain and Follow Workplace Examination Checklist				If any defects are found, contact supervisor and/or loader operator. Refer to MSHA's and Company Policy.
Observe and follow all posted safety signs	Non compliance could result in unsafe acts and entering unsafe areas.			
Check Berms	_			
<ul> <li>Check areas of the pond, highwall, and feeder ramp berms</li> </ul>				
<ul> <li>Ensure they are mid-axle height to the largest equipment on roadway.</li> </ul>				This is a back up check for the loader operator.
Check Pit Floor (rocks & steel)				This is a back up check for the loader operator.
Check highwall				This is a back up check for the loader operator.
Check height				This is a back up check for the loader operator.
Check Angle of Repose				This is a back up check for the loader operator.
Check for Undercuts				This is a back up check for the loader operator.
Notify the loader and Marion operator that Conveyorman is in the area	To avoid unnecessary accidents and collisions			Loader and Marion operators have the right of way at all times; stay away from the travel path of Marion

#### **Duty 4: Inspection (Belts & Feeder)**

Learner will demonstrate how to work safely when inspecting belts and feeders during the "B" Pit Inspection. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. The proper procedures for working safely during the "B" Pit inspection of belts and feeders 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
Check for proper guarding	Improper guarding could cause serious injury if someone came in contact of a moving part; company policy; probability of long term injury or death.			Shut down operation to repair or replace defective guarding
Check belts				
Check rollers				
Check bearings	It could lead to extensive damage to equipment and cause down time.			
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			
Check Head Pulley				
Check Tail Pulley				
Check Wipers				
Check for Water Flow at the belly of the feeder belt				Reduces heat build-up and helps clean stray material
Check the Grizzly Pump				
Check for hydraulic leaks	Environmental implications and equipment failure			Refer to Glacier's Environmental Response Plan
Check for fluid level on hydraulic pump	Environmental implications and equipment failure			Refer to Glacier's Environmental Response Plan; check the site glass for proper fluid level

## **Duty 5: Inspect FC16 Conveyor Belt**

Learner will demonstrate how to safely and efficiently inspect the FC 16 conveyor belt. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient FC16 conveyor belt Inspection includes the following 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
Check Tail Pulley Area				
<ul> <li>Check the impact rubber for cracks, lagging, and alignment</li> </ul>				
Ensure that skirting is secured				
Check for wear				
Check tail bearing	It could lead to extensive damage to equipment and cause down time.			Check for heat and unusual noises
Check tail pulley				Visual inspection
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley Area				
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check head pulley				Check for Cracks, lagging, alignment
Check Bearings	It could lead to extensive damage to equipment and cause down time.			Check for Over-heating, unusual noise
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			Check for leaks, noise, over-heating
Check wiper				Check for contact to the belt
Check Snubber Pulley				Check for cracks and wear
Check Motor	It could lead to injury, extensive damage to equipment, and cause down time.			Check for heat and unusual noise; Check electrical connections; Check for proper bushing and bare wires
Check V-Belts				Check for alignment, wear & tension

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
Inspect FC16 Mid Section				
Check for bad rollers				Proper spinning, holes, rollers aren't cutting the belt or return roller brackets.
Inspect E-Stop Cords				
Check for proper tension	Improper tension will cause the e-stop to malfunction			
Check for proper box mounting	Improper box mounting and anchoring will cause malfunction.			

## **Duty 6: Inspect FC15 Conveyor Belt**

Learner will demonstrate how to safely and efficiently inspect the FC 15 conveyor belt. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient FC15 conveyor belt Inspection includes the following 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
Check Tail Pulley Area				
<ul> <li>Check the impact rubber for cracks, lagging, and alignment</li> </ul>				
Ensure that skirting is secured				
Check for wear				
Check tail bearing	It could lead to extensive damage to equipment and cause down time.			
Check tail pulley				Visual inspection
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley Area				
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
<ul> <li>Check head pulley</li> </ul>				Check for Cracks, lagging, alignment.
Check Bearings	It could lead to extensive damage to equipment and cause down time.			
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			Check for leaks, noise, over-heating.
Check wiper				Check for contact to the belt.
Check Snubber Pulley				Check for cracks and wear.
Check Motor	It could lead to injury, extensive damage to equipment, and cause down time.			Check for heat and unusual noise; Check electrical connections; Check for proper bushing and bare wires.
Check V-Belts				Check for alignment, wear & tension.

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
Inspect FC15 Mid Section				
Check for bad rollers				Proper spinning, holes, Rollers aren't cutting the belt or the return roller brackets.
Inspect E-Stop Cords				
Check for proper tension	Improper tension will cause the e-stop to malfunction			
Check for proper box mounting	Improper box mounting and anchoring will cause malfunction.			

#### **Duty 7: Inspection of MCC (Motor Control Center)**

Learner will demonstrate how to safely and efficiently inspect the Pit "B" Motor Control Center. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient inspection of the Pit "B" Motor Control Center 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
Inspect fire extinguisher	Reduce likelihood of being caught in, trapped or burned by a fire and to lower chance of equipment damage due to fires.			
Inspect housekeeping	To prevent slips, trips, falls, and control combustible materials			Remove all combustible materials from the MCC.
Ensure that lock out tag out board is maintained				
Check for hazardous electrical conditions				
<ul> <li>Check lights and light covers</li> </ul>				
Check cable installation	Prevent contact with bare wires and possible fatal injuries			
Check labels	Prevent miners from making lock / tag out mistakes			
Check cover plates				

## **Duty 8: Inspect FC14 Conveyor Belt**

Learner will demonstrate how to safely and efficiently inspect the FC 14 conveyor belt. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient FC14 conveyor belt Inspection includes the following 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
Check Tail Pulley Area				
Check the impact rubber for cracks, lagging, and alignment     Ensure that skirt is secured				
Check for wear				
Check tail bearing	It could lead to extensive damage to equipment and cause down time.			
<ul> <li>Inspect cable and sheaves for the gravity take-up</li> </ul>				Ensure that trolley is on track.
<ul> <li>Check tail pulley</li> </ul>				Visual inspection
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley Area				
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check head pulley				Check for cracks, lagging, and alignment.
Check Bearings	Bad bearings could lead to extensive damage to equipment and cause down time.			Check for Over-heating, unusual noise
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			Check for Leaks, Noise, Over Heating.
Check Wiper				Check for contact to the belt.
Check Snubber Pulley				Check for cracks and wear.

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
Check Motor	It could lead to injury, extensive damage to equipment, and cause down time.			Check for heat and unusual noise; Check electrical connections; Check for proper bushing and bare wires
Check V-Belts				Check for alignment, wear & tension
Inspect FC14 Mid Section				
Check for bad rollers				Proper spinning, holes, rollers aren't cutting the belt or return roller brackets.
Inspect E-Stop Cords				
Check for proper tension	Improper tension will cause the e-stop to malfunction			
Check for proper box mounting	Improper box mounting and anchoring will cause malfunction.			

#### **Duty 9: Inspect FC13 Conveyor Belt**

Learner will demonstrate how to safely and efficiently inspect the FC 13 conveyor belt. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient FC13 conveyor belt Inspection includes the following 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
Check Tail Pulley Area				
Check the impact rubber for cracks, lagging, and alignment				
Ensure that skirting is secured				
Check for wear				
Check Tail Bearing	It could lead to extensive damage to equipment and cause down time.			
Check tail pulley				Visual inspection
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley Area				
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley				Check for cracks, lagging, alignment.
Check Bearings	It could lead to extensive damage to equipment and cause down time.			Check for Over-heating, unusual noise.
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			Check for leaks, noise, over-heating.
Check Wiper				Check for contact to the belt
Check Snubber Pulley				Check for cracks and wear.
Check motor	It could lead to injury, extensive damage to equipment, and cause down time.			Check for heat and unusual noise; Check electrical connections; Check for proper bushing and bare wires.
Check V-Belts				Check for alignment, wear & tension

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
Inspect FC13 Mid Section				
Check for bad rollers				Proper spinning, holes, Rollers that are not cutting the belt or return roller brackets.
Inspect E-Stop Cords				
Check for proper tension	Improper tension will cause the e-stop to malfunction			
Check for proper box mounting	Improper box mounting and anchoring will cause malfunction.			

## **Duty 10: Inspect FC12 Conveyor Belt**

Learner will demonstrate how to safely and efficiently inspect the FC 12 conveyor belt. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient FC12 conveyor belt Inspection includes the following 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
Check Tail Pulley Area				
Check the impact rubber for cracks, lagging, and alignment				
Ensure that skirting is secured				
Check for wear	It could look to outonoise domono to			
Check tail bearing	It could lead to extensive damage to equipment and cause down time.			
Check tail pulley				Visual inspection
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check Head Pulley Area				
Check for proper guarding	Improper guarding could cause serious injury if someone could touch a moving part; company policy			Shut down operation to repair or replace defective guarding; Ensure that it is secure and in place; No contact with moving parts.
Check head pulley				Check for Cracks, lagging, alignment
Check Bearings	It could lead to extensive damage to equipment and cause down time.			Check for Over-heating, unusual noise
Check Gear Box	It could lead to extensive damage to equipment and cause down time.			Check for Leaks, Noise, Over Heating
Check Wiper				Check for contact to the belt
Check Snubber Pulley				Check for cracks and wear
Check Motor	It could lead to injury, extensive damage to equipment, and cause down time.			Check for heat and unusual noise; Check electrical connections; Check for proper bushing and bare wires
Check V-Belts				Check for alignment, wear & tension

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
Inspect FC12 Mid Section				
Check all rollers				Proper spinning, holes, rollers aren't cutting the belt or return roller brackets.
Inspect lighting in tunnel				Ensure that lights are working and guards are in place
Inspect housekeeping	To prevent slips, trips, and falls; can affect the belt operation			Check for clear walkway and no accumulations of extra materials
Inspect E-Stop Cords				
Check for proper tension	Improper tension will cause the e-stop to malfunction			
Check for proper box mounting	Improper box mounting and anchoring will cause malfunction.			

#### **Duty 11: Inspect FC 12 MCC (Motor Control Center)**

Learner will demonstrate how to safely and efficiently inspect the FC 12 Motor Control Center. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient inspection of the FC 12 Motor Control Center 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
Inspect fire extinguisher	Reduce likelihood of being caught in, trapped or burned by a fire and to lower chance of equipment damage due to fires.			
Inspect housekeeping	To prevent slips, trips, falls, and control combustible materials			Remove all combustible materials from the MCC.
Ensure that lock out tag out board is maintained				
Check for hazardous electrical conditions				
<ul> <li>Check Lights and light covers</li> </ul>				
Check Cable installation	Prevent contact with bare wires and possible fatal injuries			
Check Labels	Prevent miners from making lock / tag out mistakes			
Check Cover Plates				

## **Duty 12: Preventative Maintenance**

Learner will demonstrate how to safely and efficiently perform preventative maintenance. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient preventative maintenance procedure 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
Obtain grease from the oil containment				Oil container is in shop
area				
Fill grease gun				
Follow Grease Schedule				
Grease the bearings that are listed				
Inspect the grease lines and zerk fittings				If broken line is discovered, repair if accessible. If not accessible, make appropriate note on PM Sheet.
Look for visible grease around the bearing				This ensures that the bearing is properly lubricated. The old grease is pushed out, and new grease is inserted.

# **Duty 13: Housekeeping**

Learner will demonstrate how to safely and efficiently maintain proper housekeeping. Learner will also explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient housekeeping 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
Obtain Water truck				Conveyorman must be properly task trained prior to operating the water truck.
Ensure that wheels are properly chocked	Prevents accidental roll a ways causing damage to property or injury			
Start water truck to build air on truck				This starts automatically upon starting.
Turn valve on to start water to fill water truck up				Valve is located at the bottom of the water stand pipe.
Turn off water when truck is full	Preventing and/or Reporting spillage is a condition of employment; environmental concerns			This is done to prevent spillage. If spillage occurs, halt water flow path. If it is entering the sough; estimate the cleanliness and volume of the water and immediately notify plant manager.
Proceed to "B" pit via "A" pit Roadway	To prevent travel through dangerous area.			If gate is locked, call supervisor. Proceed in low gear down hill. Refer to site map and policy.
Proceed to areas that require cleanup				Go to the dirtiest area first. Refer to work area exam.
Park truck in a safe location				
Set parking brake	To prevent unexpected movement			
Engage PTO				To start the pump
Engage throttle to maximum				To provide maximum water pressure
Chock wheels	To prevent injury or property damage due to unexpected roll a ways			
Remove and un-wind water hose				Lay out hose in the proper area before opening water valve.
Open valve on rear of truck slowly				
Grab the end of the water hose				Discharge end
Open the hose nozzle slowly	Prevent Falling Injury			To maintain control of the hose.

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
Clean transfer points thoroughly as possible				Do not spray water directly on bearings or electrical motors/equipment.
Roll up water hose				
Remove and Store wheel chocks				Store chocks in storage box on rear of truck.
Reset Throttle to idle	Prevent damage to the PTO if left running			This is done to disengage the PTO and to prevent equipment damage
Turn off pump by disengaging PTO	Prevent pump damage			Do this when water pressure drops for the first time.
Disengage Parking Brake	Prevent repetitive brake maintenance			
Return to water stand and repeat fill up procedures				When traveling the "B" Pit road, beware of potential slippery road conditions.  Do not follow other persons or equipment up roadway.
Proceed to any other areas that need to be cleaned after water truck is filled again				Refer to work place examination for areas that require clean up.

# **Duty 14: Spill Response**

Learner will demonstrate how to safely and efficiently respond to a spill. Learner will explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient spill response 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
Ensure personal and co-worker safety	Prevent injury or death caused by fire or inhalation exposure			
Determine the source of the spill and halt if possible	Preventing greater environmental impact			Refer to company policy
Collect appropriate cleanup/containment materials				Containment materials are at the shop: diapers, booms (worst case use berms or cover with soil).
Contain, limit, or stop the spill	Preventing greater environmental impact			
Notify the supervisor immediately	Company policy; authorities need to be notified in a timely manner			If supervisor is not available, use environmental call-out and response plan sheet until someone is contacted.
Determine the type, approximate time,	Information is needed to properly			
location, and quantity of the spill	document, report, and clean up spill.			
Bag contaminated soil and clean-up materials	To minimize environmental impact			
Place in proper container	Must follow up procedures to ensure proper disposal			

## **Duty 15: Unplug Transfer Points**

Learner will demonstrate how to safely and efficiently unplug transfer points. Learner will explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. A safe and efficient method of unplugging transfer points 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
Shutdown the two preceding, and	To ensure the safety of miners, and to			This prevents injury and equipment
following belts of the plugged area	prevent further damage to the equipment			damage.
Lock-out and tag-out the belts that were	To ensure the safety of miners, and to			Follow the company policy regarding
turned off	prevent further damage to the equipment			lock and tag-out procedures.
Analyze and discuss the task prior to beginning work	To ensure the safety of miners, and to prevent further damage to the equipment			To gain consensus in the safest and most effective way to correct the problem.
Obtain tools, equipment and/or safety items that are required to make the proper repair				May need fall protection and/or confined space permit.
Remove the accessible material				
Hose out Material – Step 1				This is the first step that must be taken Hose out as much material as possible from the top first
<ul> <li>Unplug from the top – Step 2</li> </ul>				
Dislodge as much material as possible				If this step is not successful, dislodge as much materials as possible from the bottom.
Unplug from the bottom – Step 3				If this step is not successful, proceed with confined space entry.
<ul> <li>Remove the back door, and dislodge as much material as possible</li> </ul>				Miner should use caution when opening door because of falling material hazards.
<ul> <li>Entering transfer point – Step 4</li> </ul>				
Obtain a confined space entry permit from the MCC room				
<ul> <li>Obtain a cell phone from the shop</li> </ul>				

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
Obtain (multi-gas) "sniffer" located at the shop     Obtain life line from the				
shop				
Obtain ladder				
<ul> <li>Fill out confined space permit</li> </ul>				
<ul> <li>Ensure that there is an attendant and/or an entry supervisor at the rock box before entry</li> </ul>	To prevent injury or death due to engulfment or confine space hazards, and/or rescue			Without an attendant, you can't enter the confined space
<ul> <li>Take gas test and document readings (done by attendant)</li> </ul>	To ensure that air levels are within the parameters			No entry permitted if outside gas parameters
<ul> <li>Inspect and put on safety harness</li> </ul>	To ensure that harnesses are in working order, and method of rescue			
Complete inspection documents				
<ul> <li>Locate and hook up the life line to the appropriate attachment point</li> </ul>	Enables prompt rescue			
<ul> <li>Position and tie off the ladder</li> </ul>	To prevent injury/fall			See company policy on ladders.
Attach lanyard to the attachment point	To prevent injury from impact			Device will be capable of supporting 5000 pounds or more.
<ul> <li>Place pry bar in box</li> </ul>				
Descend ladder	Injury may occur if miner doesn't descend ladder correctly			Maintain three points of contact.  Do not carry tools while descending or ascending the ladder.
<ul> <li>Take and record another gas test (done by the attendant)</li> </ul>	To ensure that air levels are within the parameters			
Dislodge materials	To clear the transfer point			If unsuccessful, contact supervisor and assess the condition.
Exit the confined space	Job is complete			

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
Remove ladder and clean up all tools and materials and return them to the appropriate areas	To ensure that the tools are there for the next person			
Complete the confined space permit (done by attendant/supervisor)	To document safe confine space entry, and company policy			Permit is placed in the time box.
Remove the lock out/tag     out devices     Energize the circuits				Follow company policy regarding lock out procedures.

## **Duty 16: Belt Training**

Learner will demonstrate how to safely and efficiently train a belt. Learner will explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient belt training procedures 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
Training bottom				
Determine which direction the belt is misaligned				
<ul> <li>Obtain 2 lb sledge hammer</li> </ul>				
<ul> <li>Strike the return roller bracket in the direction of the belt travel to train the belt away from you;(or)</li> </ul>				
Strike the return roller bracket in the opposite direction of belt travel to train the belt toward you				
Observe the belt				For several rotations before attempting to adjust again.
Training top				
<ul> <li>Determine which direction the belt is misaligned</li> </ul>				
<ul> <li>Obtain 2 lb sledge hammer</li> </ul>				
<ul> <li>Strike the troughing roller in the direction of the belt travel to train the belt away from you;(or)</li> </ul>				
<ul> <li>Strike the troughing roller in the opposite direction of belt travel to train the belt toward you</li> </ul>				
Observe the belt				For several rotations before attempting to adjust again.
Training Tail				
<ul> <li>Apply grease to the take-up side that is misaligned</li> </ul>				
Observe the belt				For several rotations before attempting to adjust again.

# **Duty 17: Belt Splicing**

Learner will demonstrate how to safely and efficiently splice a belt. Learner will explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient belt splicing 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
Spot the belt	Important for safe access to splice			Position the splice in a safe location of the top side of belt.
Assess the position of the splice and make adjustments if necessary	Important for safe access to splice			Follow company Lock-out/tag-out procedure.
Lock/Tag Out Belt	Prevent serious injury from unexpected start-up			Refer to company policy
Obtain the following tools needed to splice belt:	To prevent injury, and loss of production from unsafe tools			
Template to determine belt and clips size				
Four clamp bars and four glow meters				
Two 3 ton com-a-longs				Check for bent hooks, safety latch, and damage to the chain.
Impact gun				Be certain it has been ground tested.
Flexco splicing tools				Driver, spoon, cutters, and breaker
Bucket of Flexcos				
Splicing board				
Razor knife				Requires sharp blade
Straight edge or square				
<ul> <li>Claw hammer</li> </ul>				
Extension cord				Be certain it has been ground tested.
Face shield				To be used when grinding.
4.5 inch grinder				Be certain it has been ground tested, and has guard.
Inspect tools needed to splice the belt				
Obtain, Inspect, and Use Fall Protection	To prevent injuries from falls			To be used when there is a danger of falling.
Place the required tools at or near the location of the splice				

Job Steps	Importance Narrative	Importance Ranking	Satisfactory	Procedures/Risk Resolution/ Notes/Comments
	(Consider Safety, Production, Maintenance)	1=Important 2=Very Important 3=Critical	Needs Work	Notes/Comments
Install Belt Clamps				Leave enough room to space the clamps as far as the com-a-longs will permit.
Position and tension both come-a-longs simultaneously				
Position splice board under belt and on top of com-a-long chain  Cut out the old splice using a straight				The board should be centered on the existing splice.  The cut needs to be straight.
edge Install Splicing Template				The out hoods to be offdight.
Drill holes				
Remove Template				
Install Flexcos (Clips) on both sides				Realign both sides of the belt.
Install caps and nuts				
Tighten nuts with a nut driver				
Break off the studs using a breaker tool				
Grind and Clean to remove sharp edges				Use face shield.
Loosen the com-a-longs simultaneously				
Remove com-a-longs  Remove clamps				
Remove clamps  Remove splice board				
Clean up and re-store tools				
Remove locks and tags				

#### **Duty 18: End of Shift Activities**

Learner will demonstrate how to safely and efficiently perform end of shift activities. Learner will explain the job steps, why they are conducted, any associated risk, and how to implement appropriate controls. Safe and efficient end of 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
Signal the loader operator to stop feeding the plant				At the appropriate time
Proceed to the Control Tower				
Turn off power to feeder, FC 16, 15, 14, 13, and FC 12	To prevent undo wear and tear on equipment, and reduce operational costs			Ensure the belts are cleaned off prior to turning off power. Remove power in proper sequence.
Pick up Loader Operators if required				
Shut and Lock Gate if last person out	To keep out unauthorized persons			The permit requires that no activity occurs after 6pm.
Park service truck on the line				Chock tires when parked on-line.
Post-Op Service Truck				This is a company policy.
<ul> <li>Lock tool box</li> </ul>				
<ul> <li>Check oxygen and acetylene bottles</li> </ul>	To prevent fire and explosion if there is a defect in the system, to prevent personal injury, and property damage			Replace if necessary, make sure they are bled off and secure.
<ul> <li>Note any damage that may have occurred during the shift</li> </ul>	To prevent the operation of a vehicle left in an unsafe condition			Leave the vehicle in an operational condition for the next individual.
Return PPE to locker				Replace any unusable PPE.
Place radio in charger				
Turn in paperwork				
Grease schedule				
Pre-Op	To prevent the operation of a vehicle left in an unsafe condition			
"B" Pit Inspection Sheet	To prevent the operation of the equipment in "B" Pit left in an unsafe condition or not mechanically safe			
Safety Harness Inspection	•			
Clock Out				Go home in the condition you came in