Educational Policy and Development
September, 2005

SMO – Small Mines Office
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Why was the Small Mines Office Created?

- The fatal incident rate at small mine operations was more than double the rate for larger mines.
- Stakeholders request.
- The Mine Safety and Health Administration established a Small Mine Office to address the needs of the nearly 6,500 small mines.
• Small Mines are mines determined to be 5 people or less.
• Small Mines will also assist contractors when we receive requests.
• Small Mines will assist larger mines when we receive requests.
• Small Mines will assist Small Underground Mines when we receive requests even though they may have more than 5 employees.
Profile of the Industry - Small Mines

- Active coal mines - 31 underground, 203 surface & 163 surface facilities (total = 397)
  - Non-producing mines - 330
    (most are in Districts 4, 5, 6, & 7)
Profile of the Industry - Small Mines

- **Active Metal and Nonmetal mines - 6,000**
  - Mines located in all 45 field offices
  - Most - Manchester, NH F.O. - 360 mines
  - Least - San Juan, PR F.O. - 16 mines
What services does SMO provide?

Summary

- Provide on-site compliance assistance
- Help operators develop and maintain a safety & health program, which includes:
  - Fatality and accident reduction
  - Risk management assistance
  - Hazard reduction
  - Safety and health training
How much time is normally spent during the SMO initial visit?

- Time spent on initial visits vary from 2 to 4 hours up to a couple of days.
- This depends on the need of the small mines operator.
Other services SMO provides

- Contact operators by telephone, e-mails, and letters on a regular basis.
- Make small business owners aware of other sources of assistance
  - States Grants; Educational Field Services; Technical Support; Holmes Safety Association; and trade associations
How will a small mine operator benefit from the SMO Program?

- Reduced injuries/accidents/fatalities and associated cost.
- Improved performance of tasks reducing operating costs of production and maintenance.
- Reduction of hazardous conditions.
- Possible lower insurance rates due to a formal safety program.
How will a small mine operator benefit from the SMO Program?

Continued

• Become more knowledgeable regarding safety and health standards and polices.

• Become more familiar with available resources, i.e.; SMO, EFS, Mine Academy, State Grants programs.

• Have a positive relationship with MSHA.
How will employee’s of the small mine operator benefit from the SMO program?

- When employees are actively involved in the safety program a sense of ownership can be achieved.
- Reduction in accidents.
- Aware of MSHA standards and policies.
- Understand MSHA’s goals for their safety.
- Help them develop a more positive attitude towards safety.
Small Mine Office Goals & Objectives

- Help operators develop and maintain effective safety and health programs tailored to fit the company

- Provide on-site compliance assistance to small mining operations throughout the country

  - Foster cooperation and consultation with small mine operators to achieve a reduction in injuries and illnesses

  - Help the small mining community achieve a reduction in injuries and illnesses – support MSHA’s 15/50 goals
Creating a Health and Safety Policy for your Small Mine

WATCH OUT FOR PINCH POINTS

BEST PRACTICES
Our Health & Safety Policy is:

- To provide adequate control of the health and safety risk arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain a safe plant and equipment
- To insure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To insure that all employees are competent to do their task, and give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy work conditions; and
- To review and revise this policy as necessary at regular intervals
Responsibilities

1. The overall responsibility for the health and safety of our employees is that of management.

2. Day-to-day responsibility for insuring this policy is put into practice is delegated to Johns Sands, foreman.

3. To insure health and safety standards are maintained/improved, the following people have the responsibility in the following areas:

<table>
<thead>
<tr>
<th>Name</th>
<th>Area of Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Harry Mechanic</td>
<td>Maintenance and repair of all equipment</td>
</tr>
<tr>
<td>Jill Plant</td>
<td>Plant and associated equipment</td>
</tr>
<tr>
<td>Jim Quarry</td>
<td>Quarry and haulage equipment, roadways</td>
</tr>
<tr>
<td>All Employees</td>
<td>Work place, Pre-operation equipment examinations</td>
</tr>
</tbody>
</table>
Responsibilities

4. All employees have to:
   - Co-operate with supervisors and management on health and safety issues
   - Not interfere with anything provided to safeguard their health and safety
   - Take responsible care of their own health and safety
   - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)
Health and Safety Hazards arising from our work activities:

- Hazard assessments will be undertaken by all employees
- Identified hazards will be reported to management
- Action to correct hazards will be approved by management
- Management will follow-up to assure hazardous conditions are corrected
- Management and employees will pursue permanent controls to eliminate reoccurrence
- When work areas/activities change: management will re-evaluate to ensure hazards do not exist
Safe Plant and Equipment

- Employees and Management will be responsible for identifying equipment and plant maintenance needs.
- Management will be responsible for ensuring required maintenance is completed.
- Management will be responsible for scheduling and ensuring required maintenance is completed.
- Any problems with plant/equipment shall be reported to management.
- Management will ensure that new plant/equipment meets the current health and safety standards before it is purchased.
Training

- Management will ensure that quality training is provided that will comply with the Part 46 Training requirements for all miners, supervisors, and contractors who perform work activities on mine property.

- Management will ensure that an individual capable of providing first aid will be available on all shifts.
Personal Protective Requirements

- Management will provide all personal protective equipment excepting safety toe shoes and hard hats which will be the responsibility of the employee.
- Employees are responsible for wearing and using personal protective equipment at all times when required.
Safe Work Practices and Conditions of Work Areas

- Management and employees are responsible for workplace examinations and the elimination of hazards in the work areas.
- Employees are responsible for reporting hazards to management.
- Prior to performing any maintenance activity, the equipment will be locked and tagged out.
- Management will monitor work practices and institute corrective actions when safe work practices are not followed.
More...

- Part 41 Legal Identity
- Part 56 Safety Standards
- Safety and Health Audit
- Health and Safety Program
- Mobile Equipment Exams
- Workplace Exam
- Guarding
- Continuity and Resistance Test
- Fire Fighting Equipment Inspection
- First Aid
- Part 45 Independent Contractor
- Part 46/48 Training Plan
- Part 46/48 Records of Training
- Part 47 HAZCOM
- Part 50 Accident
- Part 50 Quarterly Report
- Part 62 Noise
- Dust
- Citation and Order Review
- Miner Rights
- Holmes Safety
- Education Field Services Contacts
- State Grants Contacts
Leading indicators - safety and health efforts

Help operators develop and maintain effective safety and health programs tailored to fit the company

- Small Mine operators using the SMO written Safety & Health program at their mines: 90%
- Small Mine Operators that shared the program with their miners: 78%
- Operators using the SMO training "Tool Box Talks" to enhance their training at their mines: 72%
- Mine operators that use the "Start Each Day with Safety" concept: 48%
- Operators using the safety and health audit: 40%
<table>
<thead>
<tr>
<th>Statement</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Operators better able to comply with MSHA regulations following our visits</td>
<td>92%</td>
</tr>
<tr>
<td>The operators that stated that they would benefit from additional assistance</td>
<td>88%</td>
</tr>
<tr>
<td>The small mine operators that received a safety and health tour or audit</td>
<td>84%</td>
</tr>
<tr>
<td>The small mine operators that reported that the tour and audit were helpful</td>
<td>82%</td>
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<tr>
<td>Operators who received help with recordkeeping</td>
<td>54%</td>
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<tr>
<td>Operators who had less concerns about recordkeeping</td>
<td>32%</td>
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Foster cooperation and consultation with small mine operators to achieve improved compliance and improved working conditions at their mines

- Mine operators very satisfied or satisfied with the services provided by the SMO operators. 96%
- Mine operators reported that conditions at their mine have improved 88%
- Mine operators whose relationship with MSHA has improved 46%
Initial Results

Fatal Incidence Rates 2000 - 2004

- All Small Mines not helped
- All Mines with more than 5 Employees
- All Small Mines SMO helped

For 2000-2002:
- 0.053

For 2003-2004:
- 0.069
- 0.015
- 0.015

Safety and Health are Values!
Initial Results

Total Injury Rates CY 2000 - 2004

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<tbody>
<tr>
<td>All Mines greater than 5 employees</td>
<td>5.13</td>
<td>4.44</td>
<td>4.16</td>
</tr>
<tr>
<td>All Mines less than 5 employees</td>
<td>2.94</td>
<td>3.02</td>
<td>1.77</td>
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<tr>
<td>All mines greater than 5 employees</td>
<td></td>
<td>2.46</td>
<td></td>
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<tr>
<td>SMO Assisted Small Mines</td>
<td></td>
<td>1.77</td>
<td></td>
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<tr>
<td>Small Mines Not Assisted</td>
<td></td>
<td>2.42</td>
<td></td>
</tr>
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<td>All mines greater than 5 employees</td>
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