

Mining and Extraction Work-Readiness Kit

01 / Walk, discuss and check readiness

Coordinate operator and contractor expectations before a mining, quarrying or extraction task.

Use with the people doing the work: walk the area, discuss the prompts, record actual controls and verify them before exposure. Rebrief when conditions change. If a safeguard is missing or uncertain, pause affected work and contact the responsible person.

Operator and contractor interface

Who controls this work area and who coordinates contractor activities? Confirm the site contact, task boundary and work sequence.

Entry and task readiness

Which site induction, mine-specific training, task qualifications and authorizations apply? Have the responsible site person verify the actual requirements.

Mobile equipment

Identify haul routes, blind areas, exclusion zones and pedestrian interfaces. Agree communication before entering an equipment work area.

Ground and work conditions

Which ground, highwall, excavation, overhead or access conditions need specialist review? Use the approved site assessment, not this checklist, to decide controls.

Energy and process interfaces

Identify relevant equipment, pressure, electrical and process interfaces. Reference approved isolation, permit and atmosphere-control procedures where required.

Emergency coordination

Confirm alarms, evacuation routes, muster and how contractors contact the site response organization. Identify limits on any assigned response role.

Readiness gaps / questions to resolve with the responsible person

Planning aid only. Apply the actual task, employer procedures and governing requirements. This kit does not authorize work, replace required training or supply a specialist procedure, permit or compliance determination.

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02 / Record the task and verify controls

Record planned controls separately from observed verification. A completed sheet is not evidence that a control is effective.

Task, site / work area and date / shift

Crew, coordinating person and other affected people

Applicable procedures / permits and required authorized roles

Task steps and serious exposure: who could be harmed, and how?

Planned controls: what will prevent or reduce that exposure?

Site verification: actual condition / evidence, checker and time

Unresolved gaps, responsible person and action due before exposure

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03 / Hold, rebrief and hand over

Pause if the operator changes the work area, nearby activity, isolation boundary or emergency arrangements without a coordinated review.

Follow employer stop-work, correction and authorized restart arrangements. Keep affected work on hold while exposure or control readiness is unresolved.

Hold / change: what happened, when, and which work is affected?

Immediate protection and person notified / time

Required correction or revised method and responsible person

Recheck evidence, checker / time and applicable restart authority

Who was rebriefed, what changed and any remaining restrictions?

Handover: receiving person, open actions and next review

Crew learning: what helped the work, what made it difficult?

Use, sources and edition

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MSHA Safety and Training - <https://www.msha.gov/safety-and-training>

OSHA Safety Management - <https://www.osha.gov/safety-management>

Original planning prompts. Sources support topic selection; no agency endorsement. Developed by Todd Jerome Jenkins, MS, CSP.