



New Task Training Program

MSHA Contractor ID # XYZ12

New Task Training Program (Section 46.7)	Date: 6/30/2008
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Each miner who is assigned to a new task in which he or she has no previous work experience will be trained in the health and safety aspects and safe work procedures specific to that new task.

This training will be provided before the miner performs the new miner's assigned task that affects the health and safety risks encountered. Each miner will be given training that addresses the change. Practice under supervision. A person may be used to fulfill the requirement for task training unless the person is a miner.

1. Your training plan comes with a blank copy of the New Task Training Program Plan. Make a copy and then fill in the date the plan was written. Be sure to do and date this BEFORE the training is conducted.

A. Each miner who is assigned to a new task will be trained in the health and safety aspects and safe work procedures before the miner performs the new task [Section 46.7(a)]. (Each task on the list must be defined and the training materials must provide the training.)

2. Write a task name here. Use a task already on the list in Section 7 or be sure to add any new tasks to that list at this point. Keep the descriptive name broad that it might apply to various models of the same equipment, etc.

3. Write the time that will be taken to complete the training. You want this to be a very broad scope of time. Consider how much time it would take to train someone with experience at a similar task for the low end and how long it would take for an inexperienced worker at the high end. All training for this task must fall between the two times.

1. Health and safety aspects and safe work procedures

Specify the task: [Backhoe Operator]

Approximate Time(s): 0 hours 30 minutes to 24 hours 0 minutes

Teaching Methods may include:

- lecture
- discussion
- audiovisual
- practice under close observation

4. Check the boxes of the Teaching Methods, Training Materials, and Evaluation Procedures that you intend to use.

Course Training Materials may include:

- MSHA
- company
- vendor/manufacture
- operating manuals

Evaluation Procedures may include:

- oral feedback
- written feedback

QWIK TIP: "JSAs"

JSAs (Job Safety Analysis) are great training tools for new task training and retraining workers who have had mishaps or have not followed correct procedures.

Contact Complete Safety Solutions to have us help you develop a JSA program.

- JSAs (attach)
- safe work procedures
- applicable regulations
- other

- observation
- other

B. When changes occur in a miner's assigned task that affect the health and safety risks encountered by the miner, the miner will receive training that addresses the change(s)

[Section 46.7(a)]

QWIK TIP: "CHECK ALL THE BOXES"

We've listed the Methods, Materials, and Evaluation Procedures as what your training may include. If you check all the boxes it allows you to use any or all methods on this list. Your training plan will be flexible enough to do it one way with one worker and another with a worker with different needs.