

# *Safety Resources* from **KEMI**

## **Sample Coal Program**

It is our conviction that all safeguards should be used to eliminate exposure of our employees to injuries and occupational diseases. Our main goal in accident prevention is to avoid pain, anguish, heartaches and handicaps. In order to implement this policy, we must create a desire among all of our employees to work safely.

It is the policy of our company to provide instructions covering safe working methods and to make available, where necessary, special equipment to protect employees against particular hazards.

There is no such thing as a good mine, shop or plant operation if it has an unsatisfactory safety record. Safety and efficiency are directly related.

## GENERAL SAFETY RULES

1. All company rules, state and federal regulations must be complied with.
2. Sleeping on the job will not be allowed. If caught, it will be cause for disciplinary action.
3. All persons going underground must have in possession a self-rescue device.
4. All employees, officials and others, on duty or visiting, in or around the mine, shall wear protective and reflective clothing, metatarsal boots, and a hard hat. Eye protection shall be worn at all times underground and where required, while performing certain tasks on the surface.
5. Do not throw garbage down on mine property at any time.
6. The use of alcoholic beverages or illegal drugs will not be tolerated on this mine site. Violation of this rule will be cause for suspension with intent to discharge.
7. The safety and well-being of each crew is dependent on each employee's performance. Therefore, any employee who attempts to start work under the influence of alcohol or any illegal drug will be suspended, subject to discharge.
8. Fighting or horseplay on company property will not be tolerated.
9. Speed limits on company property must be observed.
10. Good housekeeping is an essential part of each and every employee's job.
11. Shirts or body coverings bearing reflective materials must be worn by all persons at all times.
12. Ear protection must be worn by all persons who work in areas where required.
13. Loose clothing is not permitted in or around the mines.
14. The operation of any company vehicle will be done in compliance with all state highway laws and company policy.
15. Safety belts must be properly used when required.
16. All persons entering the underground area must check in; also when arriving on the surface must check out.
17. Sitting and lying on transformers, rectifiers, high voltage cable cars, or any other type power center poses a danger to the employee, and is strictly prohibited.

18. Legal drugs which cause a person to be unsafe to him or herself or fellow employees shall not be used on the job.

### **OPERATING SAFETY RULES**

1. No employee shall willfully destroy or carry off any company property.
2. Any employee noting any dangerous or unsafe conditions or any damage or defects in any apparatus, equipment or machinery shall immediately report the condition to his or her supervisor.
3. Each employee must make full use of all safety equipment and safeguards for his/her protection.
4. Compressed gases will not be used to blow or otherwise clean any clothing on anyone.
5. Approved safety glasses or welding hood must be worn when using torches or welding.
6. Eye protection must be worn when there is danger from flying objects.
7. When not in use, keep all oxygen and acetylene bottles completely uncoupled and stored and secured in a safe manner. Make sure caps are in place.
8. Oxygen and acetylene bottles shall be transported in proper containers.
9. Do not break or disconnect pressure lines without first bleeding the line of pressure.
10. Use safety chains on all air hoses one inch and larger.
11. Electrical repairs shall be made or overseen by a certified electrician.
12. Do not turn electricity, compressed air or water on until you are sure that no one is in danger.
13. Lock out – tag out procedures must be conducted prior to any electrical or mechanical work being administered on equipment.
14. No persons shall go beyond supported roof at any time.
15. No persons shall begin work until he has examined the roof and rib conditions in his work area and has taken a gas test.

16. Equipment must not be parked close to ventilation controls. Equipment operators should always sound audible alarms when proceeding through ventilation controls.
17. When riding in the mantrip or operating other pieces of equipment, employees shall keep hands and feet inside the compartment at all times.
18. Be alert at all times for close clearances along track and travelways
19. When lifting, always use proper lifting techniques—let your legs bear the weight and not your back. Never lift a load you feel is too heavy without help.
20. When approaching equipment, always get the operator's attention. Never stand in between the rib and the equipment.
21. When working around belt conveyors, do not remove any guards unless the belt has been de-energized and locked and tagged out. Always shovel in the direction of the belt travel.

#### **GENERAL UNDERGROUND SAFETY PRACTICES**

1. Employees working along haulage roads shall retreat to a safe place when traffic is moving along haulage roads.
2. Carry tools so as to avoid contact with power lines.
3. Know the location of fire extinguishers and first aid equipment for your general work area.
4. All work areas are to be examined carefully before starting work. Use a bar of sufficient length to pull loose material down.
5. The roof control plan is the minimum requirements for the roof support. Additional supports should be installed if conditions require.
6. The roof and ribs must be checked using visual and vibration methods before starting work.
7. Roof and ribs shall be kept free from dangerous overhangs.
8. Report to an official any damage you may observe to the mines ventilation, haulage, power, or drainage systems.
9. Be sure proper examinations of work areas have been conducted before energizing equipment.

10. On idle days or weekends the sections or work area should be left in a safe condition, ventilation checks in place, power lines disconnected, trips properly blocked, water lines shut off where not used, and machines in a safe place.
11. Ventilation controls must be maintained at all times.
12. Work shall not be performed on any jacked up machinery unless it has been blocked securely. When placing wood blocking under equipment, the block shall be held so that the fingers and thumb are on the sides of the block rather than on the top and the bottom.
13. Do not ride belts. Cross belts only are at designated crossings.

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