

<b>DIVISION OF MINERAL MINING PROCEDURE MANUAL</b>		<b>PROCEDURE NO.</b>	5.1.00
		<b>ISSUE DATE</b>	09/12/2002
<b>SUBJECT</b>	Training & Certification of Mineral Mining Industry Personnel	<b>Section</b>	Training & Certification
		<b>Last Revised</b>	

## **OBJECTIVE AND INTENT**

To establish procedures to schedule, administer, and evaluate certification and other training courses.

## **PROCEDURES**

### **Schedule**

#### **Certification Courses**

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- Certification courses that are covered by these procedures include Surface Foreman, Surface Blaster, Underground Foreman, Underground Blaster, Mineral Mining Electrician (electrical repairman), and General Mineral Miner.
- The Safety Engineer prior to May 30th of each year shall establish the fiscal year calendar schedules (initial and renewal) with tentative course dates and locations. The Training & Certification (T&C) Section along with the appropriate facilities secures tentative dates and locations for the fiscal year at this time. A supplement to the renewal schedule is prepared and distributed by February 1 of each year for the second half of the calendar year.
- Course locations shall include public facilities, the DMM office, and the Community College system.
- Instructor assignments shall be made by the Mine Inspector Supervisors based upon inspector workload, location of course, etc. This is then forwarded to the Office Services Specialist.
- Once instructor(s) are assigned, the Mine Inspector Supervisor shall notify the Mine Inspectors of the assignment. Any schedule conflicts must be discussed and changes made if necessary.
- Training schedules shall be updated for each fiscal year and mailed to all mine operators, registered contractors, and the T&C Contact Listing by the Office Services Specialist no later than June 1<sup>st</sup> of each year.
- The Office Services Specialist (T&C Section) shall assign a roster number to the various scheduled classes.
- The lead instructor shall be responsible for picking up class materials from the DMM office. Arrangements may also be coordinated with the Safety Engineer, Office Services Specialist, or other instructors.

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General Mine Safety and Annual Refresher Training Courses

- Mine Inspectors shall notify the Safety Engineer of additional training requests made by an operator. At that time, it will be determined if other assistance from other Mine Inspectors or the Safety Engineer is needed.
- The Safety Engineer shall coordinate the training calendar to ensure that materials are available and there are no schedule conflicts.
- Following the guidelines in the Education & Training Plan, the Safety Engineer or the Mine Inspector Supervisor shall notify the Mine Inspector as soon as possible of any potential problems. The Safety Engineer and the Mine Inspector shall coordinate to determine whether the course can be available to other operations or open to only the company making the request. This determination will be based upon the mine plan, location, number of students, course type, and total course hours.
- The Mine Inspector shall confirm the date(s) and location of the course with the operator making the training request. It shall be the operator's responsibility to ensure adequate training facilities are available. DMM may refuse to provide the course if proper facilities are not obtained (e.g., conducting a course in a "shop setting" is not appropriate.)
- The instructor shall be responsible for securing training aids for the course from the DMM office.
- The instructor (mine inspector) shall conduct the course in accordance with DMM programs and procedures.

**Course/Training Rosters**

- A class roster of registered applicants shall be generated from the Mineral Mining computer system for each certification course following the registration deadline date and sent to the appropriate Mine Inspector. The Mine Inspector shall be responsible for generating a class/training roster for general mine safety and annual refresher training.
- The Mine Inspector shall verify the class roster at the beginning of each certification course/training session. Each participant shall sign the class roster. Upon completion of the course or training, the roster shall be turned in to the T&C Section along with training aids.
- When the T&C Section receives the completed class roster, the Office Services Specialist shall complete a certification exam cover sheet (for certification courses, only) and staple the two together. Certification course rosters and exam cover sheets shall be stapled together and filed. All other rosters (AR, GMS, etc.) shall

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filed with the grant records.

- The instructor (mine inspector) shall request that all students complete a Course Evaluation sheet. The instructor shall review and return them to the T&C Section along with the training aids. The Course Evaluation forms are given to the Safety Engineer for review and action if necessary.
- The instructor (mine inspector) shall enter the class information in the E&T data collection system and complete an inspection report identifying the training session under the TR (training) code. Once the class data is uploaded/downloaded, a "class #" is assigned. This number is used on the related inspection report. Mine Inspectors will enter the training data on the computer system and place the "Class #" on the inspection report.

### Course Evaluation

- A Course Evaluation form shall be distributed to and completed voluntarily by each student attending a DMM certification or safety course. The established rating scale is numeric ranging from 1 through 5:
  - 1 indicates a poor score
  - 3 indicates an average score
  - 5 indicates an excellent score

There is also a section on the evaluation form for students to write comments and suggestions. The purpose of this Course Evaluation form is to measure the quality of both the course and instruction.

- Once completed at the end of the course by the applicant, the evaluation form shall be collected and reviewed for comments by the instructor(s). The forms shall then be submitted to the T&C Section with the other course materials.
- The Safety Engineer shall review the Course Evaluation forms. Students' comments and suggestions noted on the forms shall be utilized if appropriate.
- If a course or instructor receives an average rating of "3" or less, the Safety Engineer shall contact the instructor to determine if any unusual circumstances or problems existed while conducting the courses.
- After discussing the rating with the instructor, the Safety Engineer and the instructor shall mutually agree on an action plan that will eliminate any problem in the future, or at least reduce the potential of it occurring again.
- The Safety Engineer, in coordination with the Mine Inspector Supervisors, shall occasionally monitor courses provided by the instruction staff for evaluation

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purposes. This monitoring will occur periodically, as workloads and schedules allow or as problem areas are identified.