

DIVISION OF MINES	CHAPTER: VII Training And
PROCEDURES MANUAL	Accident Reduction
	PROCEDURE NO: 1.07.01
	ISSUE DATE: January 1, 1997
SUBJECT: Technical Instruction	LAST REVISED: 01/29/99

OBJECTIVE AND INTENT

To ensure that training and retraining services are delivered to customers in an efficient, timely manner, providing quality instruction which prepares individuals for certification examinations and understanding of mine health and safety standards and practices.

GENERAL

Technical Instructors will plan, schedule, and conduct various training activities in classroom settings and at other onsite locations to deliver quality training services consistent with the Coal Mine Safety Laws of Virginia, rules and regulations.

PROCEDURE

1. SCHEDULING OF CLASSES FOR CERTIFICATION AND RECERTIFICATION

- All request for scheduling of classes and for registration to participate in scheduled classes will be coordinated with the Office Services Specialist in Big Stone Gap assigned to maintain class scheduling.
- Scheduled classes, times and locations, will be distributed to local newspapers, with assistance from the Public Relations Manager, and flyers will be distributed by DM personnel to be posted at mine sites.
- Classes will be offered using DM facilities at Big Stone Gap and Keen Mountain and in other locations convenient and economical for students within the region. Classroom facilities will be maintained in clean and orderly fashion.
- Non-state facilities that require a fee should not be used unless there is no other alternative.
- Request for classes other than those advertised will be provided based upon customer need and availability of DM resources.

2. PROGRAM OF INSTRUCTION

- Technical instructors are to develop and use structured programs for each course taught. The programs will be written and outlined to ensure that course content meets all applicable state and federal laws, rules and regulations and relevant program standards.
- Materials such as transparencies, summary handouts, maps, electrical drawings, practice tests, schematics, and other similar study aids will be prepared and distributed by instructors for use in teaching.
- Whenever possible practical, hands-on methods of instruction will be utilized. For example, CPR mannequins, practical first aid exercises, working with electrical test meters and panel boards, calibrating and using gas test equipment, using and training in the use of SCSR's, and other hands-on applications achieve the most effective learning results.
- The following basic programs of instruction will be provided by DM Technical Instructors:
 - a. Mine Foreman - underground
 - b. Mine Foreman - surface
 - c. Electrical Repairman/Maintenance Foreman/Chief Electrician
 - d. Advanced First Aid
 - e. Diesel Engine Mechanic
 - f. Hoisting Engineer
 - g. Automatic Elevator Operator
 - h. New Miner/General Coal Miner
 - i. Underground Shot Firer
 - j. Surface Blaster
 - k. Mine Gas Detection
- In addition to basic program of instruction, Technical Instructors will be prepared to deliver retraining for miners in the following areas:
 - a. Annual Electrical
 - b. Annual Diesel Engine Mechanic
 - c. Annual refresher (Part 48 Surface & Underground)
 - d. Annual refresher (Part 75 Supervisory)
 - e. Biannual Advanced First Aid
 - f. Biannual Continuing Education For Certified Mine Foremen

3. CONDUCT OF CLASSES

- DM sponsored classes are to be conducted in a professional and well organized manner. The instructor is responsible for establishing and ensuring that these standards are met.
- Classes are to be scheduled and conducted such that minimum instruction hours are met where required by law or regulation.
- Accurate records of class attendance and hours of instruction by participants are to be established and maintained by the instructor.
- Teaching methods which encourage participation and discussion will be emphasized to the extent possible and practical. Students and instructors should provide individual feedback on understanding of subject material and progress or lack there of in the course presentation.
- A class evaluation form is to be provided each participant at the completion of the class or course of instruction. The responses returned are to be reviewed by the instructor and his supervisor, and considered in evaluating the class or course effectiveness.

4. PREPARATION/PARTICIPATION IN EXAMINATIONS

- The instructor will review the requirements for those students seeking certification or renewal of certification to include where applicable:
 - a. Application and fee requirements
 - b. Experience verification
 - c. Required copies of 5000-23 as needed
 - d. General examination procedures
- The instructor will prepare a roster of personnel who have completed training and are scheduled for examination. The roster should be provided to the certification section in Big Stone Gap at least two weeks prior to the scheduled examination date.
- When processing a roster for general coal miner certification the instructor should indicate the appropriate code for either surface or underground to enable issuing the correct card identification.
- An instructor or other designated DM personnel will be present at scheduled examinations to offer assistance in answering appropriate questions and to grade the examinations and maps. Also, gas detection qualification and general coal miner training will be routinely provided at the time of scheduled examinations.