NE Safety Center
FY 2018 MSHA Annual Refresher Training Plan

Section	Est. Time	Subjects	Delivery Method	Materials Used	Evaluation Method
1	.17 – .25 hr (10 – 15 min)	**Changes at the Mine** Mine specific changes to be covered by the operator or mine employees	Classroom discussion led by mine operator and employees	None	None
2	2 – 2.5 hrs (120 – 150 min)	**MSHA Updates & Rules to Live By** Miners Rights New & Revised Standards Violations & Accidents Fatality Updates Product Safety Recalls	Formal Classroom Instruction with visual aids, Class Discussion	Powerpoint, Miner's Rights handbooks,	Written Exam at end of class
3	3 – 4.5 hrs (180 – 270 min)	**Hazard Recognition** Electrical Safety Awareness Isolation of Energy Machine/Conveyor Safety (Guarding) Equipment/Vehicle Operation Safety Hazardous Materials Information (GHS) Working at Heights Ground Conditions/High Wall Safety Confined Spaces Fire Safety Rigging	Formal Classroom Instruction with visual aids, Class Discussion	Powerpoint, participant worksheets, Lockout Tagout Board and equipment, Fall Protection Equipment, Rigging Equipment, Electrical Equipment Fire Extinguisher Trainer, Guarding Equipment	Written exam at end of class

4	1 – 2 hrs (60 – 120 min)	**Health Aspects of the Job** Emergency Action Plans Incident Reporting CPR/AED First Aid	Formal Classroom Instruction with visual aids, Class Discussion, Hand on First Aid activities and CPR practice	Powerpoint, participant worksheets, manikins, first aid supplies,	Written exam at end of class
5	.5 – 1 hr (30 – 60 min)	**General Mine Site Procedures** Site Security PPE Requirements Working Around Water	Formal Classroom Instruction with visual aids, Class Discussion	Powerpoint, participant worksheets	Written exam at end of class
6	.25 - .5 hr (15 – 30 min)	**Evaluation Process** Written Exam	Individual Exam	Written Exam	multiple choice, true/false, and fill in the blank questions
	8 hrs MINIMUM				
All Sections will be taught by a NE Safety Center Qualified Instructor					
If this training plan deviates from your site specific training plan, your site is responsible to ensure that the remainder of the material on your training plan is covered. Changes of course material to fit a site specific plan must be discussed with the instructor prior to the date of the class.					