


See start of shift activities

3 Talk to section foreman coming on

2 Ensure that all employees have checked out of the mines

2 Order immediately needed supplies 

2 Communicate with shift foreman and chief electrician

2 Charge methane detectors according to shift

## 10. End of Shift

Note corrective actions taken

On-shift record

3 Review and sign pre-shift books

Pre-shift record

Fill out construction book (if applicable)

Update section map

2 Complete Production and Delay Report

Pay employees