

Duty 9: Conduct Pre-Shift Examination (for the next shift)

Learner will demonstrate how to conduct a proper and thorough pre-shift examination. The learner will explain the job steps listed, why they are conducted, any associated risk, and how to implement appropriate controls.

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2= Very Important 3=Critical	Procedures/Risk Resolution/Notes/Comments
A. Examine the section tail piece			
<ul style="list-style-type: none"> • Check for proper air movement <ul style="list-style-type: none"> ○ See vent plan 			
<ul style="list-style-type: none"> • Check spillage at wipers, tail rollers, feeder area 		2	
<ul style="list-style-type: none"> • Check guarding at tail rollers, feeder locations, motors <ul style="list-style-type: none"> ○ Check for oil, grease, coal fines 		2	
<ul style="list-style-type: none"> • Check adequate walkways at both sides of feeder <ul style="list-style-type: none"> ○ Ensure feeder cable hung and guarded 			
<ul style="list-style-type: none"> • Check whether belt is wet or not 			
<ul style="list-style-type: none"> • Check fire outlet and proper location 	Should be within 30' of tail piece		
<ul style="list-style-type: none"> • Check fire hose (if applicable) 			
<ul style="list-style-type: none"> • Check visual pager (if applicable) 			

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2= Very Important 3=Critical	Procedures/Risk Resolution/Notes/Comments
<ul style="list-style-type: none"> • Be aware of unusual odors or sounds 			
<ul style="list-style-type: none"> • Check for methane 		2	
<ul style="list-style-type: none"> • Check roof/ribs 		2	
<ul style="list-style-type: none"> ○ Check for damaged bolts, wide bolts and roof scaling 			
<ul style="list-style-type: none"> ○ Loose draw rock and/or ribs must be supported or taken down 			
<ul style="list-style-type: none"> • Check water sprays (if applicable) 			
<ul style="list-style-type: none"> • Check crusher bits (if applicable) 			
B. Examine haulway			
<ul style="list-style-type: none"> • Check roof/ribs 		2	
<ul style="list-style-type: none"> ○ Pull draw rock if necessary 			
<ul style="list-style-type: none"> ▪ Support or take down 			
<ul style="list-style-type: none"> ○ Check for wide places 			
<ul style="list-style-type: none"> ▪ Corners 	Corners are the most likely places to have missing bolts.		
<ul style="list-style-type: none"> ▪ Must be recorded in the pre-shift book with corrective action 			

Job Steps	Importance Narrative (Consider Safety, Production, Maintenance)	Importance Ranking 1=Important 2= Very Important 3=Critical	Procedures/Risk Resolution/Notes/Comments
taken			
○ Roof and ribs for adequate rock dust			
○ Check for damaged bolts, wide bolts and roof scaling			
○ Loose draw rock and/or ribs must be supported or taken down			
● Check for spillage		2	
● Check for air flow			
○ Curtains			
○ Fly pad			
● Check dust suppression			
● Check for obstructions		2	
○ Slipping/tripping hazards			Slips and trips are the #3 cause of lost time accidents.
C. Conduct dust parameter examination			Must be completed in the first hour of the new shift.
● Scrubber pressure readings		2	Magnahelic readings can be equated into volume with the scrubber.
● See water pressure	See vent plan.	2	
● Check operating sprays	See vent plan.	2	
● Check roof bolter vacuum	See vent plan.	2	

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<ul style="list-style-type: none"> Record the exam 			
<ul style="list-style-type: none"> Sign the dust parameter board 			
D. Examine battery charging station			
<ul style="list-style-type: none"> Check for proper venting to the return 			
<ul style="list-style-type: none"> Take gas test 		2	Hydrogen gas is very explosive (explosive range is 4% to 74%)
<ul style="list-style-type: none"> Check for unusual odors 			
<ul style="list-style-type: none"> Check that ground clamp is properly attached 			
E. Examine faces and immediate returns			
<ul style="list-style-type: none"> Check roof/ribs 		2	Loose draw rock and/or ribs must be supported or taken down.
<ul style="list-style-type: none"> Check for adequate rock dust 			
<ul style="list-style-type: none"> Check methane, oxygen deficiency (face and return) 		2	
<ul style="list-style-type: none"> Check air readings in the last open line 		2	
<ul style="list-style-type: none"> Check line curtains 			
<ul style="list-style-type: none"> Check next to the last bolt reflective materials 		2	
<ul style="list-style-type: none"> Check test holes at each intersection 		2	Depth, cracks, initials

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<ul style="list-style-type: none"> • Enter date, time, initials 		2	
<ul style="list-style-type: none"> • Examine back-up curtains 			
<ul style="list-style-type: none"> • Check for excessive spillage from last open crosscut inby 		2	
<ul style="list-style-type: none"> • Check for obstructions 		2	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Slipping and tripping hazards 			Slips and falls are the #3 cause of lost time accidents.
F. Monitor roof control requirements		2	
<ul style="list-style-type: none"> • Entry widths, intersection widths 			
G. Examine power center		2	
<ul style="list-style-type: none"> • Conduct gas test 		2	
<ul style="list-style-type: none"> • Check firefighting equipment at power center 			
<ul style="list-style-type: none"> • Ensure electrical mats in place 			
<ul style="list-style-type: none"> • Ensure top of power center is clear of combustible materials 			
<ul style="list-style-type: none"> • Check fire protection 			
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ 5 bags of rock dust 			
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ 20 lb ABC fire extinguisher 			
<ul style="list-style-type: none"> • Check communications 		2	
<ul style="list-style-type: none"> • Check housekeeping around power center 			

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○ Properly rock dusted			
○ Keep garbage picked up			
• Check for unusual odors, noise, etc.			
• Check required signs			
○ Danger High Voltage			
○ Phone (if applicable)			
○ First aid supplies			
○ Escapeway		2	
H. Call results out to the oncoming shift		3	