

## Suggested Documents for **INDEPENDENT CONTRACTOR** to keep on-site in a “Site Binder”

-Originals to be kept in a secure office location

1. Copy of the Training Plan (the Plan may be kept in the office nearest mine and must be provided to MSHA on the day following request).
2. Training Certificates- these must be provided by the Mine Operator on the same day as requested by MSHA. Keep copies on-site and originals in a secure location.
  - a. New Miner Training/Newly Employed Experienced Miner Training
  - b. Task Training
  - c. Annual Refresher Training
  - d. Site-Specific Hazard Awareness Training- **provided by mine operator/company**
  - e. First Aid provider “cards” (these are “training certificates”)
  - f. If applicable, have copies of annually required Part 62 Hearing Conservation Program training documentation and the annual “offer or annual audiogram” documentation.
3. Part 47 HazCom Program (“Workers Right To Know”)- has to be on-site and accessible to miners (have a backup copy in a secure location in case the on-site copy gets lost or damaged)
  - a. Written Program
  - b. List of hazardous materials on-site
  - c. MSDS or SDS for each hazardous material on-site
4. Copies of most recent Quarterly Reports
  - a. Originals need to be kept for 5 years – keep in a secure location
5. Daily Workplace Exam documentation
  - a. Records must be kept for 1 year – Suggestion: Keep the current month on-site and previous months could be stored in a central location.
6. Pre-shift examination of mobile equipment – defects need to be reported to supervisor **and documented if not immediately repaired.**
  - a. Documentation of defects is required to be kept on-file until the defect is corrected
  - b. Suggestion – be in the habit of documenting the pre-shift exam of equipment: require daily documentation of equipment pre-shift exams and keep them with the required Daily Workplace Exams.
7. Verification of the monthly fire extinguisher exam and annual fire extinguisher maintenance – the tag on the fire extinguisher documents the date of the annual maintenance exam and the tag can also be used to document the monthly exam.
  - a. Suggestion – create a form to “double-document” the extinguisher exams in case a tag gets lost.
8. Post the required Emergency Phone List.
9. If applicable, the most recent documentation of electrical grounding test data (signed and dated)