

HAZARD



TRAINING BOOKLET

SURFACE OPERATIONS

APC #20085877, REV. 4/12

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Visitors, Vendors, and Employees:

Because we consider the health and safety of our visitors, vendors and employees to be the highest priority, we ask that you study this HAZARD TRAINING information prior to traveling around our facility.

This booklet is a vital part of our safety and training efforts at our surface mine. In addition, it will help you comply with our safety goals and obligations.

After reviewing this booklet there is a APC 5000-23 form in the back that must be filled out and signed by YOU and the person conducting the training. Law requires this training every 12 months. The tear off copy of the APC 5000-23 form should be kept on your person at all times while on mine property.

We trust that you will enjoy your visit and we will do everything we can to make it a safe one.

This training booklet is in compliance with federal mining regulations, and will inform you of specific hazards you may encounter at this mine. **SAFETY** is our number one priority. All persons must follow all rules and regulations on mine property.

We require all visitors, vendors and delivery persons to check in before going anywhere else on mine property.

You are to be accompanied with an experienced miner at all times, unless authorized by mine management. If you encounter a hazard or hazardous situation, please report it to mine management immediately.

While on mine property it may become necessary to evacuate a building or area due to an emergency, refer to the posted evacuation plan in the area or consult an experienced miner at the site. Please make sure that you inform mine management upon arrival at the mine site.

Always make certain of your destination and the route of travel.

According to Law, this training must be completed every 12 months.

All employees, contractors, delivery personnel, visitors and other non-mine personnel must comply with federal, state and company policy while on mine property. If you have any questions regarding laws, regulations or company policy please direct them to a Company Representative.

SURFACE HAZARD TRAINING

1. All employees, visitors, contractors, and suppliers entering this operation must receive HAZARD Training and documentation of the training at the office site when visiting this operation.
2. Proper safety equipment must be worn while on mine property: hard hat, safety shoes, safety glasses, snug fitting clothing, and gloves when required. You may also be required to wear hearing protection in high noise areas.
3. Traffic and warning signs posted along haulage roads shall be obeyed at all times.
4. Be extra cautious and yield to any oncoming mobile equipment and keep a safe distance when following or approaching mobile equipment.
5. When following a large piece of equipment, do not pass unless signaled to do so. Back-up alarms sound when mobile equipment is placed in reverse gear.
6. Speed limits are governed by road conditions. Normally, 35 mph has been accepted during summer months when conditions warrant. During winter months or during sudden climate changes, speed should be reduced considerably. Snow or icy conditions require extra caution.
7. Smoking is prohibited near oil or grease storage areas, or near any type of combustible material.
8. Be alert to falling objects when at or near surface structures.
9. Watch out for overhead high-voltage lines, conveyors, and underground feeders.

10. Horseplay is prohibited.
11. Be alert and avoid slipping, tripping, and stumbling hazards.
12. First aid equipment is located on the property. Note the locations as you tour the facility.
13. Report all injuries and accidents to management.
14. Contractors, subcontractors, their employees, agents, and visitors must comply with the company conduct rules and safety policies, as well as all State and Federal laws.
15. If you have any problems or questions, notify management.

Persons under the influence of alcoholic beverages or illegal drugs will not be allowed on mine property.

Firearms of any kind, alcoholic beverages of any kind and illegal drugs of any kind are strictly PROHIBITED!

REMEMBER

STOP!

**You must be
hazard trained
while on
mine property.**

**THIS IS
YOUR
RESPONSIBILITY**

PERSONAL PROTECTIVE EQUIPMENT STANDARDS

1. Safety glasses are required to be worn at all times while on the property unless in office buildings.
2. Reflective wear and/or reflective strips should be worn by applicable personnel while working on mine property between sunset and sunrise unless in an illuminated building.
3. At a minimum, all persons working on mine property except in offices must wear steel-toed safety shoes and hard hats.
4. Work gloves, in good condition, must be worn at all times by all persons performing work which may expose the hands to unsafe or hazardous conditions.
5. Respiratory protection appropriate for the exposure must be worn when a respiratory hazard exists.
6. Adequate hearing protection must be worn in designated areas.
7. Seatbelts are required while on mine property when operating surface mobile equipment and vehicles.
8. While on mine property always be on alert for stumbling and tripping hazards. Especially be alert when traveling in and around the storage areas, shops, and warehouses.
9. Life Jackets - An approved USCG flotation device (life jacket/ personal flotation device - PFD) is required when you are working in or over water; or there is a danger of falling in water.



Make sure you understand the various mine communication systems. Always communicate and when in doubt about anything please ask the proper mine personal. We will inform you of the various communication reminders that are posted throughout the mine. We want your visit, for whatever reason, to be a safe one.

SURFACE OPERATIONS TRAFFIC RULES

- Truck traffic and occasionally heavy equipment will be encountered on the access roads. Please keep to the right using standard traffic patterns. Give the right of way to haulage equipment and/or heavy equipment.
- All vehicles shall be operated at safe speeds and kept under control at all times.
- All vehicle or equipment operators shall observe traffic signs.
- Only those persons that can be seated safely on equipment shall be permitted to ride.
- Equipment operators shall be certain, by signal or other means that all persons are in the clear before starting or moving equipment.
- **30 CFR § 56.14207 - Parking procedures for unattended equipment.**

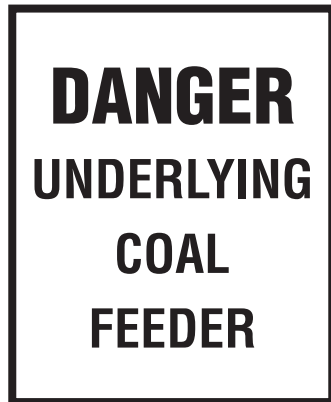
Mobile equipment shall not be left unattended unless the controls are placed in the park position and the parking brake, if provided, is set. When parked on a grade, the wheels or tracks of mobile equipment shall be either chocked or turned into a bank.

Unattended mobile equipment parked on a grade must have the wheels or tracks chocked or turned into bank in addition to setting the park brake (if provided) in order to prevent equipment from unexpectedly rolling and striking miners working in the area.

This standard applies to all off-road and on-road self-propelled equipment used on mine property, including vehicles such as vans, SUV's, and pick-up trucks that are used at mine sites. Any piece of mobile equipment used on the mine site will have to comply with the standard. ***DO NOT park directly behind or on the blind side of any equipment.***

- Do not throw objects out of your vehicle.
- Always be on alert for moving equipment and vehicles. ***EXPECT THE UNEXPECTED*** and yield to heavy equipment.

Obey all traffic and warning signs.



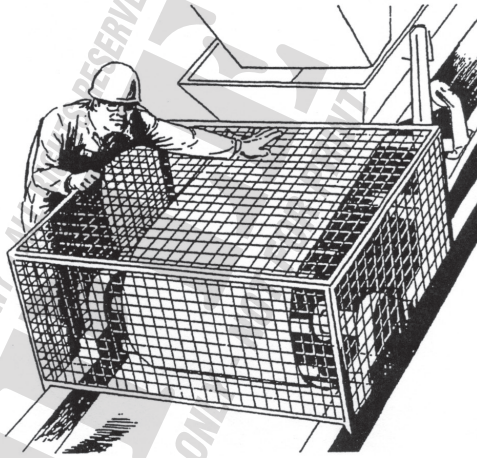
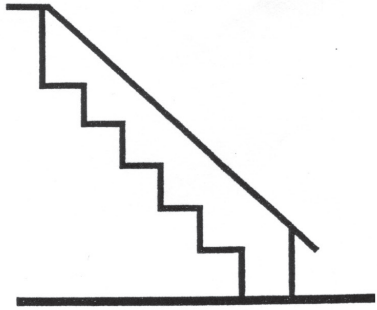
Persons traveling on main haulage roads must always yield to haulage trucks and heavy pieces of equipment. When meeting a large piece of equipment, you should pull over to the right and either stop or proceed slowly.



When following a large piece of mobile equipment, do not pass the vehicle unless you are signaled to do so. Keep a safe distance when following or approaching mobile equipment.

Be alert to equipment around you. Back-up alarms sound when mobile equipment is placed in reverse gear.

Use handrails while ascending and descending stairways.

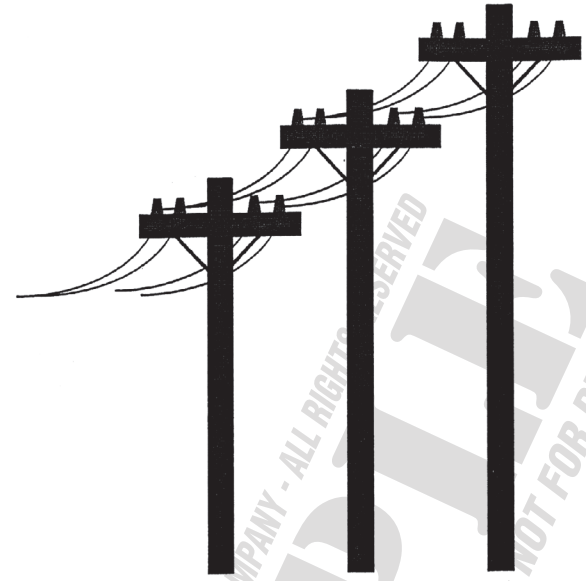


Stationary equipment is guarded for your protection.



NO SMOKING!

Smoking is prohibited where posted!

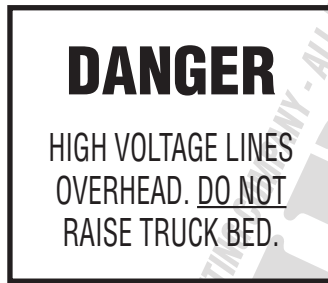
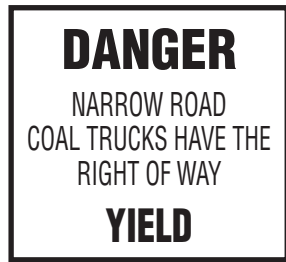


Be alert to overhead and side clearances of power lines, conveyor belts, and other structures while operating or moving equipment. Make sure everyone in the area is in the clear before operating equipment.



Be aware of electrical hazards. Never enter or work on transformers, electrical boxes, or substations unless you are qualified and authorized to do so. Always de-energize and lock out and tag equipment you are working on.

Traffic warning signs posted along haulage roads shall be obeyed at all times.



First aid equipment is located throughout the property. Check with supervisor in charge at each location prior to entering the location.



FIRE EXTINGUISHER

All mobile equipment, including that of vendors and contractors, is required to have a fire extinguisher which **MUST** be inspected every 6 months.

Fire fighting equipment is located throughout the property.

When entering our facility please observe the location of fire extinguishers. Take a minute to review the operating procedures that are printed on each fire extinguisher. Most are rated ABC, which indicates a multi-purpose fire extinguisher capable of extinguishing several types of fires using a dry powder suppressant.

A common type fire extinguisher is the "ANSUL". It will discharge a dry powder suppressant through the nozzle end. Simply pull the metal ring type pin and then depress the lever on top that says, "push". You then grab the handle on the end of the hose and squeeze the handle and hose end together. Let go of the handle and it will stop discharging.

As stated earlier please be observant for a fire extinguisher in your area.

Never travel in the blind spot of an equipment operator and never follow equipment too closely. Never assume that an equipment operator knows you are there.

Stockpiles are restricted areas. Obey all warning signs. Do not get on a stockpile under the discharge area of the belts directly above. Coal can be discharged at any time and with very little warning.

STAY OFF PILES

NO PERSON SHALL BE PERMITTED TO WALK OR STAND IMMEDIATELY ABOVE A RECLAIMING AREA OR IN OTHER AREAS AT OR NEAR A SURGE OR STORAGE PILE WHERE THE RECLAIMING OPERATION MAY EXPOSE HIM TO A HAZARD.

Be aware of high voltage lines and designated high voltage areas. If for some reason a high voltage line is on the ground, DO NOT touch it or drive over it. Contact mine personnel immediately. Stay a minimum distance of 10 feet away from any energized high voltage line.

You will notice guarding around various moving parts and machinery through the minesite. DO NOT remove any guarding unless authorized to do so by mine personnel. Do not remove any guarding unless proper lockout/tag procedures are followed.

Be aware of the various belt and roller systems. Loose clothing can become entangled in the various moving parts. You may cross over or under these systems only in the protected designated areas.

BE AWARE AND BE CAUTIOUS!

Highwall areas are always a caution and can become a hazard. Always be observant when entering the pit area. Rain, freezing and thawing conditions can create a hazardous situation around highwalls.

GENERAL REQUIREMENTS FOR TRUCK DRIVERS

1. Do not open your door or get out of your truck unless you are wearing a hard hat, steel toe shoes and safety glasses.
2. Obey all posted traffic signs and speed limits. If the speed limit is not posted the maximum allowable speed is 35 mph.
3. Yield to loaded trucks on mine property. Yield to all mine mobile equipment.
4. Follow a general right-hand traffic pattern and stay on haulage roads.
5. Before approaching any mobile equipment, stop a safe distance away and make sure the operator of the equipment is aware of your presence before proceeding.
6. Reduce speed accordingly when approaching an office or loading area.

HAZCOM

This is to inform you that our company is complying with the MSHA Hazard Communications Standard, 30 CFR, Part 47, by compiling a hazardous chemicals list by using material safety data sheets (MSDS), by ensuring containers are labeled, and by providing you with training.

We will provide you with an MSDS for any of the products we use and that you would be exposed to while working on or visiting any of our facilities.

If you are a contractor at any of our facilities **YOU** are responsible for maintaining a MSDS for all hazardous products that you bring onto our property. In addition, **YOU** are responsible for informing facility managers of any specific hazardous products that **OUR** employees may be exposed to during the course of **YOUR** work or visit. **YOU** must also supply **YOUR** employees with the proper protective equipment while working with any hazardous product.

If you are a contract or performing work at any of our facilities **YOU** are responsible for understanding and complying with Part 47 of the Federal Law. You must meet all the requirements of Part 47 **BEFORE** beginning any work. All subcontractors utilized by any main contractor are also required to comply with Part 47.

Hazard Training

PLEASE remember to:

1. Obey all traffic and warning signs.
2. Observe the location of first aid equipment.
3. Yield to haulage and other heavy equipment.
4. Be alert to equipment around you.
5. Do not pass pieces of heavy equipment unless signaled to do so.
6. While operating or moving equipment, be alert to overhead and side clearances to power lines, conveyor belts, and other structures.
7. Use handrails while ascending and descending stairways.
8. The guards on stationary equipment are for your protection. Do not remove them unless authorized to do so and the equipment is locked and tagged out.
9. Smoking is prohibited where posted.
10. Observe the location of firefighting equipment.

Certificate of Training

U.S. Department of Labor
Mine Safety and Health Administration



Approved OMB Number 1219-0009, Expires January 31, 2018

This certificate is required under Public Law 91-173 as amended by Public Law 95-164. Failure to comply may result in penalties and other sanctions as provided by sections 108 and 110, Public Law 91-173 as amended by Public Law 95-164.

➔ Issue Certificate Immediately Upon Completion of Training

Serial Number (for operator's use)

1. Print Full Name of Person Trained (first, middle, last) Company

2. Check Type of Approved Training Received:

- | | | |
|---|--|--|
| <input type="checkbox"/> Annual Refresher | <input type="checkbox"/> Experienced Miner | <input type="checkbox"/> Hazard Training |
| <input type="checkbox"/> New Task (specify below) | <input type="checkbox"/> Newly Employed, Inexperienced Miner | <input type="checkbox"/> Other (specify) |

Date	Task	Initials		Date	Task	Initials	
		Instr	Studt			Instr	Studt

3. Check Type of Operation and Related Industry:

- | | | | |
|-------------------------------------|---------------------------------------|--------------------------------------|--|
| A. <input type="checkbox"/> Surface | <input type="checkbox"/> Construction | <input type="checkbox"/> Underground | <input type="checkbox"/> Shaft & Slope |
| B. <input type="checkbox"/> Coal | <input type="checkbox"/> Metal | <input type="checkbox"/> Nonmetal | |

4. Date Training Requirements Completed

Check if not completed and go to item 5, below.

➔ If completed, go to item 6, below.

5. Check Subjects Completed (use only for partially completed training):

- | | | |
|--|--|--|
| <input type="checkbox"/> Introduction to Work Environment | <input type="checkbox"/> Roof/Ground Control & Ventilation | <input type="checkbox"/> Health |
| <input type="checkbox"/> Hazard Recognition | <input type="checkbox"/> Mine Map; Escapeways; Emergency Evacuation; Barricading | <input type="checkbox"/> Electrical Hazards |
| <input type="checkbox"/> Emergency Medical Procedures | <input type="checkbox"/> Cleanup; Rock Dusting | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> H&S Aspects of Tasks Assigned | <input type="checkbox"/> Mandatory Health & Safety Standards | <input type="checkbox"/> Mine Gases |
| <input type="checkbox"/> Statutory Rights of Miners | <input type="checkbox"/> Authority & Responsibility of Supervisors & Miners' Representatives | <input type="checkbox"/> Explosives |
| <input type="checkbox"/> Self-Rescue & Respiratory Devices | | <input type="checkbox"/> Prevention of Accidents |
| <input type="checkbox"/> Transport & Communication Systems | | <input type="checkbox"/> Other (specify) |

6. False certification is punishable under section 110 (a) and (f) of the Federal Mine Safety & Health Act (P. L. 91-173 as amended by P. L. 95-164).

I certify that the above training has been completed (signature of person responsible for training)

7. Mine Name, ID, & Location of Training (if institution, give name & address)

8. Date

/ /

I verify that I have completed the above training (signature of person trained)

MSHA Form 5000-23, May, 13 (revised)

White (Employer's Personnel Record) - Pink (Employee's Record copy)

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