

# Role of Mine Safety and Health Teams

**Each mine shall have a Mine Safety and Health Team** that consists of both management and hourly employees representing multiple shifts and work crews. Members of this team should serve for a pre-determined time period. The Operations Manager shall serve as the permanent chairman of this team. Responsibilities of the Mine Safety and Health Team will include but are not limited to the following activities:

**1 Conduct scheduled agenda based meetings.**

- Agendas distributed prior to meeting
- Meeting to be led by Operations Manager or a member of his/her staff if the Ops Manager is not available

**2 Review mine incidents (including near misses), assist in development of preventative measures, communicate findings to the work force, and insure implementation.**

**3 Review reportable injuries and near misses at other Company mines, assist in 3 development of preventative measures, communicate findings to work force and insure implementation of corrective actions.**

**4 Participate in incident investigations.**

- Participation governed by Corporate guidelines
- Develop comprehensive report and communicate findings

**5 Review Safety Audit/Observation summaries, trend the data and recommend corrective measures for indicated problem areas.**

- Develop improvement plans for areas with negative trends

**6 Conduct audits/observations on a regular basis.**

- Minimum of once a month
- Conduct audits/observations on all work shifts
- Focus on both behaviors and conditions

**7 Recommend improvements to job processes.**

- Seek out employee suggestions
- Establish sub-teams to develop and implement improvement plans

**8 Identify safety best practices at operation.**

- Format and communicate to entire company organization

**9 Champion the Safety and Health process at their site.**

- Set example for workforce in all aspects of safety
- Support Safety projects in all work areas

**10 Communicate team meeting results to the work force.**

- Post minutes at numerous locations and use other methods available
- Review process on projects with supervisors
- Team members discuss in their work areas