

MSHA PART 46 TRAINING RECORD/CERTIFICATE INSTRUCTIONS

The attached form makes it easy to correctly document a miner's time spent training using the Eduwhere course. You may also document training from other sources on this form. The subjects listed on the documentation correspond to modules in the Eduwhere course. There are two empty rows provided on the form to add documentation for any additional training you want to count toward the training requirement, as allowed by your plan.

MSHA Part 46 Refresher: Total training time **MUST ADD UP TO A TOTAL OF AT LEAST 8 HOURS** (including any additional training topics from other sources) or the training will not be considered complete and the miner may be escorted from the mine and the company may be issued violations and fines.

MSHA Part 46 New Miner Introduction: Total training time **MUST ADD UP TO A TOTAL OF AT LEAST 4 HOURS** (including any additional training topics from other sources) or the training will not be considered complete and the miner may be escorted from the mine and the company may be issued violations and fines. This training only covers the initial 4 hours of the 24 total hours required for New Miner training.

The form should be filled out as follows:

Miner's Full Name. Just that. Print the miner's full name on this line. The worker doing contract work on a mine site is a considered a miner by MSHA.

Mine or Contractor Name. This should be the employer of the worker listed above.

ID#. All mines and most contractors doing work on mine sites are required by MSHA to have an ID. It usually is a combination of letters and numbers for contractors and a longer group of numbers only for mines. It should be the ID that the worker's employer has been issued from MSHA.

Subject Length. Minutes spent on each subject. At the end of the training, the total amount of time listed for all topics combined must total at least the minimum hours required for the course (4 for New Miner, 8 for Refresher). If the training for one subject is broken into two or more sessions you can place more than one entry in this column.

Date. The date the training in that row was completed. Again there may be multiple entries for training that is conducted on more than one day.

Miner's Signature. The miner signs the form to verify that he or she completed the training.

Location. This is simply the physical location of the miner when the training is conducted.

Competent Person. This is the name of the person (not necessarily his/her signature) who was either conducting or monitoring the training as it was done. It can be anyone the company considers competent to answer questions that may arise during the study of the material. It may be the trainee, as it is possible to self-train with most materials such as dvd's, manuals, and the internet.

Signature of Person Responsible for Health and Safety Training. This person may or may not be the Competent Person listed above. This person must be listed in your training plan and must sign-off on all training when it is completed. The form is not valid until signed by this person.

Remember, the job's never complete until the paperwork is done. You may correctly complete the training but if it's not documented properly you are not up to date with your training. On the other hand, completing the paperwork without correctly completing the training is considered False Certification and is punishable by fines and jail time.

Eduwhere makes meaningful and easy to access training available to you. Ultimately, YOU are responsible for complying with all regulations. This training is designed to help you understand ways to control hazards in mines and comply with Federal Regulations that are the same in all similar mines. If you need any assistance or require any other type of training, please let us know.

Randy Newcomer
Course Materials Author