

30 CFR 45.4 INDEPENDENT CONTRACTOR REGISTER

- A.** Each independent contractor shall provide the production-operator in writing the following information:
1. The independent contractor's trade name, business address & business telephone number.
 2. A description of the nature of the work to be performed by the independent contractor & where at the mine the work is to be performed.
 3. The independent contractor's MSHA identification number, if any; and
 4. The independent contractor's address of record for service of citations, or other documents involving the independent contractor.
- B.** Each production-operator shall maintain in writing at the mine the information required by paragraph (A) of this section for each independent contractor at the mine. The production-operator shall make this information available to any authorized representative of the Secretary upon request.

1. Independent contractor's trade name:

Independent contractor's business address :

Independent contractor's telephone number:

2. Description of the type of work being performed:

Where is the work being done at on the mine:

3. Independent contractor's MSHA ID#:

4. Independent contractor's address of record for service or citations:

INDEPENDENT CONTRACTOR "SITE BINDER"

1. Copy of Training Plan
2. Training Certificates
 - a. New Miner Training/Newly Hired Experienced Miner Training
 - b. Task Training
 - c. Annual Refresher Training
 - d. Site-Specific Hazard Awareness Training - **provided by mine operator**
 - e. First aid provider "cards"
 - f. If applicable, have copies of the annual required Part 62 HCP training documentation & the annual "offer of annual audiogram" documentation
3. Part 47 Hazcom Program "Workers Right To Know" - has to be onsite and accessible to miners (have a backup copy in a secure location)
 - g. Written Program
 - h. List of Hazardous Materials on-site
 - i. MSDS or SDS for each hazardous material on-site
4. Copies of most recent Quarterly Reports (most recent 4)
 - j. Originals need to be kept for 5 years
5. Daily Workplace Exam Documentation
 - k. Records must be kept for 1 year
6. Pre-shift examination of mobile equipment - defects need to be reported to supervisor & documented if not immediately repaired
 - l. Documentation of defects is required to be kept on-file until the defect is corrected
 - m. 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.
 - n. 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 & dated).