

Working with the MS Word Worksheet

There are several features within MS Word that have been used to create this worksheet. These features will assist you in making your group's revisions to the worksheet.

NOTE: *DO NOT* adjust lines separating the columns or the lines making up the edges of the table. If you do, you may end up with extra pages of garbage when printing.

Using the Worksheet

Category	<p>Task 1: Pre-Operational Inspection</p> <p>Learner will be able to demonstrate how to conduct a safe inspection, identify associated risk, and how to implement appropriate controls.</p> <p><i>Conduct Ground/Walk-Around Inspection</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Jobs/Duties</th> </tr> </thead> <tbody> <tr> <td>Attend pre-shift meeting</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Talk to previous shift • Get duty assignment from supervisor • Perform self assessment for readiness to work • Check weather conditions/forecast • Check for red tags (lock out/tag out) </td> </tr> <tr> <td>Check for slip/trip hazards</td> </tr> <tr> <td>Check truck is secured against movement</td> </tr> </tbody> </table>	Jobs/Duties	Attend pre-shift meeting	<ul style="list-style-type: none"> • Talk to previous shift • Get duty assignment from supervisor • Perform self assessment for readiness to work • Check weather conditions/forecast • Check for red tags (lock out/tag out) 	Check for slip/trip hazards	Check truck is secured against movement
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Jobs & Duties

The job worksheet is made up of a listing of jobs and duties within the overall job step category.

1. Open the file titled *MasterHaulTruckWorksheet.doc* (this should have already been provided to you by MSHA).
2. Save the document under a new name. Be sure to take the equipment name into consideration when naming this new document.
3. Make revisions as determined by the group. **SAVE OFTEN.**
4. When your group has completed their revisions of the worksheet, save it to a floppy disk and print a copy. Provide both these items to the mine manager.

Adding Jobs and Duties

If you wish to add a completely new job to the table, simply add a new row, type in the new job, and set the appropriate style (see below). The following graphic identifies the styles used within the worksheet: