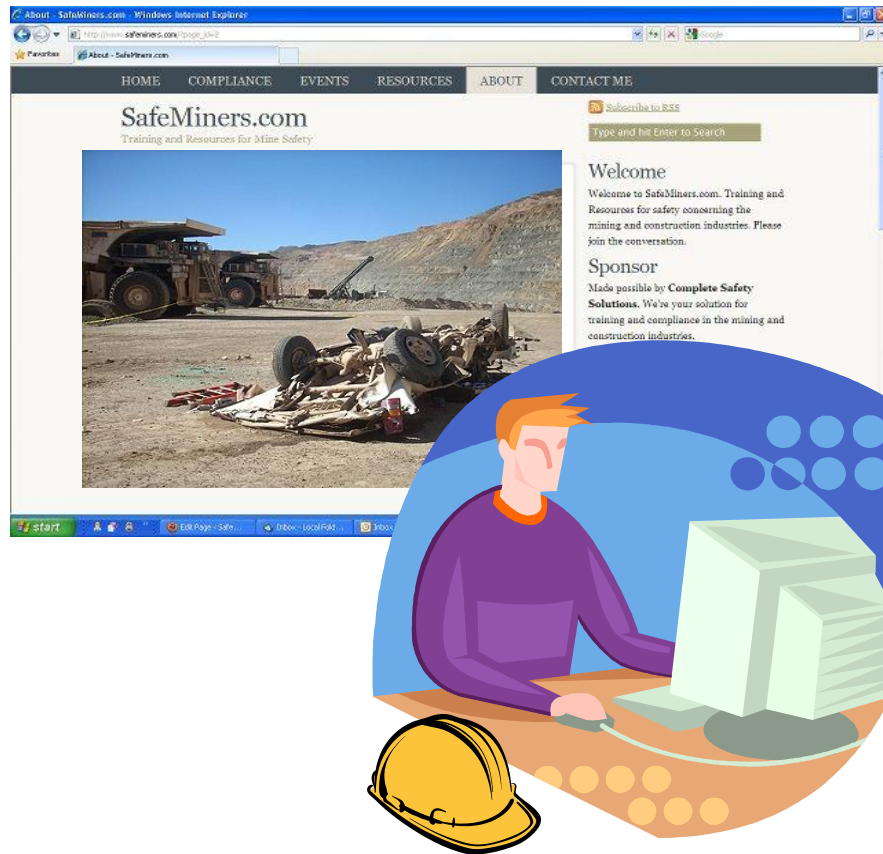


SafeMiners.com

Training and Resources for Mine Safety



USER GUIDE

SafeMiners.com User Guide

SafeMiners.com is a web site for miners, safety professionals, and management for mines and contractors who work on mine sites. It includes pertinent accident information, training materials and ideas, compliance information, helpful links, and a place to instantly share with a larger community of folks all interested in making their work safer.

Want to see the fatalgrams for all fatalities* that involved the slip or fall of a person or dimension stone? A click will provide them. Need to see anything related to underground? Just another click. Or you can search for all fatalities and safety tips that mention the word "loader" or "bolt". If you want to comment on some safety information or fatality you can post it where others can read it and react to it. SafeMiners.com is designed to make it easy to find and share information. It is provided at no charge by Complete Safety Solutions and guided by things that I find helpful myself. If there's only one feature you use I think you'll find it to be an asset to you.

This guide is meant to introduce you to many of the simple tools that will allow you to make the most of SafeMiners.com. Feel free to use it step by step or search it for an answer when you get stuck trying to move around. I chose to make the guide as simple as possible without being complete and too massive. If you find something unexplained that would help you please let me know and I'll be glad to help you out and add it to this guide for others as well. Check back for updates or use what you learn here to subscribe to the RSS feed for the site. Any upgrades will appear as announcements on the blog when they are released.

Thank You,
Randy E. Newcomer
randy@completesafety.com

*Since they are posted when MSHA makes them available only the Metal/Nonmetal since 2009 and Coal since 2010 are provided. The fatalities in 2009 were moved from an earlier project of mine and coal only added in 2010. If I find a lot of time on my hands I may go back and add previous years to the database, but for the most time my focus is on making frequent posts with new material.

SafeMiners.com is provided as a free service by:



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1. Site Tour



Figure 1: The opening page for SafeMiners.com. The content in the large column changes often.

To get the most of this guide I suggest that you have it in front of you with SafeMiners.com open on your internet browser. Click along with the instructions. If you get lost just look at the last illustration and try to get there. Be aware that as regular edits of the material on SafeMiners.com are made the content you see on your computer will be different than the content on these illustrations, but the layout and navigation buttons will remain the same. In some cases there's more than one way to get to where you're going. Well actually, this is a computer, so there's always too many ways to do the same thing. I'll focus on one way that seems most straightforward to me. You may find other ways to do the same thing. Let's get started.

Starting at the very top of the page you see a series of tabs. **HOME** is the page where you start, the blog. Then comes **COMPLIANCE**, **EVENTS**, **RESOURCES**, **ABOUT**, and **CONTACT ME**. Clicking on each of these takes you to different features of SafeMiners.com. We'll take a look at each of them in their own section to follow. For now click on each of them and explore a bit. Stick to clicking the tabs across the top so you don't get too lost. Use your scroll bar along the right side of your window to see what's on each page. Some are fairly short, showing nearly everything at once on your screen if your monitor is big enough and others go on for quite a bit before you get to the bottom.

When you're done exploring click on the HOME tab and we'll get started on a section by section tour.

2. Home Page

Most of what you see on the first page when you go to SafeMiners.com will change often. The first page is a *blog*, or *web log*. It's a kind of journal or diary where thoughts are posted that you can read and interact with. In the case of SafeMiners.com the entries, or posts as they're called, will be relating to safety. It may be a news item, an announcement, a fatality that MSHA just posted, or some bit of humor or safety idea to share.

This is what's first displayed in the wide left column. In the narrower right column are tools for navigation. That column remains the same on each page. We'll get to that in the navigation section.

a. Blog Entries

The blog material in the wide column consists of entries posted, as I said, on a regular basis. The newest post will be at the top and they will continue down to the bottom of the page and from there you can access previous material by clicking on page numbers. You're looking at page 1 when you first visit SafeMiners.com so the next material in order would be page 2 and then page 3 and so on. Be aware that as material is added older material is shuffled onto higher and higher pages so what's on page 3 will later appear on page 4 and so on. Don't worry if you think you might lose a post you'd like to find later. There are lots of ways to easily locate it.

Each entry begins with a title and the date it was posted. These postings may be updated from time to time with additional information or corrections, but the date will still reflect the first date it was posted and the entry will remain in the same order on the page. You can click on the title to open that entry alone on one page by itself which is handy for printing and such.



by [renewcomer](#) | Categories: [Metal/Nonmetal](#), [Mining Fatalities](#), [Surface](#) | Tagged: [Drowning](#), [Sand and Gravel](#) | [No Comments](#)

Figure 2: The toolbar that appears after each HOME page entry.

After the entry there's a shaded block with a number of links. First it says **by renewcomer**. If others post entries their names would appear here and you could click on the name to see all that persons postings. Since I'm the only one posting at the moment, they'll all have my name. Next you'll see **Categories:** followed by whatever categories have been assigned to this particular post. Categories are broad areas that the entries are divided into to help you find them. We'll discuss these more completely in the page navigation area, but here you can see the entry this bar came from was assigned to three categories; **Metal/Nonmetal**, **Mining Fatalities**, and **Surface**. If you click on any of these your page will fill up with all the blog entries that have been put in the same category.

Likewise, the next group of links is identified as **Tagged:**. Tags are similar, but a bit more specific than categories. This entry was given two tags; **Drowning** and **Sand and Gravel**. Again, this will be more thoroughly discussed in the page navigation area, but if you click on any

of these the same thing will happen as in categories, the page will fill up with all that blog entries that have been tagged with that tag.

b. Commenting

Lastly there is a link to comments. In the example above there are no comments, but if there were any it would tell you how many. Either way you can click on that link and make your own comment or read any that are already posted.



The image shows a web form titled "Leave a Feedback". It contains three input fields: "Name (required)", "Mail (will not be published) (required)", and "Website". Below these fields is a list of HTML tags that can be used: ``, `<abbr title="">`, `<acronym title="">`, ``, `<blockquote cite="">`, `<code>`, `<del datetime="">`, ``, `<i>`, `<q cite="">`, `<strike>`, and ``. Below the list is a large text area for the comment. At the bottom left of the form is a "SUBMIT" button.

Figure 3: Each entry on the main page can be commented on by anyone. The content of each entry improves as others share. The comments will remain attached to the entry where they were made.

When you do the form above will appear. You have to enter your name or nickname that will identify who made the post, your email (although it is required it will not be posted with your comment), your website if you have one and would like your comment to link to it, and then your comment. You can get fancy and use HTML codes to change the appearance of your comment or if you don't know what HTML is, just type your comment. Then click the submit button.

The SafeMiners.com blog is a *moderated* blog, which means your comment has to be approved and will not appear to others until it is. Approval is a manual process where I weed out all kinds of junk and inappropriate comments. That doesn't mean I edit out comments I disagree with. Those are welcome and a stimulating part of any discussion. For the most part SafeMiners.com is moderated to remove the tons of spam that appears falsely as comments on blogs.

c. Navigation

There are lots of ways to filter out exactly what you're looking for in the right hand column and just a few other features as well. I'll concentrate on the navigation, just mentioning the others along the way. We'll start with the second tool and come back to the very first item, **Subscribe to RSS**. RSS takes a pretty detailed explanation, but is a very powerful tool for keeping you up to date with the site.

The shaded **Type and hit Enter to Search** is just that, a search tool where you can enter any word, hit the enter key and any item will be displayed in it's entirety if it contains the word. Obviously a poorly chosen work that can be expected to appear everywhere won't help you here, but try "loader" or "bolt" as suggested in the introduction and see what you get. If you want a bit of fun type "duct tape" or "stretch".

Go ahead, try it. The navigation column will always stay on your right. When you're searching you're searching the entire site, **HOME**, **COMPLIANCE**, **EVENTS**, etc. they'll be listed in the order they are in the tabs with the blog entries on the **HOME** page first, then from the other pages in the order the tabs appear.

After the search bar there's a short **Welcome** message and some information about the **Sponsor** of SafeMiners.com as well as a link to my commercial page. SafeMiners.com actually grew out of free materials that I always offered my clients on my commercial site. I wanted a location for them separate from what I sell to make them more accessible to everyone, clients, non-clients, and other safety professionals. I've always believed that the best idea was an idea that is shared.



Figure 4: The right hand column provides information and tools for filtering entries or searching the site.



Figure 5: Categories allow you to quickly filter entries into broad groups.

Next down the column is the listing of **Categories**. This list may change somewhat from the one pictured at the right, but shows all the categories that blog entries are classified into. These are assigned manually by me, so if you see a posting that should be put in a category where it's not, let me know and it can be added. For the most part if any new category is added I will *NOT* go back and assign other relevant posts, so the list of categories should remain pretty much the same.

Each blog entry will have at least one category that it is assigned to, but can have as many as apply. I try to keep the categories as broad as possible and still be helpful. When you click on a category, like you could in the ones listed below each entry, all blog entries in that category will be listed from the newest to the oldest.

To the right of each category is a number that shows how many entries are listed for each one. This is automatically updated with each entry and gives you an idea of what you'll get when you click on it. When it comes to the link for **Mining Fatalities** as well as related links it does not indicate the number of fatalities for several reasons. First of all multiple fatalities appear as only one entry and there

may be other entries in the blog that relate to the category that aren't fatalities themselves. The links for **Coal** and **Metal/Nonmetal** are listed as subsets of **Mining Fatalities** but some entries are assigned to them that are not Fatalities.

Go ahead and click on a few to check them out.



Figure 6: Tags are a bit like categories, but more specific. Click on them to see all listings with that tag.

with ideas on fall protection and the like.

Lastly for navigation of older records is the **Archives** drop-down menu. If you have an idea when an entry appeared or you just know you missed checking them out last month, you can select any month by clicking on the down arrow and scrolling up and down through the months and years to find the one you'd like to view. When selected, your window will display all the entries that were posted that month.

Next to last in our discussion on navigation is the listing of **Tags**. Tags are simply more specific sub-categories. These provide a way to more specifically provide links without making our category list unmanageable.

Tags, appear in alphabetical order. They don't offer a number next to them to indicate how many entries there are for each, but their size will change with the number of entries they represent in relation to others. The tag links with the most entries are largest and the ones with the least are the smallest.

I use tags to assign fatalities to their respective industries (other than coal which has a category of its own). I also use them to list the classification of fatalities. It's fairly standard from year to year then that **Sand and Gravel** like **Powered Haulage** and **Machinery** will tend to be the largest. I will also use tags for blog entries that are not fatalities, so some others will appear and even those like **Slip or Fall of Person** may turn up growing larger because of entries



Figure 7: This drop-down menu will take you to any month's postings.

3. Compliance Page

Well, if the material that appears in the blog isn't enough I've got a few more features for you. They aren't quite as complex as navigating the blog entries, but hopefully will be just as helpful.



Figure 8: When the compliance tab is selected the large column on the left offers links to a number of materials to help comply with safety regulations.

When you click on the **COMPLIANCE** tab at the top of any page it takes you to a screen with helpful links to compliance materials. The first section on this page is the **MSHA EZ Index**. Here you'll find links that take you directly to the MSHA web site and the most often used pages within it without having to navigate MSHA's entire web page. For example, one link takes you directly to the 30 CFR regulations, another to Program Policy Letters or Manuals. Others take you to the Quarterly Mine Employment Report and the page for Rights and Responsibilities of Miners.

This list grew from requests from clients and miners in my classes, so if there's a place on MSHA's web page that you have to figure out over and over how to get to, let me know and an EZ link can be added here. It's most useful in its simplicity, though, so I want to keep it as short as possible.

Another resource on the **COMPLIANCE** page is another E-Z by coincidence. **E-Z Compliance Helpers** are documents that I developed, taking other complicated compliance documents and distilling them into hopefully simple and helpful explanations that help you get on the right track.

This list mainly grows from *hot button* items that develop from year to year.

4. Events Page

The **EVENTS** tab provides a page with events related to mine safety that are of interest to miners and safety professionals. All events listed here are non-commercial seminars and classes offered by associations, academia, and government agencies for free or for a fee. Links provide direct access to additional information and registration materials. If you have an event to be posted here please submit it through the **CONTACT ME** page.



Figure 9: The Events section provides information and links to safety conferences and events.

5. Resources Page

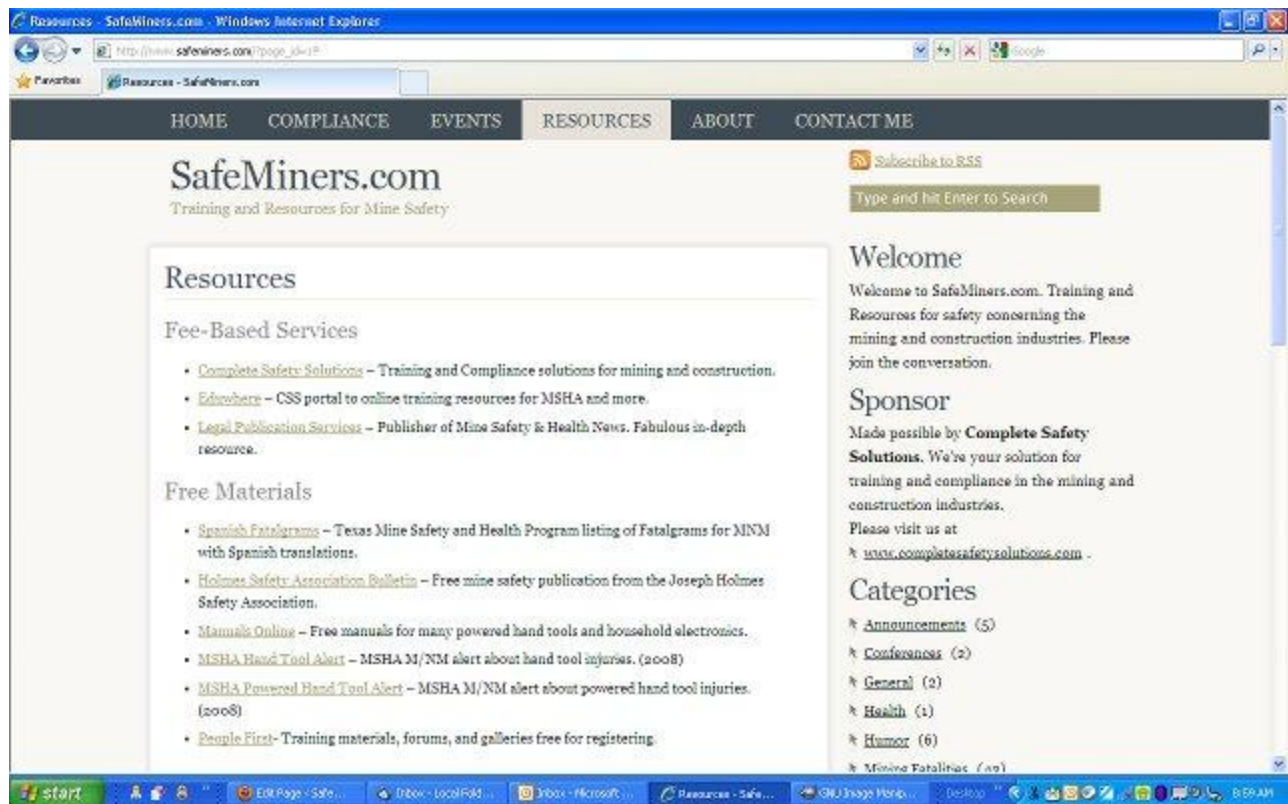


Figure 10: The Resources tab provides links to free and fee based safety materials and services.

The **RESOURCES** page has links to helpful information and tools related to mine safety. Some of the resource sites and materials are for a fee and others are free. This is very clearly marked. The free sites and materials are free. That's it. They are not teasers to get you to buy something. They are not free for awhile. They are not free with a catch. They are free. They are provided by me or by sources that I trust and use myself.

Those for a fee are either related to my services or are used or deeply respected by me. They may be listed here because they are respected by me AND provided something in return, but never just because they paid to be here.

You will find links to web sites and documents on the web as well as pages and documents unique to SafeMiners.com. There are interactive materials that ask you to contribute something to them which will in turn be added to them. There are links to materials that I regularly use in training, making it easier for me, and you, to access them.

There will be whatever anyone submits that I find extremely helpful. It is not intended to be a huge database of everything repeated five times. It's meant to be what I find useful for the time in hopes that others will also find them useful. All submissions and requests will be seriously considered. Not all of them are used or developed.

6. About Page

The **ABOUT** tab gives you just that; information about the site including the purpose of the site as it evolves, It also tells you about the policies and protocols I try to follow when determining what to post. Look here to understand what is posted and what you'll find here as well as guidelines for submitting material and disclaimers.



Figure 11: The About page provides information on the policies and protocols followed at SafeMiners.com.

7. Contact Me Page



Figure 12: The Contact form provides a way to contact me without using your email, making it easier to send a message from any computer.

The **CONTACT ME** page provides you with a way without email to send your suggestions, questions, corrections, and criticisms directly to me. All valid correspondence will be answered. If you would like to share a comment with all readers about any post on the **HOME** page in particular please use the comment function just after that post.

In order to eliminate spamming, there is a code you need to type in to send the content of your message to me. Type the code you see just below the input box. If you can't decide what the coded characters are you can click on the small speaker to the right of the code at the top and an audio file can be played of what characters are in the code or you can click on the symbol below the speaker and a new code will be generated.

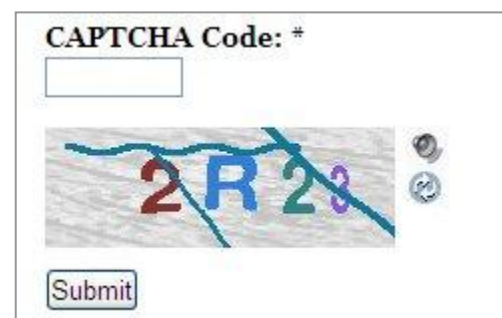


Figure 13: The authorization block helps make sure that an actual human is sending the comment, not an automated script.

Note that all fields are required to have something in them. When you send your email address it will not be used or sold in any way. It will not be used in any email

list by me without your prior approval.

8. Subscribe to RSS



Figure 14: The RSS button.

On each and every page of SafeMiners.com is a little button that makes it easy to follow this and other sites. You can get the latest additions without having to visit the site to see if something has been added. It's called Really Simple Syndication or *RSS*. Once you're familiar with RSS you'll probably notice these buttons many places on the web. What it does is sign you up and each time something is added it automatically sends it to your own free reader on the internet. You can open up your reader anytime and see the latest changes at any sites you subscribe to. They can include SafeMiner.com, other safety sites, news, sports, and entertainment sites. Your reader is the place that collects only what you are interested in and you can subscribe to new sites and unsubscribe very easily at any time.

There are an number of free readers. In my example here I'm going to use the Google Reader, which I'm most familiar with myself. I'll provide the very basics for setting a reader up and subscribing to the SafeMiners.com RSS. I'll provide links to other helpful places on the web that will provide all the help you need.

a. Setting Up Google Reader

Google Reader can be found at <http://www.google.com/reader/>. It's not a program stored on your computer, but an Internet site where you set up an account and log in. If you have a google email account you're already set. Just log in and you have your reader ready to go. The reader will provide lots of suggested topics and feeds already. The Google Reader will give you many ways to find material that's of interest to you. Other readers will do the same.

If you don't have a Google account you'll have to sign up for one and then go to the Google Reader site to set yours up. Google does a good job of helping you through these steps, so I'll assume you can get your reader set up.

If you choose to use another reader it's fine. Many other portals like My Yahoo and My MSN also have ways to acquire RSS feeds. Explore those if you like. There are also readers to install on your computer. These are helpful if you use just one computer and it is not always connected to the Internet when you want to read your feeds. Not all of these are free and of course their program and the feeds they display take up space on your computer.

b. Adding SafeMiners.com RSS Feed to Google Reader

I'm going to step you through the process to subscribe to the **HOME** page feed with your Google Reader once you already have the reader set up. Navigate your browser to the **HOME** page of SafeMiners.com. When you are there click on the Subscribe to RSS link that you see at the top of the right hand column. This will open a window with the following selections when you click on the dropdown box:



Figure 15: Click on this button on the home page.



Figure 16: The drop-down box that will give you several ways to subscribe.

Select Google and then click on the **Subscribe Now** button. Of course if you are using one of the others there select that. The next window that opens will give you two choices.

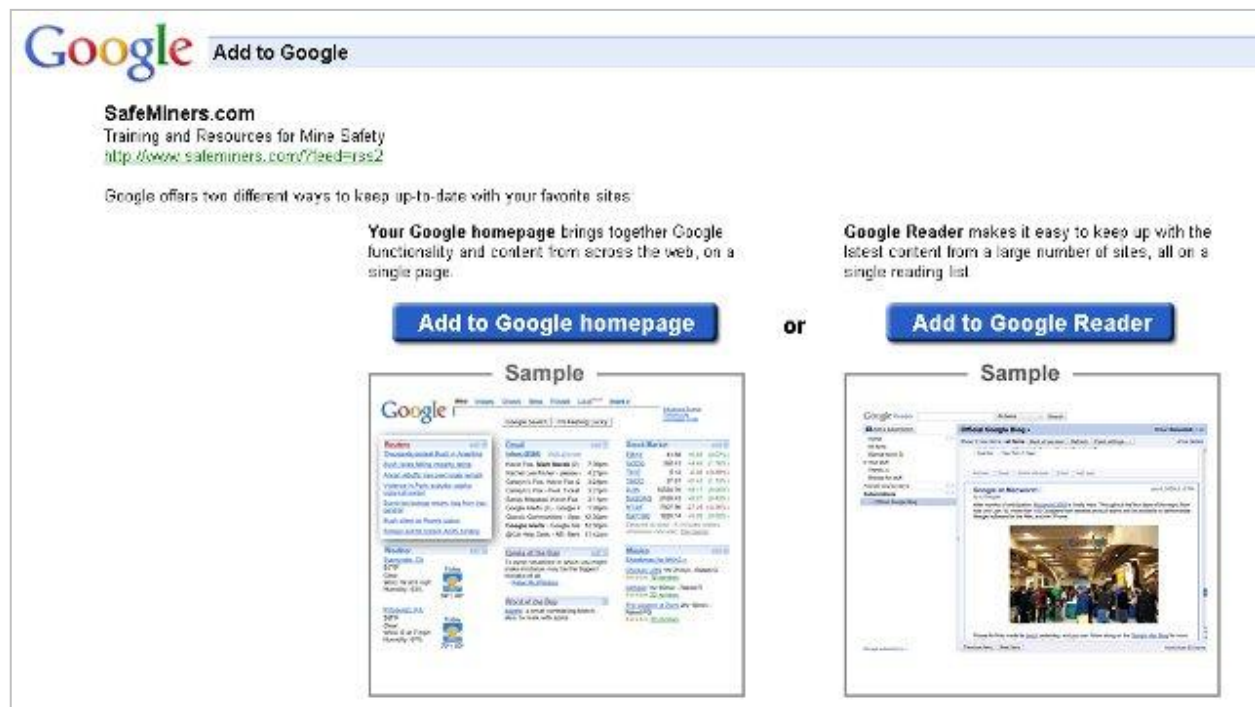


Figure 17: If you use Google to subscribe to RSS feeds there are two ways they provide to do it. In this example we're using the Google Reader.

You can actually choose either one and if you regularly use a Google homepage you may want to select the one on the left. To get your feed into the Google Reader as we've been explaining, you should click on the selection to the right. When you do, it will open your Google Reader with your new SafeMiners.com feed in it. Now all you have to do is check your Google Reader and if I've posted something new on the **HOME** page of SafeMiners.com it will appear on your reader.



Figure 18: This is what your Google Reader will look like with the SafeMiners.com feed added to it.

Simply click on the topic to open the entry up in your reader and then read what I posted. Your reader will keep track for you of what material you have read and what you haven't. When the post is opened in the reader you can also click on the title of the post and it will open a window up with the actual SafeMiners.com site for you to navigate as you like.

Now, pay attention as you surf the web and visit your favorite sites. If you see an RSS link on any of them you'll be able to add them to your reader instantly. Then you'll want to open your reader on a regular basis and catch up with all your favorite sites.

If you want to learn more about RSS I suggest the following sites:

- <http://www.youtube.com/watch?v=0klqLsSxGsU> - Video explaining the basics of RSS
- <http://rss-tutorial.com/rss-tutorial-outline.htm> - Step by step lessons on using RSS