



MINE AND QUARRY BUREAU

Strategic Plan
Fiscal Years 2009-2012



MISSION:

Provide quality education, training, and consultation services in safety and health to the North Carolina minerals' industry.

VISION:

A zero rate of accidents and injuries

SUCCESS MEASURES:

Accident and injury incidence rate

GOAL 1 – Reduce the number and severity of injuries and illnesses in North Carolina’s minerals’ industry.

Objective # 1: Annually evaluate all active mine and quarry sites in North Carolina and provide technical assistance and consultation on safety and health hazards.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Follow established itinerary for two weeks work.	Field Rep., Chief	7/1/09	6/30/10	MAQB Operational Manual
2. Evaluate every aspect of the mine to determine safety and health conditions in reference to 30 CFR and state regulations.	Field Rep.	7/1/09	6/30/10	30 CFR Parts 56 & 57
3. Evaluate conditions of equipment and machinery as well as safe work procedures.	Field Rep.	7/1/09	6/30/10	30 CFR, NCAC, Title 13, Chapter 6
4. Check records of accidents, health surveys, and pre-shift inspections.	Field Rep.	7/1/09	6/30/10	MAQB Operational Manual, 30 CFR, NCAC Title 13, Ch. 6

Objective #2: Annually evaluate all listed abandoned mine sites to ensure safeguards are in place to protect the general public.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Follow established itinerary for two weeks work	Field Rep., Chief	7/1/09	6/30/10	MAQB Operational Manual
2. Evaluate every aspect of the abandoned mine to determine safety and health conditions in reference to 30 CFR and state regulations.	Field Rep., Chief	7/1/09	6/30/10	30 CFR, NCAC Title 13, Chapter 6
3. Evaluate conditions such as appropriate warning signs, fences, gates, etc.	Field Rep.	7/1/09	6/30/10	MAQB Operational Manual, 30 CFR, NCAC Title 13, Ch. 6

Objective #3: Investigate all fatal and serious accidents that are life threatening upon notification to ensure corrective measures are taken to prevent recurrence within 24 hours.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Upon notification, the field rep must immediately make arrangements to visit the mine site and proceed with investigation.	Field Rep., Bureau Chief	upon notification	within 30 days	MAQB Operational Manual, 30 CFR Part 50 (accident investigations) NCGS 74- 24.7
2. Analyze the cause by securing the scene, interview witnesses, taking pictures, making measurements and drawings, and interview victim if possible.	Field Rep. (preferably 2 people)	upon notification	within 30 days	Same as above
3. Upon completion of investigation, the field rep writes an accident investigation report and sends all data to MAQB office.	Field Rep	upon notification	within 30 days	Same as above
4. If notice of violation is written, a follow-up inspection must be scheduled.	Field Rep	within 30 days of completion of report		Same as above

Objective 4: Investigate all written safety and health complaints within 5 working days to verify if unsafe or unhealthy conditions are present at the mine.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Upon written notification, the field rep schedules an unannounced visit to the mine.	Field Rep., Bureau Chief	within 5 days of notification	within 14 days	MAQB Operational Manual, 30 CFR Part 50, NC Labor Laws GS 74-24.7, NCAC Title 13, Chapter 6
2. Mine management is informed of the complaint without giving name of complainant.	Field Rep.			MAQB Operational Manual, 30 CFR Part 50
3. Investigation involves only aspects directly related to the complaint.	Field Rep.			MAQB Operational Manual, 30 CFR Part 50
4. Once conclusion is determined, field rep prepares a written report and submits to MAQB office.	Field Rep.		within 14 days	MAQB Operational Manual
5. MAQB office corresponds to complainant concerning findings of the investigation.	Bureau Chief	Within receipt of report		MAQB Operational Manual

GOAL 2 – Enhance miner education and training efforts.

Objective # 1: Provide MSHA required training annually to all miner operators and contractors who request it.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. For mining operations, any training services are scheduled in advance.	Field Rep., Bureau Chief	7/1/09	6/30/10	MAQB Operational Manual
2. On the day of training, the field rep arrives well in advance to discuss the training with appropriate individuals and discuss any company policies relative to the training.	Field Rep.			
3. Following the training, assistance with training records is provided if needed.	Field Rep			30 CFR Parts 46 & 48 Regs.
4. Training session is discussed with mining official before leaving and additional training dates are scheduled if necessary.	Field Rep.			MAQB Operational Manual

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. For contractors, the MAQB chief assigns the field reps 2 months per year to schedule dates and location facilities in their assigned territories.	Bureau Chief	7/1/09	6/30/10	MAQB Operational Manual
2. On the day of training, the field rep arrives well in advance to discuss the training with appropriate individuals and set up any needed training equipment.	Field Rep.	7/1/09	6/30/10	
3. Following the training, assistance with training records is provided if needed.	Field Rep	7/1/09	6/30/10	30 CFR Parts 46 & 48 Regs.

Objective # 2: Develop at least three (3) special emphasis training projects focused on eliminating high-risk activities or hazardous working conditions annually.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. MAQB Chief to assign field reps with developing special emphasis projects such as Supervisory Training, First Aid/CPR/AED training, Mine Law Seminars, and Explosives Safety.	Bureau Chief, Field Rep.	7/1/09	6/30/10	MSHA citations (increased enforcement); accidents
2. Collect and analyze fatality, injury, and illness data on an annual basis to determine trends and special conditions related to accidents.	Bureau Chief	7/1/09	6/30/10	Fatalities and accidents; Incident & Injury Rates; Increased enforcement

Objective # 3: Organize and sponsor two (2) one-day seminars, east and west, to keep the state’s mining industry informed on current developments and trends in mine safety and health.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. MAQB Chief to arrange a location in the east and a location in the west to host the seminar. The dates of the seminar should be during spring season.	Bureau Chief	1/1/10	6/30/10	Mining industry personnel, MSHA, TRAM (Training Resources Applicable to Mining)
2. MAQB Chief will arrange for a least 5 speakers to conduct presentations at the seminars.	Bureau Chief	1/1/10	6/30/10	Mining industry personnel, MSHA, TRAM (Training Resources Applicable to Mining)
3. MAQB Chief will post the seminar dates on the NCLabor webpage and send out the info by email.	Bureau Chief	1/1/10	6/30/10	NCDOL website, Calendar of Events, email data base
4. Registration forms will be provided for the attendees to complete.	Bureau Chief	1/1/10	6/30/10	On-line forms

GOAL 3 – Improve staff development and operational processes.

Objective # 1: Provide a minimum of eight (8) hours of skill enhancement training to all Mine and Quarry staff annually.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
MAQB Chief will arrange for professional development training opportunities for MAQB staff.	Bureau Chief	7/1/09	6/30/10	NCDOL MAQB Seminars, USDOL Mine Safety & Health Academy

Objective #2: Develop a 3-year equipment replacement plan based on functionality and necessity while keeping within budgetary guidelines.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Maintain equipment inventory list.	Bureau Chief	7/1/09	6/30/12	Field Equipment List
2. Monitor efficiency of equipment.	Bureau Chief	7/1/09	6/30/12	USDOL MSHA state grant funds; NCDOL matching state funds (25%)

Objective #3: Annually survey mine operators to determine satisfaction with education, training, and consultation services, especially regarding the quality and consistency of our MSHA-required training courses from Murphy to Manteo.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
Mail survey cards with incident rate correspondence yearly.	Bureau Chief	2/10	6/30/10	Mine Operators, Safety Directors, Independent Contractors

Objective #4: Conduct at least three (3) staff meetings annually.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. MAQB Chief to schedule staff meetings in contingency with budget.	Bureau Chief	7/1/09	6/30/10	Meeting rooms available in Winston Field office-no charge
2. Plan an agenda on current issues.	Bureau Chief	7/1/09	6/30/10	

Objective #5: Develop additional electronic forms for our mining operations to utilize via the internet by June 30, 2010.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
Provide forms on-line.	Bureau Chief, NCDOL IT	7/1/09	6/30/10	NCDOL Information Technology

GOAL 4 – Conduct business in a safe and healthy environment

Objective # 1: The Boiler Safety Bureau/Mine & Quarry Bureau unit safety and health committee will meet at least 4 times annually and perform the duties required under Policy 2 for unit safety and health committees..

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Bureau health and safety committee will provide a schedule at the beginning of each year to the steering committee reflecting dates and times for bureau safety meetings.	Unit committee member		Ongoing	Policy 2 of the NCDOL Employee Safety and Health Committee.
2. Conduct 4 bureau health and safety committee meetings.	Unit committee		Quarterly	
3. Attend all meetings of the Department Employee Safety and Health Steering committee.	BSB/MAQB unit representative		Quarterly	
4. Conduct documented site inspections using appropriate forms within the unit’s portion of its building to ensure maintenance and safe conditions and to identify potential hazards in our office facilities.	MAQB administrative assistant		Quarterly	
5. Report any hazards noted during inspection process back to steering committee for review the day of inspection.	MAQB administrative assistant		Quarterly	
6. All forms required under the Employee Health Policy 2 shall be completed and kept in accordance with the NCDOL Employee Safety and Health Program	MAQB administrative assistant		Ongoing	

Objective # 2: All injuries, occupational illnesses, and violence or criminal activity events will be investigated and reported within the guidelines and time frames of the Employee Safety and Health Program, Policy 9.

Action	Responsibility	Start	Complete	Comments (Contingencies, resources, etc.)
1. Review annually with direct reports.	Bureau Chief		By first staff meeting	Policy 9 of the NCDOL Employee Safety and Health Committee
2. Follow all prescribed procedures for investigating and reporting injuries, occupational illnesses, violence or criminal activity	Bureau Chief			
3. Complete all forms indicated under Policy 9 and send to the appropriate parties	Bureau Chief			

OPERATIONAL OBJECTIVES

1. **Perform unannounced inspections and complete evaluations on the mine sites in N.C**
2. **Inspect and evaluate listed abandoned mine sites for hazards to the public**
3. **Conduct special investigations for safety and health problems. Continue unannounced investigations on accidents, fatalities, complaints or equipment surveys as deemed necessary.**
4. **Maintain the Comprehensive Mine Safety and Health program instructor training and certification, on-site direct miner training, and perform training-related activities at the active mine sites.**

5. **Develop special emphasis training projects to assist in eliminating high-risk activities or hazardous working conditions.**
6. **Maintain an educational materials program by developing lesson plans and audio visuals to support the Comprehensive Program**
7. **MAQB will conduct three (3) staff meetings annually.**
8. **There will be no accidents caused as a result of safety violations within the bureau**
9. **No bureau employee will be identified as having committed a safety violation.**

