

# Mining Industry and Workforce Survey

## (COMMODITY) Mines

Centers for Disease Control and Prevention  
National Institute for Occupational Safety and Health  
Office of Mine Safety and Health Research  
626 Cochran's Mill Road  
Pittsburgh, Pennsylvania 15236



## ABOUT THE SURVEY

- The data you provide will be used to better understand the accident, injury and illness data that mines currently report.
- The survey data mines provide is used to prepare national estimates of mine practices, use of contractors and employees.
- These estimates will be used to calculate rates of accident and injury by job categories and demographic characteristics.
- The ultimate benefit from the survey is the ability to tailor programs for workers who are especially at risk to achieve a healthier and more productive workforce.

## INSTRUCTIONS

- Respond for the mine identified below.
  - Mine Name: (PREFILL)
  - Mine ID: (PREFILL)
- You can fill out this paper questionnaire booklet or you can complete the survey on our website.
- For the web questionnaire, go to (URL). Use the following information to log in.
  - Login Name: (PREFILL)
  - Password: (PREFILL)
- If you think you received this questionnaire in error, have questions or need assistance in completing the survey, please call, (SURVEY CONTRACTOR), the survey contractor toll-free at XXX-XXX-XXXX.
- You will need two additional sets of information about your mine to complete the survey.
  1. A list of all employees who worked for this mine at any time between April 1 and June 30, 20XX. A good source for this information is the human resources (HR) department or an automated payroll system.
    - We will ask you to report for a sample of no more than 10 employees from this list job title, total years of mining experience, years worked for the mine, years worked in the job title, gender, and year of birth.
    - Employee name will **not** be recorded in the questionnaire.
  2. If you used contractor employees at any time between April 1 and June 30, 20XX, the number of contractor employees used during that period needs to be estimated. A good source for this information is the business office or accounts payable. You may need to estimate:
    - Total number of contractor employees by mine work location, e.g., strip or open pit, independent shops, culm bank, etc.
    - Total number of contractor hours by mine work location.

## MINE QUESTIONS

We have the following information about the mine. Please confirm or correct the information on each row.

Mine Information		Is this correct?	Corrections
1. Mine Name:	(PREFILL)	<input type="checkbox"/> No _____→ <input type="checkbox"/> Yes → Go to Question 2.	
2. Mine ID #:	(PREFILL)	<input type="checkbox"/> No → Call us at XXX-XXX-XXX <input type="checkbox"/> Yes → Go to Question 3.	
3. Mine Owner Name	(PREFILL)	<input type="checkbox"/> No _____→ <input type="checkbox"/> Yes → Go to Question 4.	
4. Mine Operator Name	(PREFILL)	<input type="checkbox"/> No _____→ <input type="checkbox"/> Yes → Go to Question 5.	

5. What is the employment status of the mine operator?

- Mine operator is a direct employee of the mine
- Mine operator is an independent contractor and was retained to supervise the mine's employees and operations
- Mine operator is an employee of an outside company which also provides workforce for the mine

6. From April 1 to June 30, 20XX, did this mine contract out all of its mining operations?

- Yes
- No

7. At any time between April 1 and June 30, 20XX, was the mine engaged in any of the following activities? Answer Yes or No for each activity.

Activity	Yes	No
A. Start-up activities	<input type="checkbox"/>	<input type="checkbox"/>
B. Construction activities	<input type="checkbox"/>	<input type="checkbox"/>
C. Exploration activities	<input type="checkbox"/>	<input type="checkbox"/>
D. Production activities	<input type="checkbox"/>	<input type="checkbox"/>
E. Maintenance activities	<input type="checkbox"/>	<input type="checkbox"/>
F. Clean-up activities	<input type="checkbox"/>	<input type="checkbox"/>
G. Close-down activities	<input type="checkbox"/>	<input type="checkbox"/>
H. Office activities	<input type="checkbox"/>	<input type="checkbox"/>

8. From April 1 to June 30, 20XX, what was the mine's status? Select the single most accurate mine status.

- New, no men working
- New, under construction
- Active, men not working, not producing
- Active, men working, not producing
- Active, intermittent (including seasonal)
- Active, full-time permanent
- Temporarily closed
- Non-producing
- Mine closed by MSHA
- Permanently abandoned

9. **Did one or more employees work at the mine at any time between April 1 and June 30, 20XX?**

- No → Skip to Question 52 on page 18.
- Yes → Continue to Question 10 on page 5.

## Production Workers

The next questions ask about **production workers**.

➤ **Production workers** are “face workers” and others who work extracting (COMMODITY).

10. **Between April 1 and June 30, 20XX, did the mine use production workers at any time?**

- No → Go to page 6.  
 Yes → Continue to Question 11 below.

11. **From April 1 to June 30, 20XX, how many days per week was the mine usually open for production?**

- 1     2     3     4     5     6     7

12. **From April 1 to June 30, 20XX, how many hours per day was the mine usually open for production?**

----- Hours per day

13. **From April 1 to June 30, 20XX, how many days per week were production workers usually scheduled to work?**

- 1     2     3     4     5     6     7

14. **From April 1 to June 30, 20XX, how many hours per day were production workers usually scheduled to work?**

\_\_\_\_\_ Hours per day

15. **From April 1 to June 30, 20XX, did the mine ever operate more than one shift per day for production workers?**

- No → Go to page 6.  
 Yes → Continue to Question 16 below.

16. **From April 1 to June 30, 20XX, how many shifts per day did the mine usually operate for production work?**

- 2     3     4 or more

17. **Did the production workers' shifts rotate?**

- No → Go to page 6.  
 Yes → Continue to Question 18 below.

18. **How frequently did the production workers' assigned shift change?**

- Weekly  
 Twice monthly  
 Monthly  
 Other. **Please specify:** \_\_\_\_\_

19. **Did the shifts for production workers rotate clockwise or counterclockwise?**

- Clockwise (day → afternoon → night)  
 Counterclockwise (day ← afternoon ← night)  
 Other. **Please specify:** \_\_\_\_\_

## Production Support Workers

The next questions ask about **production support workers**.

- **Production support workers** are those who aid and maintain production. This includes office workers and those workers who may, for example, clean or remove belts, maintain ventilation, deliver supplies, repair equipment, etc.
20. **Between April 1 and June 30, 20XX, did the mine use production support workers at any time?**  
 No → Go to page 7.  
 Yes → Continue to Question 21 below.
21. **From April 1 to June 30, 20XX, how many days per week was the mine usually open for production support?**  
 1     2     3     4     5     6     7
22. **From April 1 to June 30, 20XX, how many hours per day was the mine usually open for production support?**  
\_\_\_\_\_ Hours per day
23. **From April 1 to June 30, 20XX, how many days per week were production support workers usually scheduled to work?**  
 1     2     3     4     5     6     7
24. **From April 1 to June 30, 20XX, how many hours per day was a production support worker usually scheduled to work?**  
\_\_\_\_\_ Hours per day
25. **From April 1 to June 30, 20XX, did the mine ever operate more than one shift per day for production support workers?**  
 No → Go to page 7.  
 Yes → Continue to Question 26 below.
26. **From April 1 to June 30, 20XX, how many shifts per day did the mine usually operate for production support work?**  
 2     3     4 or more
27. **Did the production support workers' shifts rotate?**  
 No → Go to page 7.  
 Yes → Continue to Question 28 below.
28. **How frequently did the production support workers' assigned shift change?**  
 Weekly  
 Twice monthly  
 Monthly  
 Other. Please specify: \_\_\_\_\_
29. **Did the shifts for production support workers rotate clockwise or counterclockwise?**  
 Clockwise (day → afternoon → night)  
 Counterclockwise (day ← afternoon ← night)  
 Other. Please specify: \_\_\_\_\_

## Preparation Plant / Mill Workers

The next questions ask about **preparation plant/mill workers**.

- **Preparation plant/mill workers** are those who operate or perform support activities in a preparation plant or mill.

30. **Between April 1 and June 30, 20XX, did the mine use preparation plant/mill workers at any time?**

- No → Go to page 8.  
 Yes → Continue to Question 31 below.

31. **From April 1 to June 30, 20XX, how many days per week was the mine usually open for preparation plant/mill work?**

- 1     2     3     4     5     6     7

32. **From April 1 to June 30, 20XX, how many hours per day was the mine usually open for preparation plant/mill work?**

\_\_\_\_\_ Hours per day

33. **From April 1 to June 30, 20XX, how many days per week were preparation plant/mill workers usually scheduled to work?**

- 1     2     3     4     5     6     7

34. **From April 1 to June 30, 20XX, how many hours per day was a preparation plant/mill worker usually scheduled to work?**

\_\_\_\_\_ Hours per day

35. **From April 1 to June 30, 20XX, did the mine ever operate more than one shift per day for preparation plant/mill workers?**

- No → Go to page 8.  
 Yes → Continue to Question 36 below.

36. **From April 1 to June 30, 20XX, how many shifts per day did the mine usually operate for preparation plant/mill work?**

- 2     3     4 or more

37. **Did the preparation plant/mill workers' shifts rotate?**

- No → Go to page 8.  
 Yes → Continue to Question 38 below.

38. **How frequently did the preparation plant/mill workers' assigned shift change?**

- Weekly  
 Twice monthly  
 Monthly  
 Other. **Please specify:** \_\_\_\_\_

39. **Did the shifts for preparation plant/mill workers rotate clockwise or counterclockwise?**

- Clockwise (day → afternoon → night)  
 Counterclockwise (day ← afternoon ← night)  
 Other. **Please specify:** \_\_\_\_\_

## Contractor Employees

This set of questions asks about the mine's use of **contractor employees** at various mine locations.

- A **contractor employee** is any person that performs services or construction for a mine, not as an employee of the mine, but as an employee of another person, partnership, corporation, firm, association, subsidiary or other organization under contract with the mine.

40. **Between April 1 and June 30, 20XX, did the mine use *any* contractor employees (see above definition) for *any* locations at this mine?**

- No → Go to Question 42 on page 10.
- Yes → Continue to Question 41 on page 9.



Mining Industry and Workforce Survey for (COMMODITY) Mines

41. Between April 1 and June 30, 20XX...	did this mine have this work location?	did this mine have this location in operation?	did this mine ever use contractor employees at this location?	about how many total contractor employees did this mine use at this location?	about how many total hours did those contractor employees work at this location?
<b>Underground Mine Work Locations</b>					
41a. Underground	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41b	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41b	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41b		
41b. Surface shops, yards, etc.	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41c	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41c	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41c		
<b>Surface Mine Work Locations (including associated shops and yards)</b>					
41c. Strip, open pit or quarry	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41d	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41d	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41d		
41d. Auger (coal mine only)	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41e	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41e	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41e		
41e. Culm bank or refuse pile (coal mine only)	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41f	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41f	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41f		
41f. Dredge	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41g	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41g	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41g		
41g. Other surface mining (metal/non-metal only)	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41h	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41h	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41h		
<b>Other Work Locations</b>					
41h. Independent shops or yards	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41i	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41i	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41i		
41i. Mill operations, preparation plants, or breakers (include associated shops and yards)	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41j	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41j	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 41j		
41j. Office (professional and clerical employees at the mine or plant working in an office)	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 42	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 42	<input type="checkbox"/> Yes → <input type="checkbox"/> No. Go to 42		

## Safety Training

42. How are the mine's employees trained to recognize hazards in their work environment?

(Select all that apply.)

- Through required safety training sessions (e.g., new miner, refresher, etc.)
- Through safety talks or other sessions held outside of required training
- Through on-the-job training with an assigned mentor/trainer
- Through on-the-job training by their co-workers
- Other. Please specify: \_\_\_\_\_

43. What training materials are being used with the mine's employees for hazard recognition?

(Select all that apply.)

- General hazard recognition materials
- Hazard recognition materials specific to another industry (e.g., construction or agriculture)
- Hazard recognition materials specific to another mining sector (e.g., OTHER COMMODITY)
- Hazard recognition materials specific to (COMMODITY)
- Hazard recognition materials specific to your mining company
- Hazard recognition materials specific to your mine site
- Other. Please specify: \_\_\_\_\_

44. When conducting employee safety training and retraining, which of the following training materials and methods are used as part of your training program?

(Select all that apply.)

- Lectures
- Written materials
- Videos
- Self-guided interactive computer programs
- Demonstrations
- Hands-on training exercises
- Group exercises (role-playing, games, problem solving, etc.)
- Classroom simulations (e.g., virtual reality)
- Worksite simulations
- Narrative story-telling
- Other. Please specify: \_\_\_\_\_

45. What additional training materials are needed to help miners better identify worksite hazards? (Select all that apply.)

- General hazard recognition materials
- Hazard recognition materials specific to mining
- Hazard recognition materials specific to (SPECIFIC COMMODITY)
- Hazard recognition materials that can be tailored to your mining company
- Hazard recognition materials that can be tailored to your mine site
- Other. **Please specify:** \_\_\_\_\_
- None, there are sufficient hazard recognition training materials available

## MINE EMPLOYEE QUESTIONS

<b>A. Mine Name:</b>	(PREFILL)
<b>B. Mine ID #:</b>	(PREFILL)

### Employee Selection Instructions

The Employee Questions on pages 16-17 ask you to report the job and demographic characteristics for a sample of the mine’s employees. This page contains instructions for selecting the sample of employees to report. You will report data for no more than 10 employees. You will **not** be asked to report employee names.

If you need assistance with any part of this process, please call the survey contractor at XXX-XXX-XXXX.

**Step 1:** Print or copy a list from the mine’s files of all employees of the mine listed in row A above who were ever on the payroll at any time between April 1 and June 30, 20XX.

- Include both hourly and salaried employees of this mine.
- Include office workers and other non-production staff.
- Include employees who were on paid sick leave or vacation.
- DO NOT include contractor employees.

**Step 2:** Starting with the first name on the list, sequentially number each employee on the list, e.g., 1, 2, 3... We will call this number the Employee Sequence Number.

**Step 3:** How many employees did this mine have in total at any time between April 1 and June 30, 20XX?

\_\_\_\_\_

If that number is:

- 0 → Go to Question 52 on page 18.
- 1 to 10 → Go to Instructions for Employee Questions on page 14.
- 11 or more → Continue to Step 4 below.

**Step 4:** Does the number of employees recorded in Step 3 fall between the range of (PREFILL) to (PREFILL)?

- Yes → Go to Step 5 on the next page to determine the 10 employees you will report on for the Employee Questions on pages 16-17.
- No → Call the survey contractor at XXX-XXX-XXXX for assistance, or go to the online Employee Sampling System at (URL).

Select the Employee Sample:

**Step 5:** In the first column of the table below, Actual Number of Mine Employees, circle the number that matches the total number of employees you recorded in Step 3 on page 12.

- Can't find the actual number of mine employees in the table?
  - Call the survey contractor at XXX-XXX-XXXX for assistance, or
  - Go to the online Employee Sampling System at (URL).

**Step 6:** Circle the remaining row of numbers to the right of the Actual Number of Mine Employees you selected in Step 5.

Circle these same numbers on your Employee List.

These are the employees that are selected for the Employee Questions on pages 16-17.

Actual Number of Mine Employees	Employee Sequence Numbers to Circle on Your Employee List									

## Instructions for Employee Questions

This section provides you with an item-by-item explanation for the Employee Questions on pages 16-17.

---

### 46. Employee Sequence Number

- **10 or fewer employees:** List all of the Employee Sequence Numbers in column 46. Include all employees who worked at any time between April 1 and June 30, 20XX.
  - **11 or more employees:** List in column 46 all of the Employee Sequence Numbers you circled on the Employee List.
- 

### 47. Employee's Regular Job Title

Enter the regular job title for the employee's current position in the mine. This information may be in the human resources (HR) system, the employee's personnel file or in the payroll system.

---

### 48a. Years of Total Mining Experience

Enter the total number of years of experience this employee has working in the mining industry. If necessary, estimate the number.

**Rounding Rules:**

- **0-6 months of experience:** Enter 0 years.
  - **7-12 months of experience:** Enter 1 year.
  - **13 months or more of experience:** Enter the number of years, rounding to the nearest whole year.
- 

### 48b. Years of Experience at this Mine

Enter the number of years that this employee has worked at this mine, from the time that the mine hired him or her. See the Rounding Rules above.

---

### 48c. Years of Experience in this Job Title

Enter the number of years that this employee has worked in his or her current job title. See the Rounding Rules above.

---

### 49. Employee's Primary Work Location

Indicate the location where this employee worked the most hours between April 1 and June 30, 20XX.

- Select **ONLY** one location.

Note: These location categories are adapted from MSHA's Quarterly Mine Employment and Coal Production Report (MSHA Form 7000-2).

---

### 50. Gender

Indicate if the employee is male or female.

---

### 51. Year of Birth

Record the employee's year of birth, using four digits (e.g., 1980).

---

[Additional rows have been provided in the answer table for your convenience.]

*Go to the next page.*

46.	47.	48.			49. Employee's Primary Work Location. Select only one location.									50.		51.	
Employee Sequence Number	Employee's Regular Job Title	Years of Experience. Enter number of years for each.			Underground Mine		Surface Mine (Including associated shops and yards)					Other Locations			Gender		Year of Birth
		48a. Total Years of Mining Experience	48b. Years in this Mine	48c. Years in this Job Title	Underground	Surface shops, yards, etc.	Strip, open pit or quarry	Auger (coal mine only)	Culm bank or refuse pile (coal mine only)	Dredge	Other surface mining (metal / non-metal only)	Independent shops or yards	Mill operations, preparation plants, or breakers (include associated shops and yards)	Office (professional and clerical employees at the mine or plant working in an office)	Male	Female	YYYY

Employee Questions





## FINAL QUESTIONS AND COMMENTS

52. Between April 1 and June 30, 20XX, were there any events or circumstances that would make what you have reported unusual, for example severe weather conditions, trouble in production, a labor strike, etc.?

- No → Go to Question 53 below.  
 Yes → Please specify the unusual events:

---

---

---

53. What is today's date?

\_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_  
M M D D Y Y Y Y

54. Please make a copy for yourself of this completed questionnaire and the list of sampled employees (keep these on file for 60 days) in case we have any questions and need to contact you.

55. Please provide the company representative to be contacted if we have questions about your responses.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: (       )       - \_\_\_\_\_

Email: \_\_\_\_\_

56. Please mail this completed questionnaire in the provided postage-paid business reply envelope to (VENDOR NAME), the survey contractor:

(VENDOR NAME)

Address

City, State, Zip

***Please record any comments on the next page.***

57. Do you have any comments for NIOSH or information we might need to understand your responses? Please include question numbers when your comments relate to specific questions.

***Thank you for participating in this important survey!***