DocuCircuit

ANNUAL REFRESHER PLANNER & RECORD

DocuCircuit-created template, not an official MSHA-issued form.
30 CFR 46.8 requires 8 hours minimum; it does not require one continuous session.

MINER & TRAINING PERIOD

Printed full name of miner — REQUIRED

Mine or independent contractor name — REQUIRED

MSHA ID number — REQUIRED

Location — REQUIRED

This period's due date (12 months after last refresher)

Hours required this period

TRAINING SESSIONS - LOG EACH SESSION AS IT HAPPENS

Split across as many sessions as needed. Each session still needs the same information a single session would.

Date	Subject / topic	Competent person	Hours	Cumulative
TOTAL DOCUMENTED HOURS THIS PERIOD			of 8 hours minimum required	

SUBJECT COVERAGE - recommended, helps ensure breadth (not a fixed federal list)

- ☐ Changes at the mine that could affect health or safety
- ☐ Chemical hazards / HazCom
- ☐ Ground conditions / highwall / traffic control
- ☐ Conveyors, cranes, crushers, excavators
- ☐ First aid
- ☐ Accident prevention / material handling
- ☐ Applicable health and safety standards
- ☐ Emergency evacuation and communication
- ☐ Mobile equipment hazards (haulage, loaders, dredges)
- ☐ Electrical hazards
- ☐ Fall prevention and protection / machine guarding

FINAL CERTIFICATION - once 8+ hours are documented above

WARNING: 18 U.S.C. 1001 and 30 U.S.C. 820(f) make it a crime to knowingly and willfully make a false, fictitious, or fraudulent certification.

Type of training ("Annual refresher training") — REQUIRED

Date this period's training was completed	REQUIRED	Total duration (hours)	REQUIRED
Name of competent person certifying this record			REQUIRED
Certifying signature (person designated in the training plan as responsible for health and safety training)			REQUIRED
Date signed			

Keep during the miner's employment plus at least 60 days after termination - annual refresher records specifically only need to be kept 2 years. Do not file this record with MSHA.