



# PROPOSAL KIT SAMPLE

## Mining Safety Sample Proposal

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October 17, 20xx

Arthur Shepard  
President  
WindWest Mining Company  
932 Custer Avenue  
Cheyenne, WY 82003

Dear Mr. Shepard,

Congratulations on the formation of your new mining company!

As you know, mining can be a dangerous occupation. Each year many mining companies are fined for safety violations and—in the worst cases—have serious and even fatal accidents on their mining sites.

To ensure the safety of all your personnel and the success of your mining enterprise, training is absolutely crucial.

We are one of the most experienced mine safety training companies in the west. With more than twelve years of teaching under our belts, we have a proven track record of training miners how to create a successful, safe mining business. After your employees and managers have passed our intensive week long course and put all their knowledge to daily use, you can feel confident about passing all tests with flying colors when the MSA inspector comes calling at your site.

I look forward to discussing your needs with you next week.

Sincerely,

Georgia Kingmak  
Mine Safety Training Administrator  
Kingmak Safety Training  
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# PROPOSAL

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October 17, 20xx

## Mining Safety Training Program

**Prepared for: Arthur Shepard**  
**President**

**Prepared by: Georgia Kingmak**  
**Owner**



## DESCRIPTION

To ensure the safety of all your personnel and the success of your mining enterprise, training is absolutely crucial. After your employees and managers have passed our intensive week long course, you can feel confident about passing all tests with flying colors when your site is inspected.



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## Goals and Objectives

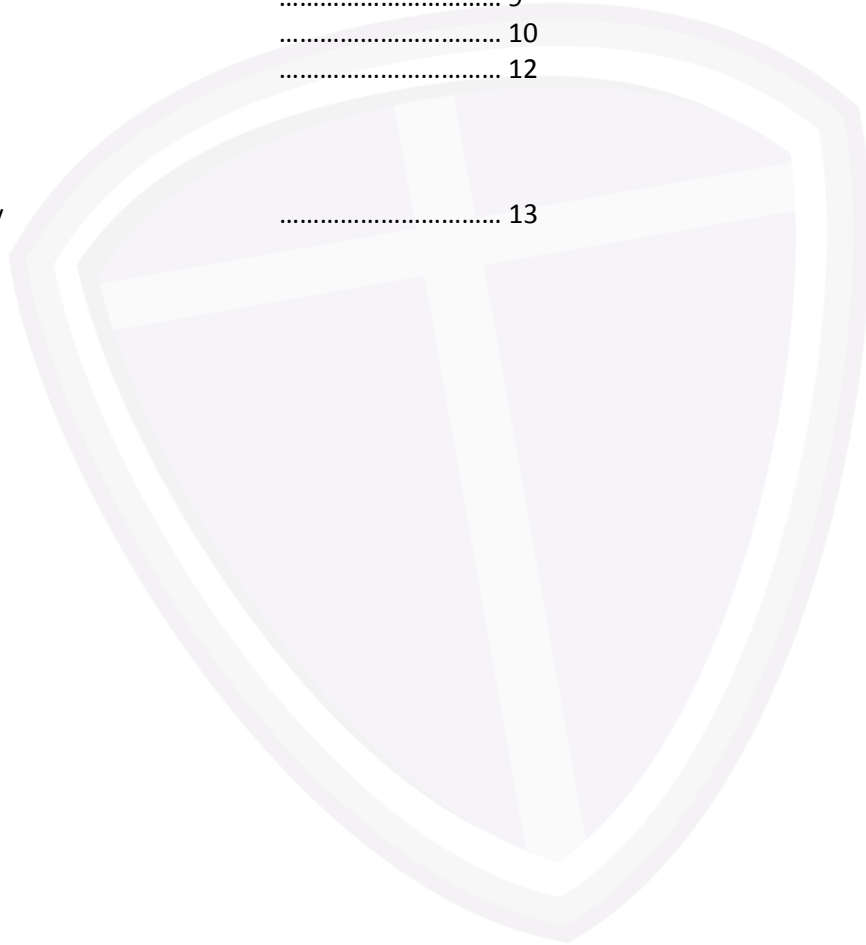
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# GOALS AND OBJECTIVES

Our week-long course seeks to meet the following goals and objectives:

## Goals and Objectives:

### **Teach mining workers their rights under the law**

See the Rights page for more information.

### **Teach miners about the regulations they must follow**

Mining is regulated by many different organizations. See the Regulations page for a list of topics we will discuss.

### **Teach miners how to protect themselves against a variety of safety hazards**

Mining is inherently a dangerous occupation. We will instruct participants in how to check for hazards and in the proper use of safety equipment.

### **Practice through simulations**

By participating in various simulations, participants will learn what to look for to prevent hazardous situations, and how to react should an emergency occur.





## CLASSES

Our Mining Safety course is a five day, forty-hour course. Classes typically meet from 8:00 am to 5:00 pm with a one-hour break for lunch from noon to 1 pm. Our week of classes will consist of the following:

### **MONDAY: Introduction to Mining Work and Your Rights**

This class will be an overview of the types of jobs and issues found in the mining industry as well as the rights and responsibilities of miners and mining companies. See the Regulations and Rights pages in this proposal for more information.

### **TUESDAY: General Health, Wellness and Safety**

In this class we will discuss the common health and safety issues encountered by miners and how to protect against illness and injury. See the Health and Wellness and the Best Practices pages for more information.

### **WEDNESDAY: Equipment Safety**

Many mining accidents are due to equipment failure or improper use of equipment. In this class, we will learn how to inspect all types of equipment to prevent problems, and how to safely use different types of equipment. See the Equipment page for more information.

### **THURSDAY: Environmental Issues**

Miners must be aware of a variety of environmental issues, not only to ensure their own safety, but to ensure that the mining site will be a safe environment for the workers and the surrounding community. See the Environmental page for more information about topics we will cover.

### **FRIDAY: Simulations & Testing**

On our final day of class, all participants will interact in various simulations of possible emergency situations. We will also conduct written and oral testing to be sure that all participants fully understand what has been taught during the week. See the Simulations page for possible simulated situations.

All participants will be given a class notebook that is theirs to keep, as well as a certificate of course completion. The notebook contains nearly 500 pages of valuable reference information.



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