

HSE Representatives and Supervisors are to conduct & lead the daily Pre-Shift Information Meetings.

PERIOD	20TH - 26TH APRIL 2026
DATE	Monday, 20/04/2026
TOPIC	SAFETY IS A CORE VALUE, NOT A PRIORITY

Safety is a core value that means it is a non-negotiable, permanent commitment. On the other hand, when safety is positioned as a priority rather than a value, it provides opportunities for Employees to deviate from the standards, policies, and guidelines when faced with problems.

When safety is a core value:

Unwavering Commitment: Employee various meeting platforms with management for HSE performance reviews, support, and consultations.

Behavioral Integration: Safe practices become a natural choice for employees, driven by a genuine concern for their own health and that of their colleagues.

Shared Ownership: Safety is embedded in the culture, making it the responsibility of all employees, not just management. Management must lead the talk.

**SAFETY IS A VALUE,
NOT A PRIORITY**

Discussion: How can we help to sustain safety practices as a core value and not a priority?

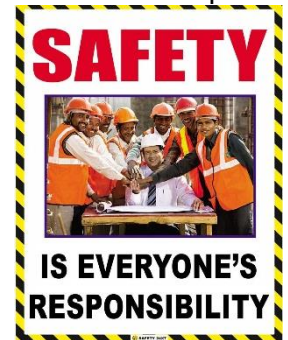
DATE	Tuesday, 21/04/2026
TOPIC	SAFETY IS A SHARED RESPONSIBILITY

Safety is a shared responsibility that involves you, the employer, and the government. While institutions provide the framework and tools, you are responsible for your safety, though the employer has systems and procedures in place.

1. Everyone must be aware of potential hazards on the job.
2. Tools/equipment can cause injuries if guards or protective devices are removed.
3. Poor housekeeping results in slips, trips, and falls.
4. Poor material handling may cause back problems or other injuries.

Always use the protections that are provided on the job:

- Guards on machines keep body parts from contacting moving equipment.
- Insulation on electrical equipment prevents burns, shock, and fire.
- Lockout/tagout assures equipment is de-energized before it is repaired.
- PPE shields your body from residual risks you may face on the job.
- Safety benefits everyone. With fewer injuries, a business can be more productive and profitable.



Discuss: Can you share a time you failed on a task and how you handled it?

DATE	Wednesday, 22/04/2026
TOPIC	DEPARTMENTAL PROCEDURE/ INCIDENT DISCUSSION

- Select one operational procedure or previous incident to be discussed.
- Inform the team on the importance of Procedural/ Incident discussions.



Discussions: Supervisors must select one procedure/ incident to discuss thoroughly, with examples.

DATE	Thursday, 23/04/2026
TOPIC	BEWARE OF OVERCONFIDENCE AT THE WORKPLACE

A routine excavator repair at a mining workshop led to injuries and equipment damage because an experienced technician bypassed safety protocols due to overconfidence, and a junior colleague failed to intervene. Despite a pre-task risk assessment, the resulting hydraulic spray and fall from height highlighted how poor risk perception and a lack of team accountability can cause serious workplace incidents.

Dangers of Overconfidence,

where Poor Decision-Making leads to risky actions and the dismissal of warning signs.

Discussions: What was the main risk that led to the incident?

What were some contributing factors that led to the incident

What are some safety protocols that must be considered for a safe job to be done

What role can any team member play, considering you are part of the team for a successful job done



Document: HSE PRE-SHIFT INFORMATION TALKS						
Prepared By	HSE Dept.	Reviewed By	HSE Manager	Approved By	General Manager	Nex Rev Date
Issued Date	22 Jan 2016	Print Date	20 Dec 2024	Approved Date	20 Dec 2024	20 Dec 2026
THIS DOCUMENT IS CONTROLLED IN HARD COPY						

DATE **Friday, 24/04/2026**

TOPIC **MANAGING CHANGES IN SAFE WORK PROCEDURES TO PREVENT ACCIDENTS**

New equipment, updated processes, regulatory requirements, and lessons learned from incidents can introduce new risks. If not properly managed, these changes may lead to confusion, unsafe actions, and accidents. Employees play a critical role in ensuring that changes are implemented safely and effectively through the management of change (MOC) process.

Employees must understand the Changes in the New Procedure

- Take time to understand what has changed and why the change.
- Review updated procedures, SOPs, or work instructions
- Attending toolbox talks and training sessions
- Asking supervisors for clarification where needed



Discussions: How is the new procedural breach driven by past procedure complacency?
 What was bypassed in the new safety protocols that resulted in a delay, which was later realized?

DATE **Saturday, 25/04/2026**

TOPIC **STOP, LOOK, ASSESS & MANAGE THE TASK (SLAM)**

SLAM (Stop, Look, Assess, Manage) is a simple, four-step risk assessment technique designed to help workers maintain situational awareness and prevent workplace accidents in real-time.

STOP (Pause and Think)

- Pause all activity, take a deep breath, and focus on the task.
- Is this a new task? Has the environment changed? Do I feel comfortable?

LOOK: Scan your workspace for hazards

- Inspect the work area before, during, and after the job.
- Identify potential dangers: electricity, chemicals, heavy machinery.

ASSESS: Evaluate the risks

- Do I have the proper **training, skills, and tools**?
- What are the risks to myself, my colleagues, and the environment?
- If you answer "No" to any safety question, do not start.

MANAGE: Control the hazards

- If it doesn't feel right, stop work and make it safe.
- Use the **Hierarchy of Controls** (Eliminate, Substitute, Engineering, Admin, PPE).
- Report hazards and inform your supervisor.



Discussion: What are the benefits for Employees in promoting the SLAM Technique at the workplace?

DATE **Sunday, 26/04/2026**

TOPIC **WATER MANAGEMENT ON THE MINE**

Effective water management on a mine site involves a multidisciplinary approach to controlling the quantity and quality of water, including sourcing, usage, treatment, and discharge, to meet regulatory standards, operational needs, and environmental sustainability.

Benefits of Mine Water Management

- Ensures a predictable water supply for critical processes like mineral extraction, ore processing, and dust suppression.
- Reduces expenses related to freshwater procurement, pumping, and wastewater treatment through recycling and reuse.
- Helps avoid heavy fines and project delays by adhering to strict environmental discharge standards.
- Prevents catastrophic failures, such as tailings dam breaches or uncontrolled flooding, which can cost billions in settlement and repair.

Discussion: What are the employees' responsibilities to managing water on the mine?



Document: HSE PRE-SHIFT INFORMATION TALKS					
Prepared By	HSE Dept.	Reviewed By	HSE Manager	Approved By	General Manager
Issued Date	22 Jan 2016	Print Date	20 Dec 2024	Approved Date	20 Dec 2024
					Nex Rev Date
					20 Dec 2026
THIS DOCUMENT IS CONTROLLED IN HARD COPY					