

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

PERIOD	4TH MAY 2026 – 10TH MAY 2026
DATE	Monday, 04/05/2026
TOPIC	THE RAIN SEASON

The rainy season is here with us again; our work environment becomes riskier. Rain leads to wet, muddy, and slippery surfaces, poor visibility, and even structural weaknesses.

Some common risks during the rainy season;

Slippery Surfaces - Wet floors, roads, scaffolds, and ladders increase the risk of slips and falls.

Reduced Visibility & Traffic Accidents - Heavy rainfall and fog can impair vision while driving or operating equipment.

Electrical Risk - Water can cause short circuits, and exposed wires can electrocute workers.

Flooding Risk - Trenches, pits, and low-lying areas can flood quickly.

Risk of Ground Instability - Rain can weaken the ground, leading to landslides or cave-ins, especially in mining and excavation zones.

Mosquitoes, snakes, and Disease - Stagnant water can breed mosquitoes, and snakes will seek shelter.

Vehicle and Equipment Risks - Braking distances increase on wet surfaces; hydroplaning can occur.

Discuss: Does anyone have concerns or suggestions regarding safety during the rains?



DATE	Tuesday, 05/05/2026
TOPIC	WORKPLACE HAZARDS

A workplace hazard is a situation or thing that can harm a worker's health, safety, or well-being. The **six main categories of hazards are:** Psychosocial, Biological, Chemical, Physical, Ergonomic, and Unsafe Conditions

Psychosocial hazards are factors that can lead to an increase in the risk of work-related stress and can have an adverse effect on an employee's mental health or well-being. Examples of psychosocial hazards might include poor supervisor support or high job demands, sexual harassment, victimization, stress, and workplace violence.

What are psychosocial hazard risk factors to our health?

Psychosocial risk factors may affect workers' psychological responses to their work and workplace conditions, such as high workloads, tight deadlines, and lack of control over the work and working methods.

How can we prevent psychosocial hazards in the workplace?

1. Raise Awareness, 2) Assess Risks 3) Take Preventive Action. 4) Take Corrective Action. 5) Build Resilience.



DATE	Wednesday, 06/05/2026
TOPIC	DEPARTMENTAL PROCEDURE 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 to discuss with examples.



DATE	Thursday, 07/05/2026
TOPIC	MANAGING FATIGUE AT THE WORKPLACE

Personal Responsibility: Everyone is responsible for ensuring they get adequate rest between shifts. Personal activities after work should not result in fatigue that could impair workplace performance or safety.

Adequate Rest: Aim for at least **8 hours of quality sleep** before reporting for your next shift.

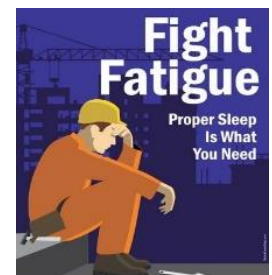
Balanced Nutrition: Eat light, frequent meals. Avoid heavy or fatty foods, especially at night, as they can contribute to sluggishness and disrupt restful sleep.

Reporting Lack of Rest: If, for any reason, you have not been able to rest sufficiently after a shift, you must promptly inform your supervisor or Manager.

Never Compromise Safety: Under no circumstances should anyone place themselves or others at risk by working while fatigued.

Avoid Unsafe Coping Methods: Do not rely on caffeine, stimulants, opening vehicle windows, or loud music to counteract fatigue. These are temporary measures that do not address the underlying risk.

Discuss: What ways can employees and supervisors assess fatigue at work?



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
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DATE	Friday, 08/05/2026
TOPIC	LI 2182, REGULATION 524-525: BASIC FIRE SAFETY

Fire hazards are a serious concern in mining operations due to the presence of combustible materials, heavy machinery, and electrical systems. Understanding fire risks, prevention measures, and emergency response is critical to ensuring a safe workplace.

Common Fire Hazards at ARL Operations include;

1. Flammable Liquids & Gases – Diesel, hydraulic fluids, and methane gas.
2. Electrical Faults – Overloaded circuits, faulty wiring, and short circuits.
3. Hot Work Operations – Welding, grinding, and cutting.
4. Spontaneous Combustion – Sulphur ores can self-ignite under certain conditions.
5. Static Electricity & Sparks – Can ignite dust and flammable vapours.



Discussion: What are some common early signs of fire on equipment?

DATE	Saturday, 09/05/2026
TOPIC	THE THREE R'S IN WASTE MANAGEMENT

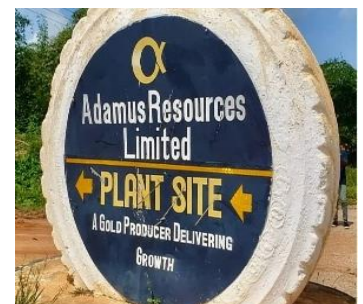
- It is important for each of us to do our part to keep as much material out of the landfill as possible.
- One way to put that plan into action is through the 3 Rs of waste management: **Reduce, Reuse, and Recycle.**
- Waste **reduction** is anything that reduces waste by using less material in the first place. Waste causes pollution contributes to climate change, and squanders more money, energy, and natural resources than most realize.
- **Some examples of waste reduction are using a reusable bottle** or cup for beverages, using reusable grocery bags, purchasing wisely, and avoiding single-use food and drink containers.
- **Benefits of Reducing Waste** - Saves energy, reduces greenhouse gas emissions that contribute to global climate change, helps sustain the environment for future generations, and reduces the amount of waste that will need to be recycled or sent to landfills and incinerators
- **Discuss: How can we reduce waste as part of ARL's operations?**



DATE	Sunday, 10/05/2026
TOPIC	ARL LV MOVEMENT & USERS POLICY – APPLICATION FOR DRIVING PERMIT

Personnel on the mine, including employees, contractors, and visitors, are not allowed to drive light vehicles or operate equipment without the required ARL

- The Application for Light Vehicle Driving Permit form must be picked up, filled out, and returned to the following heads for approval;
 1. Employee/Contractor Departmental Manager
 2. General Manager
 3. Mine Registered Manager (for Pit Permit) and
 4. Ag.HSE Manager/ HSE Superintendent (Final issue of the sticker/permit.



- The Application for Light Vehicle Driving Permit Form must indicate the following details. License Details, which must be at least 6 months old.

The license (E) category is for special equipment only. 2. Access Requested.

3. Justification. 4. Authorized Approval Signature

- Undergo the ARL driving permit examination
- Undergo the ARL driving test in the company's vicinity to determine whether you merit a driving permit and establish if one's driving is safe for him and other road users.
- Successful completion of all the above will guarantee one a driving permit

Discuss – Why must one go through all these processes to obtain a driving permit on site?



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