


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


PERIOD	11TH – 17TH MAY, 2026
DATE	Monday, 11/05/2026
TOPIC	KEEP YOUR WORK AREA CLEAN; IT IS PART OF YOUR JOB

MINERALS AND MINING (HEALTH, SAFETY AND TECHNICAL) REGULATIONS, 2012 (L.I.2182)
 What the LI 2182 Says...
 1. Reg 231, 2, f, iii: the bund walls shall be kept clean and free of any superfluous material.
 2. Reg 516, 7, a: The person in charge of a working place or a section in a mine shall ensure that the working place or section is clean and safe.
 3. Reg 173, 1,
 c) where oil is spilt in a place within the mine, the spilt is oil cleaned up immediately with dry sand or another suitable material, and if in the process of cleaning the oil, any material is contaminated, that material is placed in a suitable container and removed from the mine; and
 d) shall ensure that oil spillage on a diesel engine or diesel unit is immediately cleaned.
Be Responsible - Do not ignore an unsafe and untidy environment.



DATE	Tuesday, 12/05/2026
TOPIC	5S of GOOD HOUSEKEEPING


5S is a workplace organization with the focus placed on waste in all forms. By minimizing waste in general and improving quality and efficiency for high production.
What does the concept of the Japanese 5S stand for?
Sorting – Arrange what is needed for the operations and take off the unneeded components or items.
Set in Order – Put things in order or organize the work area. Make it easy to find whatever you are looking for. A place for everything, and everything in its place.
Shine - Clean the work area. Make it shine.
Standardize - Establish schedules and methods of performing the normal tasks of the operation in general, and the process of cleaning and sorting.
Sustain - Implement programs to sustain the gains through the involvement of all employees from every level.
Discussion – How often do we clean our work environment, and can it be improved.



DATE	Wednesday, 13/05/2026
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/ incident to discuss thoroughly, with examples.



DATE	Thursday, 14/05/2026
TOPIC	PROMOTING WORKPLACE HEALTH AND SAFETY


REASONS FOR PROMOTING WORKPLACE HEALTH AND SAFETY
 There are three basic drivers for good health and safety management are moral, legal, and financial reasons.

Moral Reason: It is morally right to ensure workers return home safe and healthy at the end of every working day. By protecting workers, employers reduce absences, ensuring a more efficient and productive workplace. Research shows that workers are more productive in workplaces that are committed to health and safety.

Legal Reason: Employers have an obligation to comply with legal and other requirements to sanctions and damages emanating from regulators and court action.

Financial Reason: Accidents and ill health result in various direct and indirect costs. Some of the costs can be insured against, and most cannot be insured. To prevent such financial losses and damage to the profitability of an organization, it is required to manage health and safety to avoid accidents and ill health.

Discussions: What are employees' roles in supporting the health & safety for moral reasons?



Document: HSE PRE-SHIFT INFORMATION TALKS						
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DATE	Friday, 15/05/2026
TOPIC	ARL INCIDENT REPORTING PROTOCOL

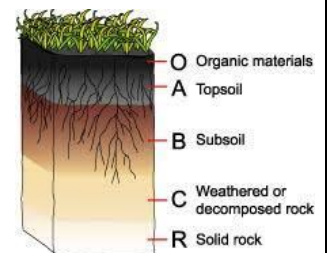
What to do when there is damage to property and or injury to personnel.

- Employees and contractors shall report all incidents that take place during work-related activities to their supervisors immediately.
- Supervisors shall, in turn, notify their managers or the Manager’s designates immediately on all incidents that take place during work-related activities.
- HOD’s or Managers shall report all incidents that take place during work-related activities to the SHSESG Department.
- The SHSESG Manager or his designate shall inform the General Manager immediately.
- Do not disturb any incident scene unless authorized to do so or the scene create danger to other persons.
- Where the incident involves a contractor employee or equipment, the Contractor Project Manager or his designate shall inform the Department Manager immediately.
- Where the incident is an emergency, report immediately to the **Security Control on Radio Channel 1 or mobile network 0544337142/ 0501316835.**



DATE	Saturday, 16/05/2026
TOPIC	TOPSOIL MANAGEMENT

Topsoil is the upper fertile layer of soil that contains nutrients and microorganisms needed for plant growth. Topsoil management is a key component of the reclamation tools required for the successful implementation of the rehabilitation and closure programs at ARL. Topsoil is a valuable resource and must be preserved for rehabilitation.



Importance of Topsoil

- 1. Supports successful Rehabilitation:** topsoil provides essential nutrients for plant growth, microbial communities that enhance soil structure, and native seed banks that promote natural vegetation recovery.
- 2. Reduces Rehabilitation costs:** when topsoil is preserved, less imported soil or compost is required, less inorganic fertilizer is applied, and plant growth rate is faster with high survival rates
- 3. Protects ecosystem biodiversity:** Topsoil stores native seeds, beneficial bacteria, and insects. These organisms help restore natural ecological balance after land disturbance
- 4. Ensures Regulatory Compliance:** Environmental regulations such as EPA reclamation requirements and Mining Regulations LI 2182 mandate Stripping, stockpiling, and reusing topsoil for progressive rehabilitation.

DATE	Sunday, 17/05/2026
TOPIC	FIRE TRIANGLE

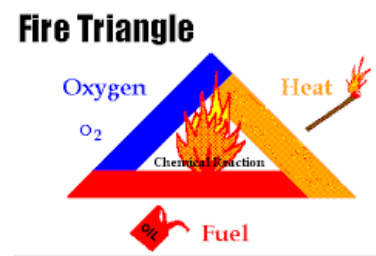
The fire triangle is a model illustrating the three essential elements needed for a fire to start and continue: fuel, heat, and oxygen. Removing any one of these components will extinguish the fire. Fuel is any combustible material; heat is the ignition source; and oxygen is the oxidizer, typically from the air.

Fuel - Any substance that can burn, including solids, liquids, and gases. Examples include wood, paper, fabric, flammable liquids, and gases.

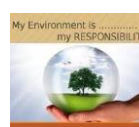
Heat - The ignition source is needed to raise the fuel to its flash point (the minimum temperature at which a liquid gives off enough vapor to ignite). Examples include a spark, an open flame, or a hot surface.

Oxygen - The oxidizer that allows combustion to occur.

Atmospheric oxygen is the most common source, but other oxygen-rich compounds can also support a fire.



Discussions: What are some of the ways to control fire in your work areas?



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