

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

PERIOD	18TH MAY 2026 – 24TH MAY 2026
DATE	Monday, 18/05/2026
TOPIC	MEDICAL EXAMINATIONS (REGULATION 512 OF L.I. 2182, 2012)

- (1) The manager of a mine or a holder of a small-scale mining licence shall ensure that
- (a) an employee of the mine does not undertake any work in the mine unless the fitness and health of that employee has been assessed as sufficient to enable that employee to carry out that work safely; and
 - (b) the fitness of each employee of the mine is assessed, on a regular basis, to determine whether the fitness and health of that employee is sufficient to enable that employee to continue to safely carry out work of the nature carried out by that employee.

Discussion: What must you do when not fit for Work?

DATE	Tuesday, 19/05/2026
TOPIC	ELECTRICAL SAFETY DURING THUNDERSTORMS – THE DANGER OF USING PHONES WHILE CHARGING

Case Study: On 11th May 2026, a 17-year-old final year student of Asanteman Senior high school was electrocuted while using his mobile phone during rainstorm. He was reportedly making a call with the device still connected to power when lightning strike. The surge is believed to have passed through the phone electrocuting him instantly.



Key Lessons

1. Lightning Can Cause Power Surges

- When the phone is charging, it is directly connected to mains electricity through the charger.
- If a surge occurs, the electrical current can pass through the charger into the phone and potentially to the user.
- During a thunderstorm, lightning can strike power lines or nearby electrical systems.
- This creates a sudden high-voltage surge that can travel through electrical wiring into chargers and connected devices.

2. Risk of Electric Shock or Burns

- Holding the phone to your ear while it is plugged in increases the chance of electric shock.
- In severe cases, surges can cause burns, fire, or damage to the phone battery and to the user.

Discussions: Have you witnessed a thunderstorm incident before? What happened?

DATE	Wednesday, 20/05/2026
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, 21/05/2026
TOPIC	SAFEGUARDING YOURSELF AND EQUIPMENT DURING THE RAINY SEASON

1. Monitor Weather Conditions Before and During Work

- Check daily weather forecasts before starting work.
- Stop outdoor work immediately when thunder is heard, or lightning is seen

2. Move to Safe Shelter Immediately

- Use enclosed buildings or fully covered vehicles as shelter.
- Avoid open fields, rooftops, scaffolds, and elevated areas.
- Do not shelter under trees or near metal structures.



3. Stop Using Electrical Equipment

- Disconnect and stop using powered tools, welding machines, and temporary electrical connections during storms.
- Avoid handling extension cords and damaged cables in wet conditions.

4. Wear Proper PPE for Rainy Conditions

- Use insulated boots and waterproof PPE where required.
- Ensure rain gear does not interfere with visibility or movement.

5. Stay Away from Waterlogged Areas

- Water increases the risk of electrocution.

Discuss: What other things can be done to safeguard yourself, your colleagues and equipment during the rainy season.

Document: HSE PRE-SHIFT INFORMATION TALKS						
Prepared By	HSE Dept.	Reviewed By	HSE Manager	Approved By	General Manager	Nex Rev Date
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DATE	Friday, 22/05/2026
TOPIC	REDUCING ENERGY WASTE AT WORK

Every day, we use electricity, fuel, machinery, lighting, compressors, generators, and vehicles to do our work. When energy is wasted, it increases operating costs, damages equipment faster, and contributes to environmental pollution.



Common Causes of Energy Waste on Site

Leaving lights on in unused areas, Running equipment when not in use, Air leaks from compressors and hoses, Poor maintenance of machinery, overloading electrical systems, Leaving chargers and appliances plugged in sockets.

1. Safe and Efficient Work Practices

Turn Off Equipment When Not in Use, shut down machines, lights, fans, and tools when idle, Avoid unnecessary generator operation, switch off office equipment after work, Turn off lights in empty rooms or storage areas.

2. Reduce Vehicle and Equipment Idling

Turn off engines during long waiting periods, Plan movements to reduce fuel use, Avoid excessive acceleration and speeding.

3. Practice Good Housekeeping

Keep ventilation areas clear, Store materials properly, Maintain clean workspaces for efficient operation.

Discuss: What energy waste have you noticed on site?

DATE	Saturday, 23/05/2026
TOPIC	UNSAFE ACTS AND BEHAVIOURS IN THE WORKPLACE

Unsafe acts and behaviours are among the leading causes of workplace incidents and injuries. Most incidents do not occur because work is being performed, but because tasks are carried out unsafely or without following established procedures and controls.



Examples of unsafe acts and behaviours include:

- Failure to use the required Personal Protective Equipment (PPE)
- Speeding or reckless driving
- Using mobile phones while operating equipment or driving
- Working without authorization or permits
- Operating defective equipment
- Failure to follow procedures or instructions,
- Taking shortcuts to save time.

Discuss: What can we do to eliminate unsafe act and behaviour at the Workplace?

DATE	Sunday, 24/05/2026
TOPIC	KNOW ABOUT MEDICAL EMERGENCIES

What Is a Medical Emergency?

A medical emergency is any sudden illness or injury that requires immediate attention to prevent serious harm or death. Examples Include: Severe bleeding, fainting or unconsciousness, heart attack, stroke, seizures breathing difficulties, burns, fractures, electric shock, heat stress.

Why Medical Emergency Preparedness Matters

- Saves lives
- Reduces severity of injuries
- Prevents panic
- Ensures quick professional treatment
- Protect workers and visitors Emergency Communication

Supervisor Responsibilities

Supervisors must:

- Remain calm and take charge of situation
- Report incidents promptly
- Arrange trained first aiders to provide initial assistance.

Discussion: How do you report emergencies on the Mine? What numbers do you call?



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