

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

<b>PERIOD</b>	<b>1<sup>ST</sup> – 7<sup>TH</sup> JUNE, 2026</b>
<b>DATE</b>	<b>Monday, 01/06/2026</b>
<b>TOPIC</b>	<b>WHY I WORK SAFELY</b>

Why I Work Safely is a proactive workplace safety initiative that empowers employees to evaluate tasks before starting, through to completion, and return home safely to their families and loved ones unharmed. Below are some reasons why I choose to work safely.

1. **Returning Home Unharmed** means working safely on the job without injury or physical limitations.
2. **Exercise Stop Work Authority** - Employees have the right to stop unsafe acts and conditions on the job.
3. **Safeguarding Coworkers**- Workplace safety is a team effort where employees' actions directly impact other coworkers and ensure that a shortcut does not accidentally harm colleagues.
4. **Setting a Positive Example** -When employees wear their protective gear and follow rules, they build a workplace culture where safety becomes the standard, and actions inspire less experienced workers to speak up and protect themselves from hazards.
5. **Avoid Legal Fines** - Violating safety regulations can lead to formal reprimands, suspension, or immediate termination. Working with safety guidelines keeps your employment record clean and protects you from personal legal liabilities.



Discussion: **What are other reasons why valuable employees must promote the work safe concept?**

<b>DATE</b>	<b>Tuesday, 02/06/2026</b>
<b>TOPIC</b>	<b>AVOID TAILGATING HEAVY DUTY EQUIPMENT</b>

ARL LVs, the Liebherr dump trucks, including on-site contractor equipment and delivery fleets, experience severe traction loss on wet surface roads and pose a high-severity threat to site safety. Specifically, restricts visibility when loaded trucks ascend the magazine ramp; this loss of friction severely compromises braking and steering control. All LVs must avoid tailgating heavy-duty trucks, which is a **NO-GO condition** during material haulage on the access road in compliance with site procedures and follow the mandatory distances. Here are some points to note



**Underride Collision Hazard:** Tailgating during sudden heavy truck braking forces smaller vehicles beneath the rear chassis, neutralizing vehicle safety features and resulting in catastrophic or fatal injuries.

**Regulatory fine /Production Downtime:** Accidents involving heavy machinery result in mandatory site-wide shutdowns for investigations, regulator fines, and halting production.

**Rollback Impact:** When heavy equipment ascends steep gradients, such as an onsite magazine ramp, loss of traction, engine stalls, can trigger immediate, sudden rollbacks. A tailgating vehicle will be crushed before the equipment operator can react or even see it.

**Blind Spot Collisions:** Tailgating operator's blind spot leaves you at risk of being run over during sudden reverses.

Discussion: What are the responsibilities of LV drivers when observed that trucks are accessing the magazine ramp?

<b>DATE</b>	<b>Wednesday, 03/06/2026</b>
<b>TOPIC</b>	<b>DEPARTMENTAL PROCEDURE DISCUSSION</b>

- 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.



<b>DATE</b>	<b>Thursday, 04/06/2026</b>
<b>TOPIC</b>	<b>MANAGING SEVERE WEATHER CONDITIONS</b>

**Scenario:** A welding crew worked on the jaw crusher lining during on and off rainy showers for prolonged hours. They went straight to a bar to drink heavily to warm up their bodies deep into the night after work. The next morning, one of the welders arrived at work exhausted and intoxicated. Due to impaired judgment and shaking hands, the employee dropped an active welding torch onto adjacent compressed gas cylinders, triggering an immediate explosion that inflicted severe burn injuries on the welder and two colleagues.



- Discussion:**
1. What is the risk perception, and what steps can workers adopt to manage the cold weather conditions without alcohol intake and the dangers associated?
  2. Can anyone share an experience on the same scenario and its consequences?

<b>Document:</b>						
<b>HSE PRE-SHIFT INFORMATION TALKS</b>						
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<b>DATE</b>	<b>Friday, 05/06/2026</b>
<b>TOPIC</b>	<b>MANAGING DUMP TRUCK OPERATIONAL RISKS IN RAINY SEASON</b>

Managing dump truck/ LV risks in wet weather requires strict adherence to reduced speed limits, and smooth control operations. Maintaining overall stability, especially on slippery surfaces and uneven haul/access roads, Below, high-risk conditions to be considered.

**Speed Reduction:** Reduce speed to match road conditions, while slower speeds dramatically shorten decrease stopping distances and allow operators to gain control if the truck/LV begins to slide.

**Road Shoulder Collapse:** Safety stoppers and road edges absorb water and become structurally weak. The extreme weight of a loaded haul truck driving too close to the road shoulder can cause the edge to collapse, leading to Equipment rollover.

**Washouts and Hidden Road Damage:** Heavy rain creates deep potholes and water pools that hide soft spots on the road. Crashing into these hidden hazards at speed can trigger a tyre blowout or a sudden, dangerous loss of steering control

**Discussions:** How can one manage safe distances and reaction time in wet conditions?



<b>DATE</b>	<b>Saturday, 06/06/2026</b>
<b>TOPIC</b>	<b>Work Attitude</b>

Refers to the feelings and behaviours an employee brings to the workplace. It can include how employees feel about their jobs, coworkers, and the company.

**What is the importance of attitude** - Our attitude determines how we react in difficult times, our ability to grow and to learn, our ability to overcome challenges, and create bonds with others.

**Components of Attitude**

There are three components of attitudes that influence employees' actions,

1. **The affective component of Attitude** involves feelings/emotions about an issue. For example, an employee may feel anxious about working at heights.
2. **The behavioural (or conative) component** reflects how attitudes influence actions or behaviours. For example, an employee consistently wears a safety harness when working at heights.
3. **The cognitive component** involves a person's belief/knowledge about an attitude. For example, an employee understands that not following work-at-height procedures increases the risk of injury.

Discuss: What positive mindsets can we adopt to help spot hazards and align our risk perceptions on dangers?



<b>DATE</b>	<b>Sunday, 07/06/2026</b>
<b>TOPIC</b>	<b>SAFE BUILDING EVACUATION</b>

Ensuring the safe evacuation of a building in a life-threatening situation requires a combination of proactive planning, communication, and swift action. These steps are critical to move all employees away from risk.

The Safe Evacuation Process

- **Decision to Evacuate:** The Emergency Coordinator or the first person at the scene assesses the situation based on life-threatening emergency protocols are followed to order an evacuation.
- **Warning/Alert:** An internal alarm system (audible alarms, mass notifications, etc.) is activated to alert all employees, and visitors of the need to leave the building to the nearest Assembly point.
- **Withdrawal:** Employees stop work, gather immediate personal valuables if safe (leaving large bags), close doors (but do not lock them to slow the spread of fire/smoke), and proceed to the nearest safe exit.
- **Shelter/Assembly:** Everyone moves at least 50 feet away from the building to a pre-determined, designated assembly point. This is where a roll call takes place.
- **Accountability & Return:** Emergency coordinator or supervisors account for all individuals at the assembly point and report any missing persons to first responders. Re-entry is strictly prohibited until authorized by the emergency response coordinator or respondent team lead.

**Discussion:** What are employees' responsibilities in the event of safe building evacuation

