

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

<b>PERIOD</b>	<b>15<sup>TH</sup> – 21<sup>ST</sup> JUNE, 2026</b>
<b>DATE</b>	<b>Monday, 15/06/2026</b>
<b>TOPIC</b>	<b>DUTY OF CARE (REF. REGULATION 550 OF L.I. 2182, 2012)</b>

Each person employed in a mine shall take **reasonable care to ensure** that the safety of that person and any other person employed in the mine is not adversely affected through an act of that person. This becomes legally binding to all employees on the mine and below is a scenario for group discussions and better understanding.

**Scenario on Duty of Care**

A maintenance crew was instructed to repair equipment during heavy rainfall.

The supervisor requested that the work be completed quickly to enable the team to attend to other pending tasks to avoid production delays. Consequently, despite encountering slippery surfaces and poor visibility, the workers continued their tasks without reviewing the required risk assessment.



**Group Discussions;**

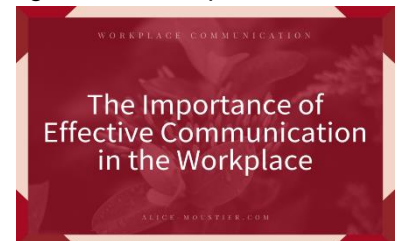
1. What duty of care responsibilities have been overlooked?
2. What hazards are present in this situation?
3. What actions should the supervisor take before allowing the work to continue?
4. What responsibilities do the workers have?
5. How could this situation be managed safely while minimizing operational impact?

<b>DATE</b>	<b>TUESDAY, 16/06/2026</b>
<b>TOPIC</b>	<b>EFFECTIVE COMMUNICATION ON THE JOB</b>

Inadequate communication remains one of the primary root causes of ARL incidents; this causal factor results in unsafe work practices, confusion, errors, reduced productivity, workplace conflicts, damages, downtime, and injuries. When critical mechanical hazards are not communicated clearly, employees make dangerous assumptions that can result in immediate physical harm, damages, production and financial losses.

**Scenario on Effective Communication**

A supervisor instructs employees to prioritize production, while the safety officer stops work; informed the supervisor for reasons until a risk assessment is completed. The employees were confused about which instruction to follow.



**Group Discussions;**

1. Why is consistent communication important?
2. How should conflicting instructions be resolved?
3. Who should provide communication clarity and why?

<b>DATE</b>	<b>Wednesday, 17/06/2026</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, 18/06/2026</b>
<b>TOPIC</b>	<b>SAFETY IS A VALUE, NOT A PRIORITY (REF. REGULATION 553 OF L.I. 2182, 2012)</b>

**Safety is a core value** means it is non-negotiable; any negligence, unsafe act, or failure to act safely resulting in an accident is a violation of the law and is liable on summary conviction of 500 penalty units or 3 years of imprisonment or to both. Treating safety as a priority rather than a core value invites employees to cut corners during difficult situations, which leads to injuries and damage.

**Scenario on Safety is a Value, Not a Priority**

An operator identified a loose handrail on an elevated platform that posed a fall risk and reported the issue to the supervisor. Since no one has been injured and maintenance resources are limited, the supervisor decides to postpone repairs until the next planned shutdown. Employees continue using the platform daily.



**Group Discussions;**

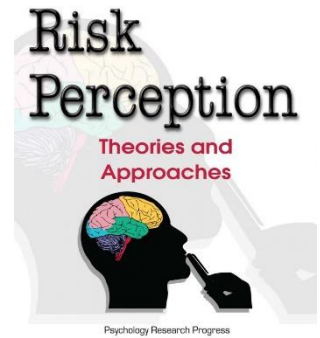
1. What are the potential consequences of delaying repairs?
2. What responsibilities do the supervisor and management have?
3. How might employees feel if reported hazards are not addressed promptly?
4. What actions should be taken immediately to manage the risk?

<b>Document:</b>						
<b>HSE PRE-SHIFT INFORMATION TALKS</b>						
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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<b>DATE</b>	<b>Friday, 19/06/2026</b>
<b>TOPIC</b>	<b>RISK PERCEPTION</b>

**Scenario on Risk Perception**

A team of technicians was tasked to lift a dump truck engine using an overhead crane, following a procedure that required equipment inspection, proper rigging, certified slings, and a trained banksman. To save time, they ignored these steps, skipped inspection, used an uncertified sling, failed to balance the load, and did not assign a banksman. During the lift, the sling snapped due to overloading and poor condition, causing the engine to fall. Two technicians were seriously injured, and nearby equipment was damaged. The investigation concluded that the incident was caused by failure to follow proper lifting procedures and a lack of supervision.



**Group Discussions;**

1. What unsafe actions led to the incident at the workshop?
2. Identify at least three lifting procedures that were not followed.
3. Why is it important to inspect lifting equipment before use?

<b>DATE</b>	<b>Saturday, 20/06/2026</b>
<b>TOPIC</b>	<b>THE THREE CORE PRINCIPLES OF WASTE MANAGEMENT HIERARCHY</b>

The three principles of waste management are commonly known as the 3 Rs: Reduce, Reuse, and Recycle, which form the waste management hierarchy. By applying these principles, organizations conserve natural resources, lower operational costs, and uphold their statutory duty of care to protect the surrounding environment.

**Scenario on Waste Management**

A functional pump has a minor fault that could be repaired, but the team decides to replace it entirely because it's faster, easier, and can have the time to attend to other pending jobs.



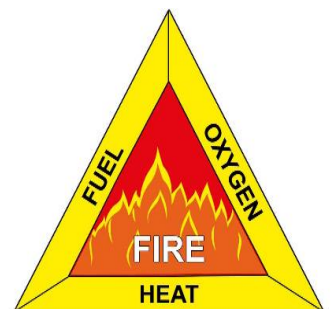
**Group Discussions;**

1. Which waste management principle is being overlooked?
2. What should be considered before deciding to replace the equipment?
3. How does repair support sustainability and cost savings?

<b>DATE</b>	<b>Sunday, 21/06/2026</b>
<b>TOPIC</b>	<b>FIRE SAFETY PRECAUTIONS ON THE MINE</b>

Some Fire Safety Precautionary measures include;

- All electrical systems, including temporary supplies, must only be installed by a competent electrician and must be regularly maintained.
- High-intensity lights should not be covered or placed near combustible material. They must be securely fixed to prevent them from falling over.
- Smoking is prohibited on the mine and it's a high risk.
- Keep firefighting equipment where it is easy to find and accessible.
- Ensure escape routes are clear.
- Take care to prevent vapours from flammable liquids, such as solvents, from meeting heat or flames. (Store flammable liquids in appropriate and approved containers)
- Report any damage to fire detection, warning or firefighting equipment.



**Scenario on emergency response**

A dump truck operator notices smoke coming from the engine while hauling ore to the Sanu stockpile.

**Group Discussions;**

- What is the operator's immediate action?
- How do they safely deploy the onboard suppression system?
- What communication steps must occur?



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