

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

<b>PERIOD</b>	<b>6<sup>TH</sup> – 12<sup>TH</sup> JULY 2026</b>
<b>DATE</b>	<b>Monday, 06/07/2026</b>
<b>TOPIC</b>	<b>REG 15-OBSTRUCTION OF INSPECTORS</b>

(1) A person who

(a) willfully obstructs or hinders, or

(b) fails to obey an order lawfully made in the course of duty by an inspector or a person authorized under regulation 14 is liable in the first instance to pay to the Commission, a penalty of not more than ten thousand United States dollars and for any subsequent offence, to a further penalty of five thousand United State dollars,



**Discuss: Why is it important to comply with instructions issued by Mines Inspectors and authorized officers during inspections or investigations?**

<b>DATE</b>	<b>Tuesday, 07/07/2026</b>
<b>TOPIC</b>	<b>BEHAVIORAL SAFETY – HOW DOES AN ACCIDENT AFFECT ME?</b>

Accidents result from unsafe acts or unsafe conditions. Unsafe acts typically account for 80% of all accidents.

**How do accidents directly affect me?**

**Death** - The ultimate unwanted result. Where does this leave my loved ones?

**Pain & Suffering** - An obvious detriment that no one desires.

**Disability** - A life-changing experience. Now I am not able to do what I used to do.

**My Co-Worker's Safety** - Perhaps my co-worker and I have been working together for some time now. Chances are that I may spend as much time with my co-workers as I do with my own family. Thus, I obviously do not want something bad to happen to them. Watch out for their safety too.



**Discuss: How do you ensure that accidents are eliminated or reduced at the workplaces?**

<b>DATE</b>	<b>Wednesday, 08/07/2026</b>
<b>TOPIC</b>	<b>DEPARTMENTAL PROCEDURE DISCUSSION</b>

- Supervisors are to select a procedure to be discussed and report to HSE Dept as part of your leading indicator targets.

**Discussion: Supervisors must select one procedure to be discussed thoroughly it.**



<b>DATE</b>	<b>Thursday, 09/07/2026</b>
<b>TOPIC</b>	<b>PREVENTING ELECTRICAL FIRES: STAY CALM, STAY SAFE</b>

Electrical fires can result in serious injuries, equipment damage, production downtime, and fatalities. Most electrical fires are preventable through proper maintenance, safe work practices, and regular inspections.

**Common Causes of Electrical Fires**

Overloaded electrical circuits and power outlets, Damaged or frayed electrical cords and cables, Faulty electrical equipment or wiring, poorly maintained electrical installations, Loose electrical connections, Improper use of extension cords.



**How to prevent Electrical Fires**

- Inspect electrical equipment** regularly for damaged cables, plugs, sockets, and tools before use.
- Avoid overloading electrical circuits** by using outlets within their rated capacity.
- Maintain good housekeeping** by keeping combustible materials away from electrical equipment.
- Report electrical hazards immediately**, including damaged wiring, overheating, burning smells, sparks, or frequent circuit breaker trips.

**Discussion: What are the most common causes of electrical fires in our workplace?**

Document: <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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**DATE** **Friday, 10/07/2026**

**HOW TO PREVENT ELECTRICAL FIRES**

- 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** **Saturday, 11/07/2026**

**TOPIC** **HOW TO USE A PORTABLE FIRE EXTINGUISHER**

Portable fire extinguishers are vital for controlling small fires before they become major incidents. Knowing how to use one properly can save lives, prevent injuries, and reduce property damage.

- ✓ **Know your extinguisher type** – Make sure it is suitable for the type of fire (e.g., electrical, flammable liquids, ordinary combustibles).
- 📱 **Use the PASS method** when operating a fire extinguisher:
  1. **P – Pull** the safety pin from the handle.
  2. **A – Aim** the nozzle at the base of the fire (not the flames).
  3. **S – Squeeze** the handle to release the extinguishing agent.
  4. **S – Sweep** the nozzle side to side at the base of the fire until it is out.
- 🚪 **Keep an escape route behind you.** Never let the fire block your exit.
- 🕒 **Act quickly, but don't take risks.** If the fire grows or you feel unsafe, evacuate immediately.
  5. **Call Radio Channel 1 or 0544337142/0501316835/0544340150/0544341880 in case of an Emergency.**



**Discuss: Do you know the correct type of fire extinguisher to use for different classes of fire?**

**DATE** **Sunday, 12/07/2026**

**TOPIC** **DUTY OF CARE**

**Duty of Care**  
**Duty of care** means that everyone at the mine has a responsibility to work safely, follow procedures, and take reasonable steps to protect themselves, their co-workers, company property, and the environment.

- Why is Duty of Care Important?**
- **Protects people** by preventing injuries and occupational illnesses.
  - **Reduces accidents** through safe work practices and hazard control.
  - **Promotes a positive safety culture** where everyone takes responsibility for safety.
  - **Protects company assets, the environment, and the company's reputation.**



**Discuss: Why should the safety of your co-worker be a concern to you?**



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