

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

PERIOD	13 TH - 19 TH JULY 2026
DATE	Monday, 13/07/2026
TOPIC	OBEDIENCE TO ORDERS AND INSTRUCTIONS (REF. REG. 552 OF L.I. 2182, 2012)

A person who fails to obey

(a) an order given in accordance with a requirement under these Regulations by a person lawfully authorized to give the orders; or

(b) An instruction which is in the interest of safety or discipline, approved by the Chief Inspector of Mines in writing, and posted or caused to be posted by the Manager or holder at any place in the mine:

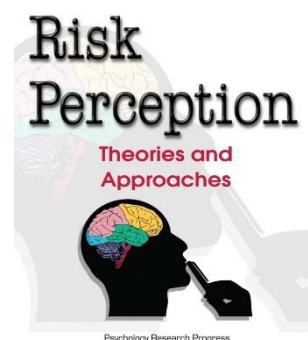
Commits an offense and is liable on summary conviction to a fine of not more than five hundred penalty units or a term of imprisonment of not more than three years or to both.



Let's discuss: How do you take it if your child or someone that you are taking care of disobeys you?

DATE	Tuesday, 14/07/2026
TOPIC	RISK PERCEPTION

A team of technicians was tasked with lifting a heavy 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 broke 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 lack of supervision.



Discussion:

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?

DATE	Wednesday, 15/07/2026
TOPIC	Departmental Procedure Discussion

- Select one operational procedure to be discussed.
- Inform the team on the importance of Procedural discussions



Discussions: Supervisors must select one procedure to be discussed thoroughly with some examples.

DATE	Thursday, 16/07/2026
TOPIC	I WILL BE BACK HOME

One of the most common phrases we say when leaving home for work is: **"I will be back home."** This simple statement is more than just a phrase—it is a commitment. It reminds us of our responsibility to work safely and take care of ourselves and those around us. The promise is fulfilled only when we return home safely at the end of the day.

Our Responsibilities

To ensure we return home safely, we must:

- Take reasonable care of our health and safety and that of our colleagues.
- Identify and report hazards immediately.
- Take five minutes to assess risks before starting any task.
- Follow all procedures and safe work practices.
- Wear the required PPE at all times.
- Never interfere with or misuse safety equipment or devices.
- Report all injuries, incidents, and near misses promptly.



Discussion: How does your work today affect your ability to keep the promise, "I will be back home"?

Document: HSE PRE-SHIFT INFORMATION TALKS						
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, 17/07/2026
TOPIC	MANAGING FATIGUE AT THE WORKPLACE

Personal Responsibility: Everyone is responsible for ensuring they get adequate rest between shifts. Personal activities after work should not result in fatigue that could impair workplace performance or safety.

Adequate Rest: Aim for at least 8 hours of quality sleep before reporting for your next shift.

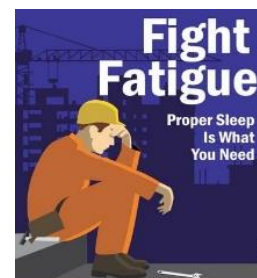
Balanced Nutrition: Eat light, frequent meals. Avoid heavy or fatty foods, especially at night, as they can contribute to sluggishness and disrupt restful sleep.

Reporting Lack of Rest: If, for any reason, you have not been able to rest sufficiently after a shift, you must promptly inform your supervisor or Manager.

Never Compromise Safety: Under no circumstances should anyone place themselves or others at risk by working while fatigued.

Avoid Unsafe Coping Methods: Do not rely on caffeine, stimulants, opening vehicle windows, or loud music to counteract fatigue. These are temporary measures that do not address the underlying risk.

Discuss: What ways can employees and supervisors assess fatigue at work?



DATE	Saturday, 18/07/2026
	YOU HAVE A RESPONSIBILITY

Waste reduction is anything that reduces waste by using less material in the first place. Waste causes pollution to contribute to climate change and squanders more money, energy, and natural resources than most of us realize.

Buy only what you need: Minimize consumption by being a mindful shopper.

Avoid single-use items: Say no to unnecessary packaging and opt for reusable items like water bottles, bags, and coffee mugs.

Prevent waste at the source: Look for products with less packaging or buy in bulk to reduce individual waste.

Use both sides of paper: This simple action reduces paper waste significantly.

Benefits of Reducing Waste - Saves energy. Reduces greenhouse gas emissions that contribute to global climate change. Helps sustain the environment for future generations. Reduces the amount of waste that will need to be recycled or sent to landfills and incinerators

Discuss the above-mentioned points to improve our waste management system



DATE	Sunday, 19/07/2026
TOPIC	PREVENTING INDUSTRIAL FIRES: STAY ALERT, STAY SAFE”

Industrial fires are a major cause of workplace incidents, often leading to injury, damage, or even loss of life. Fire prevention starts with each of us.

Points to reduce fire risks on site:

- Inspect and report electrical issues.
 - Look out for frayed wires, and overloaded outlets.
 - Don't attempt to undertake repairs yourself if untrained.
 - Store and handle flammable liquids safely. Use approved containers, avoid heat sources, and clean spills immediately.
 - Control compressed gas risks. Keep cylinders cool and shut off gas before extinguishing flames.
 - Follow hot work procedures. Use fire-resistant PPE, obey hot work permits, and keep fire equipment nearby.
 - Keep the workplace clean. Dispose of oily rags properly and keep exits and fire equipment areas clear.
 - Smoke only in designated areas. Properly ashtrays and follow posted no-smoking rules.
 - Report anything unusual immediately.
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- A photograph showing two firefighters in full protective gear, including helmets and reflective stripes, standing in front of a large, intense fire. The fire is bright orange and yellow, with thick black smoke rising from it. The firefighters are positioned on the left and right sides of the frame, facing the fire. The background is dark, suggesting an industrial or outdoor setting at night or in low light.



Discussions: What are some possible unsafe acts or conditions that can cause workplace fires



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