

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

PERIOD	20TH – 26TH JULY 2026
DATE	Monday, 20/07/2026
TOPIC	DAMAGE TO SAFETY EQUIPMENT (REF. REGULATION 551 OF L.I. 2182, 2012)

Purpose: To ensure safety devices/ systems remain in place and risks are assessed before changes are made.

1. A person shall not, without the consent of the mine manager or the holder of the license to the mine, damage, alter, remove, or in any way render useless equipment or an arrangement that has been provided for the protection of the mine or the safety of workmen.
2. A person who contravenes sub-regulation (1) commits an offense and is liable on summary conviction to a fine of not more than one thousand penalty units or a term of imprisonment of not more than five years or both.

Note that:

- Locks, blanks, seatbelts, critical alarms, equipment safeguards, etc. are in place for your protection.
- Never tamper with, cut, or remove critical safety equipment unless you have appropriate authorization to perform a specific task and adequate controls are in place.

Ask yourself: If I adjust this equipment, is my safety or the safety of others compromised?

Discussion: If, for any reason, safety equipment is distracting you from your work, what will you do?



DATE	Tuesday, 21/07/2026
TOPIC	FIRST AID BOX – IMPORTANCE AND USE

Why is it Important:

- ❖ Quick access to first aid can reduce the severity of injuries and even save a life.
- ❖ It shows commitment to employees' safety and legal compliance.

Who can use it? A trained, certified, and authorized first aider



Rules for Use

- Use only when needed. Do not misuse supplies.
- Report every use to your supervisor so the box can be restuffed.
- Do not remove items for personal use, and wear gloves when treating open wounds.

Your Responsibility: Familiarize yourself with the locations, verify that the box is sealed, clean, and stocked, and report any missing or expired items. Always keep the box accessible and unobstructed.

Discuss: Where is the nearest first aid box located in your working areas?

DATE	Wednesday, 22/07/2026
TOPIC	DEPARTMENTAL PROCEDURE DISCUSSION

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

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



DATE	Thursday, 23/07/2026
TOPIC	PSYCHOSOCIAL HAZARDS

The six types of hazards are: Psychosocial, Biological, Chemical, Physical, Ergonomic, Unsafe Conditions

Psychosocial hazards are factors that can lead to an increased the risk of work-related stress and can lead to an employee's mental health or well-being.

Example of psychosocial hazards might include poor supervisor support or high job demands, sexual harassment, victimization, stress, and workplace violence.

What are psychosocial hazard risk factors to our health?

Psychosocial risk factors may affect workers' psychological responses to their work and workplace conditions, such as high workloads, tight deadlines, and Lack of task support, lack of control over the work and working processes.

Discussion - How can we prevent psychosocial hazards in the workplace?



Document: HSE PRE-SHIFT INFORMATION TALKS						
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DATE	Friday, 24/07/2026
TOPIC	KNOW YOUR EMERGENCY ASSEMBLY OR MUSTER POINT ON SITE

If you encounter fire, hazardous materials, pit wall failure, pit flooding, or any other emergencies:

You should evacuate yourself and warn nearby personnel immediately. If safe, activate alarms and notify your supervisor or emergency contacts.

- When an emergency evacuation is declared (e.g. alarm, radio notification by a first responder), stop all equipment and leave your work area safely.
- Follow evacuation routes to the nearest designated assembly point (muster point).



Muster points are clearly labelled, well-lit, free of obstructions/hazards.

Example of muster point locations on site: SRD Office Car Park, Plant Site Clinic Car Park, Plant Site behind, Administration Blocks, Plant Site beside Helipad, Processing Plant Diesel Storage Area, Processing Plant Mill Area.

Discussion: Why do we have an assembly or muster point? Why must we go there?

DATE	Saturday, 25/07/2026
TOPIC	THE THREE KEY ELEMENTS OF SUCCESSFUL TEAMBUILDING

The three key elements to successful teamwork focus on common goals with a collective responsibility to succeed.

1. Trust among team members - Building trust takes time among teams, and it is the responsibility of the team leader to focus first on **building trust**, that is, getting team members to open up. In some cases, the leader may have to take responsibility for building trust or change the team to achieve the necessary level of trust for team success.



2. Effective Leadership - Participative leadership is one of the most effective leadership styles for team building. Leaders offer guidance to all members of the team to ensure they are fulfilling their roles. Effective team leaders ensure that team morale remains high and that workers are motivated to perform well.

3. Communication - Effective communication builds trust, clarity, and loyalty. It allows members on the team to conduct risk assessments to identify deviations that may affect their work. It develops trust, builds camaraderie among the team members, boosts morale, and helps employees stay engaged in the workplace.

Discussions: What are some additional elements that can build a successful team and why?

DATE	Sunday, 26/07/2026
TOPIC	EMPLOYEE'S RIGHT TO SAY NO TO UNSAFE ACT OR CONDITION (LI 2182, REGULATION 553)

Purpose: To ensure that one does not end up injuring him/herself, cause property damage, and/or cause harm to a colleague through an unsafe act.

A person who negligently or willfully:

- (a) Does an act which is likely to endanger the safety of the mine or the safety or health of a person in a mine, or
- (b) Omits to do at a mine a necessary act which secures the safety of the mine or the safety or health of persons in the mine, commits an offense.



What to do after observing an Unsafe act/Condition. – Report all unsafe acts / Conditions observed to your immediate supervisor.

If you can fix it, do so and report back. In the case an employee is compelled to do an unsafe work, the Employee has the right to respectfully say **NO** to the Instructions and inform the HOD and HSE department for clarification.

Let's risk-assess the task first!!

Discussion: What will you do if your supervisor insists you take a shortcut to complete a task on time?



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