

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

PERIOD	3 RD – 9 TH AUGUST 2026
DATE	Monday, 03/08/2026
TOPIC	NO INTERFERENCE WITH MACHINERY (REGULATION 294 OF L.I. 2182, 2012)

(1) A person shall not enter a place in a mine where machinery and electrical apparatus are installed unless that person is authorized to do so.

(2) The manager of a mine shall post notices at places in the mine where machinery and electrical appliances are installed, specifying that those places are prohibited to unauthorized persons.

(3) A person shall not tamper with or otherwise interfere with machinery, which is installed or being installed in the mine, unless that person is authorized to do so.



Discussions: What are some of the unsafe act observations & their interventions at the equipment workstations?

DATE	Tuesday, 04/08/2026
TOPIC	WORKPLACE HSE AUDIT

Workplace HSE Audit is a systematic process of assessing and examining an organization's health, safety, and environmental policies, procedures, documentation, and workplace practices. It is designed to identify potential risks and non-compliance with HSE regulations, helping the organization to take corrective actions.

What are some Challenges of HSE Audits

- Planning/Preparation – This can lead to confusion and bias in the audit.
- Data collection – Poor data to support the audit findings can compromise the validity and credibility of the audit.
- Follow-up – This can result in confusion, resistance to change & accountability.



What are some benefits of HSE Audits

- Enhance HSE culture - helps employees to work without any risks or accidents
- Enhances Organizational Reputation - can improve business reputation among the interested parties
- Cost Effectiveness - leads to cost-effectiveness by reducing the likelihood of injury claims and legal liabilities.
- Compliance Assurance - helps reduce legal fines, financial penalties & damage to the company's reputation

Discussions: Any experience on HSE Audits and how can we support the Auditing team?

DATE	Wednesday, 05/08/2026
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.



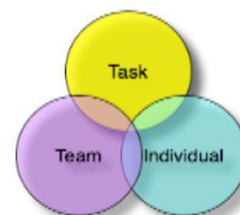
Discussion: Supervisors must select one procedure to be discussed thoroughly.

DATE	Thursday, 06/08/2026
TOPIC	ACTION CENTERED LEADERSHIP

Action-centred Leadership (ACL) helps monitor and lead teams more effectively. This keeps the three key areas of leadership responsibilities (**Task, Team and Individual**) as people expect their leaders to help them achieve the common task, build the teamwork and respond to individuals' needs.

1. The **Task** determines the team's vision, aims, purpose, and key people, resources, tools, processes, and systems required to achieve the task.
2. For the **Team** to operate efficiently, there is a need for the leader to actively promote and retain group cohesiveness, ensuring that the values and priorities remain in unity.
3. The **individual** needs are made of physical needs (e.g. a conducive workspace) and psychological needs (e.g. a sense of purpose and recognition).

Failure to meet the individual needs of team members will disrupt the team's cohesiveness and impair overall performance.



Discussions: What are some leadership commitments to achieve the 3 key areas of responsibilities?

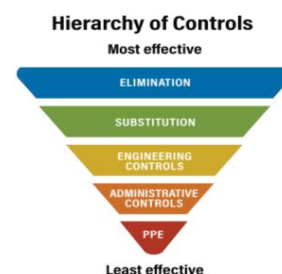
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Prepared By	HSE Dept.	Reviewed By	HSE Manager	Approved By	General Manager	Nex Rev Date
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DATE	Friday, 07/08/2026
TOPIC	THE WORKPLACE CONTROL MEASURES

Workplace Control measures are steps adopted to reduce or lessen the risks that come with hazards. They are an essential component of risk management, guaranteeing safety in other work environments, including manufacturing, Marine, construction, and Mining.

Hierarchy of Control

1. **Elimination** - This is to take the hazard out of the task completely.
2. **Substitution** - Replacing the risk with a less dangerous option
3. **Engineering** - Separating workers from the hazard by distance or the use of barriers.
4. **Administrative** - Modifying work practices and procedures, such as scheduling and training
5. **PPE** - Is used as a last line of defense to protect individuals from exposure to harmful elements.



Discussions: What are the steps to consider before undertaking an assigned task?

DATE	Saturday, 08/08/2026
TOPIC	EMERGENCY PREPAREDNESS AND RESPONSE TO FIRES

Effective fire response requires activating alarms, evacuating safely, and calling emergency services. 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.

The following actions are key to reducing fire risks and keeping everyone safe on site:

- Inspect and report electrical issues. Look out for frayed wires, faulty tools, and overloaded outlets. Don't attempt to make repairs yourself.
 - 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, follow hot work permit procedures, 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. Use proper ashtrays and follow posted no-smoking rules.
 - Stay alert to burning and suspicious activity. Report anything unusual immediately
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Discussions: Can anyone share with the team a fire incident that escalated beyond control?

DATE	Sunday, 09/08/2026
TOPIC	WATER MANAGEMENT

Workplace water management refers to the strategies and practices adopted to utilize water consumption on site. This involves monitoring, controlling, and conserving water resources to minimize waste and reduce operational costs.

Some water management Objectives

- Prevent unauthorized releases of mine-affected water.
 - Prevent long-term, water-related closure liabilities
 - Provide adequate water supplies to maintain and support operations.
 - Manage the quantity of surface water and groundwater within and around the mine site.
 - Ensure all relevant statutory requirements and ARL Policies and Standards are met.
 - Maintain the beneficial uses and environmental values of the downstream, groundwater and surface water systems.
 - Establish a monitoring, review and reporting program that identifies potential surface water.
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Discussions: What are some employees' responsibilities to management regarding water on site?



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