

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

PERIOD	7 TH - 13 TH SEPTEMBER 2026
DATE	Monday, 07/09/2026
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.

Discussion: How do we ensure our daily tasks align with safe work instructions?



DATE	Tuesday, 08/09/2026
TOPIC	I WILL BE BACK HOME

One of the most common phrases we use when leaving home for work: **"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.

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 performance inspire your ability to keep the promise, "I will be back home"



DATE	Wednesday, 09/09/2026
TOPIC	DEPARTMENTAL PROCEDURE/ INCIDENT DISCUSSION

- 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/ incident to discuss thoroughly, with examples.



DATE	Thursday, 10/09/2026
TOPIC	INDIVIDUAL FACTORS THAT AFFECT HEALTH & SAFETY – ATTITUDE

- Attitude may be defined as 'the tendency to respond in a particular way to a certain situation'
- An individual's attitudes will influence the way in which situations are viewed by them and will create a response or pattern of behaviour.
- Individuals may develop attitudes about working safely, which can be formed over a long period of time and through interaction with other people and their attitudes

Attitudes Towards Safety in the Workplace:

- Employees may **develop specific attitudes about workplace safety** over time.
- These attitudes are influenced by **personal experiences, workplace culture, and interactions with others.**
- A strong safety culture can help reinforce **positive attitudes toward safe working practices.**
- Negative attitudes, if left unchecked, may result in **unsafe behaviours, non-compliance, and increased workplace risks.**

Discuss negative attitudes that can contribute to workplace accidents and how to prevent them?



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DATE	Friday, 11/09/2026
TOPIC	ACCIDENT CAUSAL PHENOMENON

It is estimated that **88%** of accidents occurrence are due to human failure.

- **Unsafe acts** are actions taken by employees that violate workplace safety procedures.
 - Examples include failing to wear personal protective equipment or misusing equipment.
 - Unsafe acts can be intentional or unintentional.
 - Most unsafe acts are attributable to **human errors** and **violations**.
 - A **human error** is an action or decision that was not intended, which involved a deviation from an accepted standard, and which led to an undesirable outcome.
 - A **violation** is a deliberate deviation from a rule or procedure.
 - Prevention of human failure is an important part of an incident and ill-health prevention at ARL.
 - The effects of several human factors may combine, causing individuals to fail to comply with health and safety rules or procedures and leading to them having poor health and safety behaviour.
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- A 3D illustration of a white, stylized human figure sitting on the ground, leaning against a large red block. The block has the word 'ERROR' written on it in white capital letters. The figure is looking down at the block with a distressed expression.



Discussion: Discuss practical examples of human error and violations at your workplace

DATE	Saturday, 12/09/2026
TOPIC	THE THREE R'S IN WASTE MANAGEMENT

- 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
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Discuss: How can we reduce waste as part of ARL's operations?

DATE	Sunday, 13/09/2026
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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Discussions: What are some possible unsafe acts or conditions that can cause workplace fires



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