

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

PERIOD	14 TH – 20 TH SEPTEMBER, 2026
DATE	Monday, 14/09/2026
TOPIC	MANAGEMENT APPRECIATION-ANNUAL MINE AUDIT

On behalf of the Management, we would like to take a moment to sincerely thank all employees for the selfless dedication, hard work, and commitment throughout the preparation for and conduct of the just-ended Annual Mine Audit by the Minerals Commission.

Your unwavering commitment to maintaining our safety standards and ensuring compliance has not gone unnoticed, and we are truly grateful for your efforts.

The audit closeout highlighted several positive field observations, demonstrating significant improvement and collective achievement of us all.



We Say **Ayekooo!!!!**

Discussion: What do we need to do to sustain good housekeeping and proper documentation?

DATE	Tuesday, 15/09/2026
TOPIC	TAKE 5 RISK ASSESSMENT ON THE MINE

Take 5 is a process that helps to identify hazards before starting a task or job. It is important to identify potential hazards you may encounter while undertaking any work activity.

BEFORE WE START ANY TASK – STOP AND THINK

- 1. Stop** – Observe the work area and surroundings for any possible hazards.
- 2. Think** – Consider the sequence of steps involved in carrying out the task from start to finish.
- 3. Identify** – Identify the hazards associated with the task, including any present in the immediate surroundings and hazards generated by the task.
- 4. Plan** – Put control measures in place, but don't start if the work area is unsafe. Report to your supervisor to review the risk assessment.
- 5. Proceed** – Once all control measures have been implemented, commence the task.



Discussions: What is the importance of undertaking “Take 5” in all assigned tasks?

DATE	Wednesday, 16/09/2026
TOPIC	DEPARTMENTAL PROCEDURE DISCUSSION

Select one operational procedure or previous incident to be discussed.

Inform the team of the importance of Procedural/ Incident discussions.

Discussions: Supervisors must select one procedure to discuss with examples.

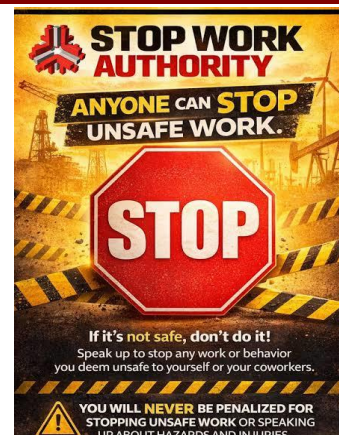


DATE	Thursday, 17/09/2026
TOPIC	STOP UNSAFE WORK

Individual actions continue to be a major factor contributing to workplace incidents on the mine. It is estimated that 80% of work-related incidents are a result of unsafe acts (Human behaviour that, if not corrected, could lead to unwanted consequences). Most of the Incidents recorded on the mine could have been avoided if safety procedures and protocols had been followed. Always ask yourself:

- Am I following the right procedures for each task I am assigned?
- How do I respond when a colleague acts unsafely? Do I speak up?
- Have I completed a risk assessment (Take 5 or JSA) before starting work?
- Am I using the right tools and equipment for the job?
- Am I properly trained and authorized for the task I am performing?

Discussion – How do you determine if a job is not safe to do or perform?



Document: HSE PRE-SHIFT INFORMATION TALKS						
Prepared By	HSE Dept.	Reviewed By	HSE Manager	Approved By	General Manager	Nex Rev Date
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DATE	Friday, 18/09/2026
TOPIC	THE FIVE STEPS TO IMPROVE SAFETY PERFORMANCE

- 1. Identify Hazards** (Before starting work)
 - Think about the tasks you will perform and identify what could go wrong.
 - Inspect your work area and workstation at the beginning of every shift.
 - Report any unsafe conditions before work begins.
- 2. Plan ahead** (Before starting a job)
 - The PPE, equipment, and materials required.
 - The specific tasks you will perform.
 - Applicable safety procedures and work instructions.
 - What to do in the event of an emergency.
- 3. Stay Alert** (Working safely requires your full attention)
 - Focus on the task at hand.
 - Avoid distractions such as mobile phones or unnecessary conversations.
 - Stop working if you become tired, distracted, or notice unsafe conditions.
- 4. Ask Questions**
 - Ask your supervisor if you are unsure about a task or safety rule.
 - Speak up if something doesn't seem safe.
- 5. Report Near Misses**
 - **Report all near misses immediately**
 - Reporting them helps prevent future accidents.



Discussion: Identify one hazard in your area and how it can be controlled.

DATE	Saturday, 19/09/2026
TOPIC	OIL SPILL AND CLEAN UP

- A spill clean-up kit should be available at workplaces where there is a likelihood of oil spills.
 - Employees working with hydrocarbons must first provide secondary containment before undertaking the task.
 - In the event of an oil spill in a service area, the individual responsible for the spill or who detects it, shall carry out the following steps:
 1. The leak shall be isolated, and the spillage controlled.
 2. The flow of the oil to surface drainage channels shall be prevented.
 3. A sump or bunding shall be installed as required (containment).
 4. Any oil spillage shall be cleaned up with a hydrocarbon absorber.
 5. Spent absorbent material shall be disposed of appropriately at the land farm under the supervision of HSE Personnel. Remove oil-contaminated soil (not simply cover it with clean material) for disposal at the Nzema Gold Mine land farm.
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Discussions: What are some of the basic clean-up kits we always need to take along?

DATE	Sunday, 20/09/2026
TOPIC	REPORTING WORKPLACE EMERGENCIES

Why It Matters

Quick and accurate reporting can save lives, reduce damage, and ensure a faster emergency response.

What You Should Do

- Stay calm and assess the situation.
- Raise the alarm immediately. Call Radio **Channel 01** or call **0544337142**
- Notify your supervisor or the Emergency Response Team (ERT).
- Provide clear information: **What happened? Where did it happen? Are there any injuries?**
- Do not put yourself at risk; only assist if it is safe to do so.
- Proceed to the designated safe point if instructed to evacuate.



Discussion: If you witnessed an emergency in your work area, what are the first three actions you would take?



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