**7.4 COMMUNICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHAT** | **Int / Ext** | **WHEN** | **WHOM** | **HOW** |
|  |  |  |  |  |
| OHSMS - Titan Drilling | Int |  | \* Current Employees | Done duration safety talk |
|  | Int | Start of employment | \* New Employees | During induction |
| HSE Policy | Int | Employment | \* Employees | \* Induction \* Notice Board |
|  | Ext | Start of contract | \* Contractors | \* Induction |
|  |  | Start of contract | \* Suppliers | \* Emailed |
| Company Standards | Int | Employment | \* Employees | \* Safety Talk \* Induction \* Training Register sign off |
|  | Ext | Start of contract | \* Contractors | \* Induction |
| Induction | Int | Start of employment | \* Employees | \* Presentation \* Attendance records |
|  | Ext | Start of contract | \* Contractors | \* Presentation \* Attendance records |
| Objectives | Int | Yearly. | \* Employees | \* Notice board \* Presentation \* SHE Meetings |
| Incident Reporting | Int | After an occurrence | \* Employees \* Senior management | \* Presentation \* safety talks \* Radio communication  \* E-mails |
| Incident Reporting | Ext | After an occurrence | \* Contractors | \* Email |
| Hazards | Int | Monthly submission | \* Employees | \* Site \* Data base \* SHE rep meeting (stats) |
|  | Ext | Weekly submission | \* Supplier | \* Data base |
| Safety Talks | Int | Daily | \* Employees \* Senior management  \* Employees | \* Before shift \* Participation of each employee  \* SMS |
|  | Ext | Daily | \* Employees | \* Before shift |
| Audit / Inspection Feedback | Int | Still Pending | \* Employees | \* Safety department  \* SHE reps meetings |
| Management Review | Int | Topics required will be discussed through-out the year | \* Senior management \* Employees | \* Online Meetings  \* SHE Meetings |
| Emergency Response | Int | Emergency situation | \* Authorized personal | \* Email \* Telephonically |
|  | Ext | Yearly | \* Contractors |  |
| Emergency Situation (lightning) | Int | Rainy Season | \* Employees \* Contractors | \* Alert from the mine \* Siren |
|  | Ext | Rainy Season | \* Suppliers | \* Alert from the mine \* Siren |
| Blasting | Int | As required by client | \* Senior management \* Employees | \* safety talk \* radio communication \* Siren |
| Government Departments | Ext | Access to legal information | \* Quarterly | \*Meeting \* Telephone \* Emails |
|  |  |  |  |  |
| SHE Rep Meetings | Int | Monthly | All Employees | \* Emails  \* safety talks |