Henderson Monthly Contractor Health, Safety & Environmental  
Meeting Expectations

The Monthly Contractor H&S Meeting will serve as the primary communication between Henderson and all contractors to discuss all things involving Health & Safety at our mining locations.

* Facilitated by Henderson Health & Safety with assistance/attendance by GSC, Environmental, Training, Project Managers, etc.
* Owned by: Health & Safety
* Frequency: Monthly

**Developing the Agenda**

**Purpose:**

For Henderson to have the opportunity to reach multiple contractors to discuss best practices when it comes to Health and Safety. Also, to give contractors an open forum to bring up concerns, Health & Safety successes or incidents, learnings, etc. that is shared between all contractors and Henderson personnel to help improve the safety culture and reduce safety incidents as a group.

**Expectations:**

* Provide the facility and facilitate a Health and Safety meeting once a month for Contractors
* Advocate to all contractors to attend the meeting in person
* Share feedback when applicable that can help improve safety culture
* Create and manage a Teams page in order to share relevant information

**Scheduling:**

Henderson will facilitate a monthly contractor Health & Safety meeting. A calendar that lists the monthly date for each site will be shared via the Contractor Portal and Teams page.

**Who Should Attend:**

* Rep for Contractor companies with avg. monthly total hours on-site of 40 or more
* Hen. Contracts Control Team members
* Hen. H&S Pro assigned to contractors
* Additional Henderson H&S Dept. Rep  
  (if needed)
* Hen. Environmental Rep
* Hen. Training Rep
* LST Members or Site GM (when available)

**Produce Agenda involving the following:**

* Review/discuss monthly H&S topics and environmental topics
* Arrange for one of the Contractors to volunteer to give a 5-10 minute presentation on something they want to share regarding Health & Safety
* Review PFEs
  + Discuss failures on why the event occurred
  + What action items were developed because of the PFE
    - Corrective
    - Preventative
  + How to prevent re-occurrence
* Review High Risk Incidents
* Review Safety Alerts
* Review MSHA Fatal grams
* Review MSHA Inspection findings/citations
* Open the floor to everyone in the meeting for questions, concerns, learnings, etc.
* A copy of the presentation will be sent out to the attendees and placed on the Teams page once the meeting is complete. Make it a full expectation that the presentation and learnings from the monthly meetings shall be shared with all the contractors’ employees that work on Henderson sites