TOOLBOX MEETING REPORT FORM
Collie CBESS Project
Meeting Minutes

Meeting Details

Work Group: SCEE

Meeting venue: ☒ MAIN DOME

Facilitators:
☐ Alex Y   ☒ Mick H
☐ Mike B   ☐ Aled E   ☐ Lauren W
☒ Nadia E   ☐ Neil N   ☐ Tess G

Date: 13/08/2025

Time: 17:00

Finish: 17.25

Agenda

Topic	Content	Presenter
Review previous minutes	**Follow up from previous toolbox sessions:** • Nothing raised at last toolbox session	MH
Toolbox topic	**Toolbox Topic** • Psychological Safety	NE
Other Topics	**KPI targets for blue-collar:** • 3 Hazob reports per week • 3 Take 5s per day **Hazobs** • Total of 231 hazard observations received for August to date. The site's hazard submissions have been reviewed, and it's been noted that some people have not submitted any hazards at all for July. We don't want to have to follow up individuals who are not completing their hazard KPIs, so make sure you are regularly submitting the hazards required of you. Remember you can report on positive observations as well. **Events** • No events – Please keep this up **OTHER** **Personal Illness** • As has been said before, if you are sick do not come to work. Do not be a hero and 'Push through' it – Your workmates will not thank you if you make then sick, particularly just before break. **SIMOPS** • Ensure barricading has been implemented and procedure followed. No breaking barricading for short cut access. **Prestarts** • QA Crew & Punch Listing Crew are to attend prestart outside of the main dome. Everyone else are to attend inside the DOME.	AY

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	Attending Prestart, Toolbox & Debrief • Everyone is expected to sign-on prior to Prestart and Toolbox. • Everyone must be inside the Dome when attending Prestart, Debrief & toolbox	

Questions and Issues Raised				
Item	**Description**	**Responsible**	**Date required**	**Date completed**
1.				
2.				
3.				
4.				
5.				

TOOLBOX SIGNOFF	
SITE MANAGER OR DELEGATE NAME	*SIGNATURE*