



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 ☐ Daniel P ☐ Aled E
 ☐ Nadia E ☐ Neil N ☐ Tess G ☒ Lauren W
Date: 16/07/2025
Time: 17:00
Finish: 17.25

Agenda

Topic	Content	Presenter
Review previous minutes	Follow up from previous toolbox sessions: <ul style="list-style-type: none">No minutes raised at last toolbox session	AY/MH
Toolbox topic	Toolbox Topic <ul style="list-style-type: none">CBESS Waste Management	LW
Other Topics	KPI targets for blue-collar: <ul style="list-style-type: none">3 Hazob reports per week3 Take 5s per day Hazobs <ul style="list-style-type: none">Total of 190 hazard observations received for July to date.Hazobs which you cannot personally resolve must be handed directly to your supervisor to address.Remember to report on positive observations as well. Events <ul style="list-style-type: none">Non Treated Event - Worker tripped over wooden palletNon Work Related - Minor irritation to right eyeNon Work Related – Minor stone damage to security Ute windscreenNon Work Related – IP reported flare up of existing injuryNon Work Related – Person presented with back pain OTHER <u>Self-monitoring BAC unit at Camp</u> <p>Reminder for all to self-test utilising the breathalyser at camp before coming to site to ensure fitness for work if necessary. Looking down from the wire boom gate the self-testing units are in the room directly to the left after the gate.</p> <u>In Vehicle Monitoring System</u> <p>SCEE Electrical will be implementing In Vehicle Monitoring System (IVMS) into its vehicle fleet. Vehicle operations are one of the biggest risks encountered on the CBESS project and IVMS provides real-time feedback to drivers to assist in managing the risks associated with these operations. IVMS also monitors other data about the vehicle performance including speed, braking and acceleration. This integration is expected to commence around 28/07/2025.</p>	AY/MH



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HS Representative

Health and Safety Representatives have now been elected. The following three persons are your HS Representatives going forward:

- Alex Lee – Crew A
- Fynn Stephen – Crew B
- Samuel Sopolinski – Crew C

Parking in Camp

As stated previously, ensure that you only park in the designated bays provided in the car parks at camp and not at the sides of access roads. The angled parking in the top car park is reserved for work vehicles only. This is to ensure segregation between work and personal vehicles and lessens the chance of contact.

Collie Hills Room Changes ongoing:

As mentioned previously the camp is still consolidating accommodation & some people may need to move rooms. If you're affected, your supervisor will inform you. All changes will be handled by camp administration.

Questions and Issues Raised

Item	Description	Responsible	Date required	Date completed
1.				
2.				
3.				
4.				
5.				

TOOLBOX SIGNOFF

SITE MANAGER OR DELEGATE NAME	SIGNATURE