



**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:** 20/08/2025  
**Time:** 17:00  
**Finish:** 17.25

**Agenda**

Topic	Content	Presenter
Review previous minutes	<b>Follow up from previous toolbox sessions:</b> <ul style="list-style-type: none"><li>Nothing raised at last toolbox session</li></ul>	MH
Toolbox topic	<b>Toolbox Topic</b> <ul style="list-style-type: none"><li>Chemicals</li></ul>	NN
Other Topics	<b>Hazobs</b> <ul style="list-style-type: none"><li>Total of 408 hazard observations received for August to date.</li></ul> <b>Events</b> <ul style="list-style-type: none"><li>No events – Stay safe and keep this up</li></ul> <b>OTHER</b> <b><u>Documents</u></b> <ul style="list-style-type: none"><li>Site Document Portal – if you need a copy of any safety documents, like management plans, legislation, or codes of practice, please use the QR code link on the posters.</li><li>The link is updated with the latest versions of documents we use and has links to legislation.</li></ul> <b><u>Personal Illness</u></b> <ul style="list-style-type: none"><li>As has been said before, if you are sick do not come to work.</li><li>Do not be a hero and 'Push through' it</li><li>Your workmates will not thank you if you make then sick, particularly just before break.</li></ul> <b><u>Keeping Crib Rooms Tidy</u></b> <ul style="list-style-type: none"><li>Dispose of rubbish in the bins provided and return items like milk to the fridge after you use them, instead of leaving them on the counter.</li><li>Be mindful of others and keep the cribs clean.</li></ul> <b><u>Upcoming Camp Room Maintenance</u></b> <ul style="list-style-type: none"><li>Camp will be carrying out works in rooms across Blocks A, B &amp; C over the next few weeks.</li><li>In C Block, they will be siliconing the bathrooms and main rooms. In A and B Blocks, they will be upgrading shelving and lighting.</li><li>Workers will be entering rooms throughout the day to complete these tasks.</li><li>Camp have asked that all residents ensure rooms are tidy and accessible to allow the works to be undertaken.</li></ul>	AY



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- Please be aware that beds, cupboards, and other furniture may need to be moved as part of the process.
- If anyone has any concerns, please contact camp.

**Questions and Issues Raised**

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

**TOOLBOX SIGNOFF**

<b>SITE MANAGER OR DELEGATE NAME</b>	<b>SIGNATURE</b>