



TOOLBOX MEETING REPORT FORM
Collie CBESS Project
Meeting Minutes

Meeting Details

Work Group: SCEE
Meeting venue: MAIN DOME

Date: 27/08/2025

Time: 17:00

Finish: 17.25

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

Agenda

Topic	Content	Presenter
Review previous minutes	Follow up from previous toolbox sessions: <ul style="list-style-type: none">Nothing raised at last toolbox session	AY
Toolbox topic	Toolbox Topic <ul style="list-style-type: none">Hand Safety	AE
Other Topics	Hazobs <ul style="list-style-type: none">Total of 516 hazard observations received for August to date. Events <ul style="list-style-type: none">LV contacts swipe card readerUnplanned rotation of light pole OTHER Resisting Shortcuts <ul style="list-style-type: none">Do not take shortcuts to complete any task regardless of time constraints. Always consult your supervisor if your task changes or you are unsure of the way ahead. A shortcut is not a shortcut, ultimately a shortcut will cost more time and potentially place personnel in danger. Upcoming Camp Room Maintenance <ul style="list-style-type: none">Reminder that camp will be carrying out works in rooms across Blocks A, B & C over the next few weeks.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. Site-wide Synergy Lunch Tomorrow <ul style="list-style-type: none">Synergy is putting on lunch for the site tomorrow between 11.30am – 1pmAs this timeframe does not fall within usual break times, there will instead be 3 breaks tomorrow:<ul style="list-style-type: none">1st Break: 9:15-9:30am2nd Break: 12:00-12.30pm3rd Break: 2.30-2:45pm	AY



TOOLBOX MEETING REPORT FORM
Collie CBESS Project
Meeting Minutes

Questions and Issues Raised

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

TOOLBOX SIGNOFF

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