



**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:** 06/08/2025  
**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>	AY
Toolbox topic	<b>Toolbox Topic</b> <ul style="list-style-type: none"><li>Chronic Unease</li></ul>	AE
Other Topics	<p><b>KPI targets for blue-collar:</b></p> <ul style="list-style-type: none"><li>3 Hazob reports per week</li><li>3 Take 5s per day</li></ul> <p><b>Hazobs</b></p> <ul style="list-style-type: none"><li>Total of 108 hazard observations received for August to date.</li></ul> <p>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.</p> <p><b>Events</b> <b>04/08/2025    Report only – Crane contacts swipe-card post at security boom gate</b></p> <p><b>OTHER</b></p> <p><u><b>In Vehicle Monitoring System</b></u></p> <p>As noted last toolbox SCEE Electrical has completed the implementation of the In Vehicle Monitoring System (IVMS) into its vehicle fleet.</p> <p><u><b>SIMOPS</b></u></p> <p>Ensure barricading has been implemented and procedure followed. No breaking barricading for short cut access.</p> <p><b><i>CPI Wage Adjustment – 2.1% Increase</i></b> <i>In accordance with the S&amp;DH Enterprises Collie Battery Energy Storage System Project Greenfields Agreement, a 2.1% wage increase will apply, based on the Australian Bureau of Statistics (ABS) CPI release for the June quarter.</i> <i>This increase will take effect from Monday, 4 August 2025, being the first pay period commencing after the CPI release, and will be reflected in wages paid on Wednesday, 13 August 2025.</i></p>	AY



**TOOLBOX MEETING REPORT FORM**  
**Collie CBESS Project**  
**Meeting Minutes**

**As of Tuesday 5 Aug 2025**

QA Crew & Punch Listing Crew are to attend prestart outside of the main dome.

Everyone else are to attend inside the DOME

**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
<i>Alex Yates</i>	