



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: 09/07/2025
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">- Extra-long tray trucks impeding in the access lane in the angle parking. This was assessed and vehicle is now parking in a different location. – CLOSED- Mid swing change of room is out of SCEE's control and will need to be completed when requested. - CLOSED	AY/ AY/
Toolbox topic	MAIN DOME Toolbox Topic <ul style="list-style-type: none">• Controlling Stress	DP
Other Topics	KPI targets for blue-collar: <ul style="list-style-type: none">• 3 Hazob reports per week• 3 Take 5s per day Hazobs <ul style="list-style-type: none">• Total of 52 hazard observations received for last week July & to date.• Hazobs which you cannot personally resolve must be handed directly to your supervisor to address. Events <ul style="list-style-type: none">• Injured knee sustained at camp – reminder to report incidents even if they occur at camp• Rope burns sustained while lowering light pole – Reminder to wear gloves and other correct PPE to prevent injuries OTHER <u>Self-monitoring BAC unit at Camp</u> Reminder for all to self-test with the breathalyser at camp before coming to site to ensure fitness for work <u>Safe driving reminders</u> Always drive to speed limits and stay alert, making sure you're aware of your surroundings (especially in poor weather conditions like rain or fog), of which you should adjust your driving to suit these conditions. It's also important to avoid distractions by keeping your eyes on the road and by not using your phone whilst behind the wheel. <u>Stop & report</u> If you're unsure about a task or how to perform it safely, stop and speak with your supervisor. It's always better to ask questions than to proceed if you're uncertain. If something doesn't feel right or if an incident occurs, you must report it immediately.	AY/



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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.

CAR Parking at Camp

Reminder that all angled parking is reserved ONLY for work vehicles. No private vehicles to park in this area when returning to camp after work. The reason is to get the work vehicles out of the main carpark to prevent any damage to personal vehicles. The angle parking provides easy access & egress for work vehicles.

Situational Awareness SIMOPS during Asphalt works

Please be aware of surroundings and conditions, especially when driving vehicles or items of plant during asphalt road works at the switchyard and switch room area. Pos comms is the key.

SCEE Beanies have arrived!

Over to Carly to explain the rundown on how to collect yours

Questions and Issues Raised

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

TOOLBOX SIGNOFF

SITE MANAGER OR DELEGATE NAME	SIGNATURE