



**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:** 02/07/2025  
**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>- Results for Safety Reps – Congrats to:<ul style="list-style-type: none"><li>- Alex LEE</li><li>- Fynn STEPHAN</li></ul></li><li>- Greenfields Agreement – Agreements will be made 29<sup>th</sup> of August, if agreed then payments will be backdated to July 1<sup>st</sup>.</li></ul>	AY/  AY/
Toolbox topic	<b>MAIN DOME Toolbox Topic</b> <ul style="list-style-type: none"><li>• Project Risk &amp; Hazards – Summary of projects events over the past 12 months</li></ul>	TG
Other Topics	<b>KPI targets for blue-collar:</b> <ul style="list-style-type: none"><li>• 3 Hazob reports per week</li><li>• 3 Take 5s per day</li></ul> <b>Hazobs</b> <ul style="list-style-type: none"><li>• Total of 51 hazard observations received for last week June &amp; to date.</li><li>• Hazobs which you cannot personally resolve must be handed directly to your supervisor to address.</li></ul> <b>Events</b> <b><u>26/6/2025- Barricading Breach/Property Damage</u></b> Ongoing investigation.  <b>OTHER</b> <b><u>Collie Hills Room Changes ongoing:</u></b> Camp will be consolidating accommodation rooms. As a result, some people may be required to move to a different room. If a room change affects you, your supervisor will let you know. All room allocations and changes will be managed by camp administration.  Camp Information: <ol style="list-style-type: none"><li>1. Testing and tagging is being completed at camp in each room.</li><li>2. If you have any issues with camp, towels/sheets/room not being cleaned etc, in the first instance complete the maintenance form that camp has in the office and in the dining room, if then it isn't resolved, then escalate to supervisor/admin.</li><li>3. Camp has asked that TV's and aircons are turned off during the day while you are at work and leaving for RR.</li></ol>	AY/



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**CAR Parking at Camp**

All angle parking is reserved ONLY for work vehicles. No private vehicles to park in this area when returning to camp in the evenings. 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.

**Questions and Issues Raised**

Item	Description	Responsible	Date required	Date completed
1.	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	AY	03/07/2025	03/07/2025
2.	Mid swing change of room is at time out of SCEE's control and will need to be completed when requested. - CLOSED	AY	03/07/2025	03/07/2025
3.				
4.				
5.				

**TOOLBOX SIGNOFF**

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