



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: 23/07/2025
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">Nothing raised at last toolbox session	AY/MH
Toolbox topic	Toolbox Topic <ul style="list-style-type: none">Refocus – Safety Reset	N.N
Other Topics	<p>KPI targets for blue-collar:</p> <ul style="list-style-type: none">3 Hazob reports per week3 Take 5s per day <p>Hazobs</p> <ul style="list-style-type: none">Total of 367 hazard observations received for July to date. <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>Events</p> <ul style="list-style-type: none"><u>Site gate left open:</u> Reminder - When entering or exiting any areas, please ensure they are left as you found them (this includes locking gates behind you). The same applies to securing battery doors, buildings, and other access points when done with them.<u>x 2 rolled ankles:</u> Reminder - Don't let routine lead to complacency - take time to assess your surroundings, watch for hazards, and speak up if something doesn't feel right.<u>Back strain:</u> Reminder - Take extra care when performing tasks in awkward positions to help prevent injury.<u>EWP stuck in elevated position:</u> Well done everyone involved in the rescue. <p>OTHER</p> <p><u>In Vehicle Monitoring System</u></p> <p>As noted last toolbox SCEE Electrical will be implementing In Vehicle Monitoring System (IVMS) into its vehicle fleet. This integration is expected to commence around 28/07/2025.</p>	AY/MH



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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>