



## GROUPS & MAINTENANCE TOOLBOX MINUTES

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**Date:** Monday 22<sup>nd</sup> February

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**Time:** 10.30am

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**Location:** G & M outside maintenance shed

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**Attendees:** Jeremy Hodge, Daniel Sutherland, Jack Baker, Kayte Kitchen, Bill Burnett, Kirk Osborne, Stephen Holland, Amanda McMillan

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**Minutes:** Amanda McMillan

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**Apologies:** David Blake, Jack Thompson, Christopher Horn, Matt Lancaster

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**1. Devotion:** Kirk opened in prayer

**2. COVID 19**

Ensure safe distancing.

Remember to sanitise after using equipment, tools or vehicles. Masks to be worn inside. If you cannot keep 1.5m apart outside you should wear a mask.

No longer a requirement to touch clean during the day.

Cleaners are wiping the tables at night-time, so chairs are not being put on tables at the end of the day.

**3. Completing Tasks**

Please make sure everything is put away and rubbish thrown out when you have finished a job. Equipment is still being left downstairs. Please put tools and equipment back so the next person who wants it can find it. Thank you 😊

Please do not touch the tools in the welding bay. They are returned stolen goods from Cash Converters and they need to be sorted out.

**4. Thursday – Concrete pour day**

Same as the last one. We will need someone on traffic in secondary carpark in both the morning and afternoon.

**5. Staff Issues:**

**Other Business:**

**Meeting closed at 10.50am**

