# Record of Toolbox Meeting

## Meeting Details

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| **Meeting Location:** | Tottenham |
| **Meeting Conducted By:** | Shannon Crawford |
| **Date of Meeting:** | 02/11/2020 |

## Issue Discussed

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| **Operational & Maintenance Issues** | **Health, Safety & Environment Issues** |
| 1. Chain of Command | 1. HSEQ System |
|  | 1. PPE Use |
|  | 1. EPA Site visit |
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## Discussion Details

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| **Operational & Maintenance Discussion** |
| 1. Chain of command: All employees are to ensure they listen to the instructions of their direct supervisors. If they have any concerns, questions, ideas, maintenance requirements or anything else to report, they should do so to their immediate supervisor.   If for any reason you are unhappy with the instruction or response to your immediate supervisor, please refer the operational matter to Mike or the HSE matter to Shannon. |
| **Health, Safety & Environment Discussion** |
| 1. A new HSEQ management system is being developed for the entire company. This is being developed for the benefit of all Manhari employees and contractors. Over the next period of time, you will see a gradual roll out of new management plans and systems that will improve the way that we operate as a busines and as a team. In the immediate future, the changes you will notice are:    1. Safety inductions    2. Emergency training    3. Manual Handling    4. Traffic Management 2. It is expected that all employees are to wear their PPE as issued. This includes face masks, gloves, hard hats. From this point, these are non-negotiables. 3. On Wednesday, we will be getting a site visit from the EPA Victoria. Please make your best effort to tidy up any clutter near your work station. Please ensure all batteries are stored in the appropriate areas, any oil spills are cleaned up promptly, all drums are removed from metal stockpiles and dusty areas are washed down. |

## Issued Raised by Staff for discussion

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| **Issued Raised** | **Suggested Resolution** | **Completion Timeline** |
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## Attendance Record

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| Meeting Leader Acknowledgement | | |
| **Name:** |  | |
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