

TLD108 F Weekly Toolbox Meeting Minutes

Date: 21.1.2009 Rig No(s): 13 Shift: D/N Client: GEOGEN
 Location: Moleart

Persons/Crews Present: TIMMY O'CONNOR - MARC KENDRICK - MARK RETHUS.
GEOGEN - KATE PARNELL.

- Points of Discussion:** - PPE
- Operational/Client Issues: - SITE PREPERATION - MAKING SAFE BUT PRACTICAL
 - Drilling Issues: - TAKING NIGHTSHIFT INTO CONSIDERATION
 - Vehicles and Driving: - ORDERS - NOTIFY - AND OR WRITE UP
 - Equipment/Materials: - BEING AWARE OF VISITORS OR THIEVES
 - House Keeping: - PRE - STARTS - LIGHTING PLANT MOST ALSO BE DONE
 - Accommodation/Meals: - HOUSE KEEPING GOOD BUT ~~ALSO~~ ALWAYS LOOK TO IMPROVE
 - Incidents: - CLIENT ISSUES - ALL GOOD -
 - Inspections and Hazards: - MORE ORGANIZATION BETWEEN GEOGEN AND TITELINE AND VICE A VERSA
 - Alerts/Rules:
 - Emergency Procedures:
 - Procedures reviewed:
 - JSAs conducted:
 - Training Undertaken:
 - Other Business/Issues:

Actions:

Priority Rating: 1 = immediate action required 2 = within 1 week / by next meeting 3 = complete in 2 weeks 4 = non-urgent / currently in progress

No.	Subject and Action	Priority	Person Responsible	By When

Person conducting meeting: T O'CONNOR Signature: [Signature]