

TLD108 F Weekly Toolbox Meeting Minutes

Date: 29/7/09 Rig No(s): 6 Shift: D/N Client: Creagen
 Location: Addington

Persons/Crews Present: K. Beardsmore, A Cartledge, M Creasey, C. Parnell

Points of Discussion:

- Operational/Client Issues:
- Drilling Issues:
- Vehicles and Driving:
- Equipment/Materials:
- House Keeping:
- Accommodation/Meals:
- Incidents:
- Inspections and Hazards:
- Alerts/Rules:
- Emergency Procedures:
- Procedures reviewed:
- JSAs conducted:
- Training Undertaken:
- Other Business/Issues:

INCIDENTS: One incident over the week
 Jon tripped over PVC piping while carrying a rod.
 - House keeping if you see anything lying around pick it up before anyone can trip over it.

Visitors: - Stop anyone coming on site who hasn't had induction

Weather: Wet weather - stay dry - stay warm.

PPE: Wear at all times

Drilling: - Ground really bad - short runs - hole locking up.

Core presentation: Keep it as tidy as can be in this broken ground.

- May need some more sand.

- Given to conditions roads are wet and will be for next few days.

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: K Beardsmore Signature: