

Business Name :	QLS Logistics	Address :	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175		
Emergency Contact :	Michael Fabre	Phone :		After Hours :	
Emergency Contact :		Phone :		After Hours :	

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-54	NSW E-waste cages	Please see attachment signature form and reference	Toolbox Meeting	25/01/2023 - 25/01/2023	Andrew Hutchinson	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-36	ACS container crew induction		Toolbox Meeting	11/03/2022 - 11/03/2022	Tom Dimeski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-8	ChangHong toolbox	Return process update	Toolbox Meeting	19/05/2021 - 19/05/2021	Matthew Giertz	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Wei Li		
METR-53	CHIQ loading/unloading incident	Correctly action taken for the near miss incident (check attachment for signature)	Toolbox Meeting warehouse	23/01/2023 - 24/01/2023	Andrew/Mark	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-62	Clamp process		Toolbox Meeting warehouse	01/05/2023 -	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-55	Container unpacking, damages	Please see attachment for signature form	Toolbox Meeting warehouse	16/02/2023 - 16/02/2023	Tony/Cameron	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175		* Pallet sheets must be used for all pallet for inwards goods * Damaged products from containers must be raised/reported to supervisor straight away * No standing/climbing on any products while unloading containers * Mats must be used within containers	* Warehouse : Pallet sheets must be used for all pallet for inwards goods * Warehouse : Damaged products from containers must be raised/reported to supervisor straight away * Warehouse : No standing/climbing on any products while unloading containers * Warehouse : Mats must be used within containers

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METR-47	Drugs and Alcohol	Please see attachment of signature form and reference	Toolbox Meeting warehouse	16/08/2022 -	David Tormey	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			
METR-59	Forklift safety, housekeeping & Rules	See attachment for signature form	Toolbox Meeting warehouse	27/03/2023 - 27/03/2023	Ravi	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-58	Forklifts - 3 meter exclusion zone	Please see attachment signature form	Toolbox Meeting	15/03/2023 - 16/03/2023	Mark/Ravi	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-63	General toolbox		Toolbox Meeting	24/05/2023 - 24/05/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-101	Glem gas handling toolbox am	Handling of glem gas stock.	Toolbox Meeting warehouse	11/09/2023 - 12/09/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-3	Damage claims/Part of RA collect issue/Store rejection/Kogan swap over	https://www.youtube.com/watch?v=QxlUHcjD01I&feature=youtu.be	Toolbox Meeting Store/Country drivers	19/01/2021 - 19/01/2021	Rob/Naoimi/Wei	QLS LOGISTICS VICTORIA 398-418 Hammond Road, Dandenong South, VIC, 3175		* Damage claims * Store rejection * Part of RA collect issue * Kogan swap overs	* Drivers : Safe load restraint in relation to damage, check when stock loading, if damage found swap before leaving, check cartons for damage as unloading, record in what's app & don't deliver to customer if you think the unit is damaged. * Drivers : Safe load restraint in relation to damage, check when stock loading, if damage found swap before leaving, check cartons for damage as unloading, record in what's app & don't deliver to customer if you think the unit is damaged. * Drivers : Store manager to sign all paper work for rejection, or pink slip. HD reject/ no one home ensure you write reason on POD. if no one home, call office for authority to move on, do not leave before speaking to someone at QLS. * Drivers : Do not collect part of RA * Drivers : Note on POD, photos taken on Radaro, photo in what's app for Wei, dont collect different type of unit.
METR-105	docking procedure - container crew	Refresher in QLS'S docking procedure Pre shift set up & warm up Manual handling + mechanical aid when needed. Incident reporting	Toolbox Meeting warehouse	13/10/2023 - 12/10/2023		QLS Logistics 421 Flushcombe road - Blacktown			
METR-99	Glem gas handling toolbox pm	Handling of glem gas stock.	Toolbox Meeting	12/09/2023 - 12/09/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-34	Independent contractor		Toolbox Meeting HD Drivers	04/03/2022 - 04/03/2022	Rob/Rod/Naomi	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Adlen Jelecevic * Ermin Jelecevic * Tarek Najjar * Vianne Lemi * Mohammed Elter * Omar Elter * Nughman Mazhar * Marketin Hasanaj * Rick Stanley * Saad Chaar * Dilyar Yunus		
METR-38	Independent contractor		Toolbox Meeting HD Drivers	01/04/2022 - 01/04/2022	Rob/Naomi/Rod	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Adlen Jelecevic * Saad Chaar * Tarek Najjar * Rick Stanley * Mohammed Elter * Ermin Jelecevic * Dilyar Yunus * Nughman Mazhar		
METR-41	Independent drivers unloading procedure as worksafe improvement	see attachment for signature form.	Toolbox Meeting HD Drivers	06/05/2022 -	Robert Taylor	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175		* Radaro sequence not correct * 14 pallet - Ecycle bin pick up.	
METR-17	Integrate toolbox	Forklift SWMS, Forklift licenses, handle with care, damage report, Wrapping	Toolbox Meeting warehouse	01/06/2021 - 01/06/2021	Germano Perillo	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-18	Integrate toolbox	QLS near miss	Toolbox Meeting warehouse	15/06/2021 - 15/06/2021	Germano Perillo	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-60	Loading/ Unloading processes / leave & medical forms	Please see attachment for signature form	Toolbox Meeting warehouse	11/04/2023 - 11/04/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-61	Loading/unloading processes/ leave & medical forms	See attachment signature form	Toolbox Meeting	17/05/2023 - 17/04/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-80	LPG SDS TRAINING	LPG sds understanding	Toolbox Meeting warehouse	03/07/2023 - 03/07/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-81	LPG SDS TRAINING	LPG training	Toolbox Meeting	04/07/2023 - 05/07/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-19	Hisense connote labelling	Concern: TV model number covered by QLS connote, Customer can not see model of TV. Improvement: WI and Toolbox issued to staff Outcome: Standardized labeling in correct position, Model of TV now visible for customer	Toolbox Meeting warehouse	16/07/2021 -	Cameron/Danny	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Cameron Manelski * Anthony Wheeler * Braidyn Newman * Semisi Matanisiga Kaitani * Cyril Tai Moana * Jason Mark Looms * John Serrano * Emmanuel Tangata * Craig Rule * Stefan Ghenade * Metin Cakal * Michael Tatira * Jennette Cluney * Danny Joe Meteka		
METR-44	Manual handling techniques. Heavy items-Container unloads	See attachment of signature form	Toolbox Meeting warehouse	27/07/2022 -	Mathew McLaughlin	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			

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METR-26	Loading of beko stock		Toolbox Meeting warehouse	23/08/2021	Danny	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Mokoare Mokoare * Metuatini Varu * Ngatuaine Tunui * Max Taulapapa * Tepaku Rongo - Konelio * Teau Nooroa		
METR-31	Independent contractor		Toolbox Meeting HD Drivers	08/10/2021 - 08/10/2021	Rob/Naomi	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Adlen Jelecevic * Robert Taylor * Naomi Alamo Aguado * Ermin Jelecevic * Tarek Najjar * Mohammed Elter * Mohammed Elter * Omar Elter * Marketin Hasanaj	* Drivers have requested a list of what is classed as a 2 man job for all delivery contracts added to the Subcontractor Driver Booklet * Drivers asked what happens if not vaccinated by 15/10/21	* Administrative : a. Naomi Aguado will supply list on drivers Watts App channel 12/10/21 * Administrative : Robert Taylor will update by & issue new Booklets to drivers by 29/10/21
METR-32	Independent contractor		Toolbox Meeting HD Drivers	19/11/2021 - 19/11/2021	Rob/Rod/Naomi	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Adlen Jelecevic * Ermin Jelecevic * Tarek Najjar * Ime Kamencia * Vianne Lemi * Nughman Mazhar * Omar Elter * Mohammed Elter * Dilyar Yunus * Dilyar Yunus * Marketin Hasanaj * Rick Stanley	* 1. Driver Safety * 2. Driver Performance * 3. Driver/s Changing Route Order * 4. Presentation * 5. Paperwork * 6. Driver Start Times * 7. 2 Man Definition * 8. Authority To Leave Items * 9. Instructions On Paperwork * 10. Delivery Item Details * 11. Delivery Failures * 12. Delivery Types/Services * 13. Installations Non HNCD * 14. HNCD Installations	
METR-35	Independent contractor	General business	Toolbox Meeting HD Drivers	04/02/2022 - 04/02/2022	Rob/Rod/Naomi	QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175	* Leonor Elmazi * Adlen Jelecevic * Ajdin Memeti * Marketin Hasanaj * Tarek Najjar * Nughman Mazhar * Omar Elter * Saad Chaar	* Trolley taken out of trucks + not returned	

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-20	KPI/Measured requirements/ Driver handbook/Load restraint/ PPE/	Season 2 HD drivers toolbox. https://www.youtube.com/watch?v=ceRjyiHOW0c	Toolbox Meeting HD Drivers	25/06/2021 - 25/06/2021	Rob/Wei	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175		* Handbook and toolbox information pass to drivers who did not attended today.	* Drivers : Handbook and toolbox information pass to drivers who did not attended today. Print out this form and get signature from drivers by next Monday.
METR-46	Manual handling techniques. Heavy items-contianer unloads	Please see attachment for attendee signature	Toolbox Meeting warehouse	02/08/2022 - 02/08/2022	Mathew McLaughlin	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			
METR-108	Manual loading / unloading via dock - toolbox AM	Toolbox talk - Discussion over procedures peak period - work flow. bathroom etiquette WHS responsibilities.	Toolbox Meeting warehouse	16/11/2023 - 16/11/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-57	New truck restraint system	Please see attachment signature form	Toolbox Meeting warehouse	09/01/2023 - 09/01/2023	Cameron	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175		* Truck restraint system chocks * traffic control * warehouse/forklift safty * Manuel handling	
METR-28	OHS Committee - Victoria	Victorian OHS Committee meeting 03/08/2021	Safety Meeting	03/08/2021 -	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Kylie Woods * Cameron Manelski * Semisi Matanisiga Kaitani * Ariana Wheeler * Michael Shone		
METR-106	Pedestrian warehouse safety induction	going over the warehouse pedestrian safety induction , reinforcing key points.	Toolbox Meeting	03/11/2023 - 03/11/2023	chris.w	421-427 Flushcombe Road, Blacktown, NSW, 2148			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-15	Plant/Equipment Damage and Timekeeping NS	Failure to report Damage to Plant and Equipment, start times break times finish times	Toolbox Meeting warehouse	21/05/2021 - 21/05/2021	Danny		* Braidyn Newman * Craig Rule		
METR-9	Plant/Equipment Damage Timekeeping DS	Failure to report Damage to Plant and Equipment, start times break times finish times	Toolbox Meeting warehouse	21/05/2021 - 21/05/2021	Matthew Giertz	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Cyril Tai Moana	* Failure to report damage caused by you. Failure to report damage found by you. Consequences of failure to report. health and safety of yourself and others Cost to the Business or the Client/Individual. * timekeeping contract employment full time employment start times break times end of day. annual leave sick leave	
METR-37	Toolbox- Discussion-Forklift/Pedestrian Safety	Check attachments for the signature from ACS, AM and PM team.	Toolbox Meeting warehouse	26/04/2022 -	Mathew McLaughlin	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			
METR-104	Traffic management procedure toolbox AM	Toolbox on traffic management	Toolbox Meeting warehouse	02/10/2023 - 04/10/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-39	Transport load planning procedure as worksafe improvement	See attachment for signature form	Toolbox Meeting	09/05/2022 -	Robert Taylor	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-90	unload/load via dock using automated plant		Toolbox Meeting warehouse	03/08/2023 - 03/08/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-93	Unload/load via dock using automated plant. Pmshift		Toolbox Meeting	03/08/2023 - 03/08/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-91	Unload/load via dock using automated plant. Pmshift		Toolbox Meeting	03/08/2023 - 03/08/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-98	Unload/load via yard area - AM shift	Toolbox on unload/load induction via yard	Toolbox Meeting warehouse	04/09/2023 - 04/09/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-97	Unload/load via yard area - AM shift	Toolbox on unload/load induction via yard	Toolbox Meeting	04/09/2023 - 04/09/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-4	Unsafe cages/Radaro use/Communication/Damage claims/Safety loads		Toolbox Meeting HD Drivers	30/04/2021 - 30/04/2021	Rob/Naomi/Weij	QLS LOGISTICS VICTORIA 398-418 Hammond Road, Dandenong South, VIC, 3175		* Unsafe cages * Radaro use * Communication * Rest breaks * Damage claims * Safety load * Driver feedback	* Drivers : The four sides of the cage are locked in securely. No over filling of cages * Drivers : Use Radaro properly especially start and complete jobs. must upload minimum 1 up to 5 photos on Radaro. * Drivers : Communicate to the office if they have been any delay before starting work * Drivers : Driver breaks, fatigue issue. no pay for the break. * Drivers : Safety load restraint in relation to damage, check when stock loading, if damage found swap before leaving, check carton for damage as unloading, record in what's app & don't delivery to customer if you think the unit is damaged. * Drivers : If there is no straps or secure way of loading the item so its not damage, do not pick up the RA/WCO to avoid damage during transit. * Warehouse : Warehouse loading trucks out of delivery sequence
METR-45	QLS site rules	Please see attachment signature form from ACS/AM/PM shift	Toolbox Meeting warehouse	26/07/2022 -	Mathew McLaughlin	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			

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METR-2	RA collect issue, Post trip, Pre trip, Covid rules, Rejections, Radaro use	https://www.youtube.com/watch?v=d8YfZUWDlp0&feature=youtu.be	Toolbox Meeting HD Drivers	18/01/2021 - 18/01/2021	Rob/Naomi/Weij	QLS LOGISTICS VICTORIA 398-418 Hammond Road, Dandenong South, VIC, 3175		* RA collect * Radaro * Rejections * Covid rules * Pre trip checks * Post trip jobs	* Drivers : Use right labels. E-cycle, WCO. Specifically for Brightside, we cant pick up part consignments. Pick up everything or nothing. * Drivers : Upload, not just one photo but multiples, taking photos if a customer is not home on Radaro, not only whatsapp * Drivers : Must call Naomi before leaving any customer or store. Pink slip required for HN & CN rejected need to be noted by store, reason & name * Drivers : Masks must be worn in customer/s premises * Drivers : Make sure trolleys are in the truck before leaving the depot, Radaro phone is in the trucks and working. have all paperwork etc * Drivers : Driver must unload returns, blankets, Polly bags & rubbish at the end of the day. No exceptions, up to \$50 may be deducted for each offense for cost of cleaning out your trucks
METR-51	Temporary Emergency Evacuation procedures for QLS Blacktown	See attachment for signature	Toolbox Meeting	23/12/2022 - 23/12/2022	Andrew/Mark	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-48	VIC Onsite Crew 31/8/22 - Incident		Safety Meeting	31/08/2022 - 31/08/2022	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-43	Victorian OHS Committee meeting - May 2022	Victorian OHS Committee meeting - May 2022	Safety Meeting	26/05/2022 -	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Cameron Manelski * Ariana Wheeler * Theresa Felise * Michael Shone		
METR-30	Victorian OHS Committee meeting 26-10-2021	Victorian OHS Committee meeting 26-10-2021	Safety Meeting	26/10/2021 - 26/10/2021	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Cameron Manelski * Kylie Woods * Ariana Wheeler * Michael Shone		
METR-56	Warehouse damages	Please see attachment signature form	Toolbox Meeting warehouse	09/03/2023 - 09/03/2023	Andrew	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-21	Site safety and compliance	Start time/Breaks/Forklifts/Busy period/Sandy return.	Toolbox Meeting warehouse	26/07/2021	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Semisi Matanisiga Kaitani * Cameron Manelski * Emmanuel Tangata * Anthony Wheeler * Tangata Tutai Moeroa * Cyril Tai Moana * Braidyn Newman * John Serrano * Temakopi Tua	* Start times * Breaks Breaks * Forklifts * Busy period * Sandy Return	
METR-49	VIC Container unpack	Please see attachment of signature from staff	Toolbox Meeting warehouse	31/08/2022	Cameron	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-52	QLS Delivery Traffic Management - BLACKTOWN SITE	See attachment for signature	Toolbox Meeting warehouse	23/12/2022	Mark Sutch	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-84	Supervisor toolbox	Toolbox with the warehouse supervisors.	Toolbox Meeting	21/07/2023 - 21/07/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-84	Supervisor toolbox	Toolbox with the warehouse supervisors.	Toolbox Meeting	21/07/2023 - 21/07/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-71	VIC test		Toolbox Meeting	15/06/2023 - 21/06/2023		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-79	Test T2		Toolbox Meeting	29/06/2023 - 29/06/2023		QLS Queensland Bld 1,224-238 Gilmore Road, Berrinba, QLD, 4117			* : Fix racking
METR-42	Near Miss Incident - Driver exclusion zone while loading	Check attachment for attendance signature	Toolbox Meeting warehouse	05/05/2022	Mathew McLaughlin	QLS New South Wales 1B RAFFLES GLADE, EASTERN CREEK, NSW, 2766			

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METR-74	NSW test toolbox	Weekly toolbox	Toolbox Meeting	15/06/2023 - 15/06/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-75	Weekly toolbox	Weekly toolbox	Toolbox Meeting	23/06/2023 - 23/06/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-69	Weekly toolbox	Weekly toolbox	Toolbox Meeting	23/06/2023 - 23/06/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-77	Weekly toolbox	Traffic management plan	Toolbox Meeting	26/06/2023 - 26/06/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-76	Weekly toolbox	Traffic management	Toolbox Meeting	26/06/2023 - 26/06/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-82	Weekly toolbox	Weekly toolbox	Toolbox Meeting	13/07/2023 - 13/07/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-78	Weekly toolbox	Weekly toolbox	Toolbox Meeting	13/07/2023 - 13/07/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-85	Weekly toolbox		Toolbox Meeting	28/07/2023 - 28/07/2023		QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-86	Weekly toolbox		Toolbox Meeting	28/07/2023 - 28/07/2023		398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			

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METR-83	Weekly toolbox		Toolbox Meeting	28/07/2023 - 28/07/2023		398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-87	Weekly toolbox		Toolbox Meeting	28/07/2023 - 28/07/2023		398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-100	Weekly toolbox		Toolbox Meeting	07/09/2023 - 07/09/2023		398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-103	Weekly toolbox	Discussion on mobile exclusion zones	Toolbox Meeting warehouse	25/09/2023 - 25/09/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-102	Weekly toolbox		Toolbox Meeting	06/10/2023 - 06/10/2023		QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-40	Warehouse loading procedure as worksafe improvement	See attachment for signature	Toolbox Meeting	06/05/2022 -	Danny Meteka	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-29	Warehouse Training/Induction - Bulk stacking/Manual handing/Loading/unloading	Manager	Toolbox Meeting warehouse	12/10/2021 - 12/10/2021	Cameron	QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175	* Metin Cakal * Upokoina Maramatoa * Danny Joe Meteka * Mokoare Mokoare * Tepaku Rongo Konelio * Tara Tara * Ngatuaine Tunui * Metuatini Varu		
METR-68	Weekly toolbox	Weekly toolbox	Toolbox Meeting	14/06/2023 -	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148	* Ravi Lalwani * Shane Goulding		

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METR-95	Weekly toolbox manual handling pm		Toolbox Meeting	16/08/2023 - 16/08/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-67	Weekly toolboxc	Weekly toolbox	Toolbox Meeting	06/06/2023 - 06/06/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-73	Weekly toolbox	Weekly toolbox	Toolbox Meeting	23/06/2023 - 23/06/2023		QLs nsw 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-96	Weekly toolbox manual handling		Toolbox Meeting warehouse	16/08/2023 - 16/08/2023		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			