

Business Name :	QLS Logistics	Address :	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175		
Emergency Contact :	Michael Fabre	Phone :	03 9706 5966	After Hours :	
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ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-136	Am toolbox - loading via tailgate remaining staff		Toolbox Meeting	03/05/2024 - 03/05/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-136	Am toolbox - loading via tailgate remaining staff		Toolbox Meeting	03/05/2024 - 03/05/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-115	Docking - trafficlight system	Toolbox discussing docking procedures & incident that happened in Vic.	Toolbox Meeting	24/01/2024 - 24/01/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
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-158	CSO professionalism in the workplace		Toolbox Meeting	06/08/2024 - 06/08/2024		170-172 Atlantic Drive Keysborough Vic 3173			

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METR-168	CSO toolbox	Reminder regarding confidentiality of QLS documents like Rejection Sheet. Do not share or screenshot with clients. Escalate POD issues with Transport. Updates QLS claims.	Toolbox Meeting	10/09/2024 - 10/09/2024		170-172 Atlantic Drive Keysborough Vic 3173			
METR-169	CSO Toolbox	Confidentiality Rejection manifest QLS claims	Toolbox Meeting	10/09/2024 - 10/09/2024		QLS Logistics 170-172 Atlantic Drive Keysborough Vic 3173			
METR-146	Fatigue management-Standard hours		Toolbox Meeting	24/05/2024 - 20/06/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-151	Highreach drivers toolbox	Discussion on multiple issues	Toolbox Meeting	26/06/2024 - 26/06/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-139	Hisense carton damage level assessment instruction	Carton damage level assessment	Toolbox Meeting	13/05/2024 - 13/05/2024		QLS Logistics Qls nsw			
METR-109	General forklift safety		Toolbox Meeting	01/12/2023 - 04/12/2023		Blacktown			
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			
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			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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-253	Manual loading/unloading via dock process run through-PM shift		Toolbox Meeting	21/07/2025 - 21/07/2025		QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-253	Manual loading/unloading via dock process run through-PM shift		Toolbox Meeting	21/07/2025 - 21/07/2025		QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-253	Manual loading/unloading via dock process run through-PM shift		Toolbox Meeting	21/07/2025 - 22/07/2025		QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-161	Professionalism in the workplace		Toolbox Meeting	06/08/2024 - 06/08/2024		QLS Logistics 170-172 Atlantic Drive Keysborough Vic 3173			
METR-140	QLD QLS	Monthly tool box. Introduction	Toolbox Meeting warehouse	16/05/2024 - 16/05/2024		QLS Logistics Shed 1 Berrinba			
METR-140	QLD QLS	Monthly tool box. Introduction	Toolbox Meeting warehouse	16/05/2024 - 04/02/2025		QLS Logistics Shed 1 Berrinba			
METR-119	Loading tailgate dog trailer sop - AM shift		Toolbox Meeting	16/02/2024 - 16/02/2024		QLS Logistics 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-117	Loading tailgate dog trailer sop - pm shift		Toolbox Meeting	15/02/2024 - 16/02/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-117	Loading tailgate dog trailer sop - pm shift		Toolbox Meeting	15/02/2024 - 16/02/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-114	Loading tailgate dog trailer sop - pm shift		Toolbox Meeting	16/02/2024 - 16/02/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-110	Hazard/ incident reporting		Toolbox Meeting warehouse	10/01/2024 - 11/01/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-125	Safety cage SOP- inbound team	Read through safety cage SOP	Toolbox Meeting	11/03/2024 - 11/03/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-126	Safetycage sop- t2 team		Toolbox Meeting	11/03/2024 - 11/03/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-127	Safetycage sop- t2 team & pm		Toolbox Meeting	11/03/2024 - 18/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-127	Safetycage sop- t2 team & pm		Toolbox Meeting	11/03/2024 - 18/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-127	Safetycage sop- t2 team & pm		Toolbox Meeting	11/03/2024 - 18/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-144	Serious misconduct policy - toolbox		Toolbox Meeting	16/05/2024 - 16/05/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-120	Steadfast sop - AM shift		Toolbox Meeting	23/02/2024 - 23/02/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-138	Stocktaking procedure		Toolbox Meeting	06/05/2024 - 06/05/2024		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-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-236	Tool Box Meeting 030625		Toolbox Meeting	03/06/2025 - 04/06/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-234	Tool Box Meeting 270525		Toolbox Meeting	27/05/2025 - 03/06/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-124	Toolbox - PM warehouse conduct policy		Toolbox Meeting	07/03/2024 - 11/03/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-124	Toolbox - PM warehouse conduct policy		Toolbox Meeting	07/03/2024 - 11/03/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-147	Toolbox Meeting 01/07/24		Toolbox Meeting warehouse	01/07/2024 - 25/06/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-153	VIC Admin	Dress and Appearance	Toolbox Meeting	05/07/2024 - 05/07/2024		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-300	VIC Admin		Toolbox Meeting	18/09/2025 - 18/09/2025		QLS Logistics 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-293	VIC Admin Toolbox	2IC role	Toolbox Meeting	08/09/2025 - 08/09/2025		QLS Logistics 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
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			
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-149	Warehouse safety -pm shift	Safety toolbox	Toolbox Meeting	20/06/2024 - 20/06/2024		Qls nsw 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-148	Warehouse safety - toolbox am shift	Warehouse safety toolbox	Toolbox Meeting	20/06/2024 - 20/06/2024		QLS Logistics 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			

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METR-75	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			
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			

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METR-102	Weekly toolbox		Toolbox Meeting	06/10/2023 - 06/10/2023		QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-121	Weekly toolbox - conduct towards staff on-site policy read through		Toolbox Meeting	07/03/2024 - 07/03/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-118	Weekly toolbox - conduct towards staff on-site policy read through		Toolbox Meeting	07/03/2024 - 07/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-118	Weekly toolbox - conduct towards staff on-site policy read through		Toolbox Meeting	07/03/2024 - 07/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-118	Weekly toolbox - conduct towards staff on-site policy read through		Toolbox Meeting	07/03/2024 - 07/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-122	Weekly toolbox - conduct towards staff on-site policy read through		Toolbox Meeting	07/03/2024 - 07/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-113	Weekly toolbox hazard / incident reporting pm shift	Pm shift toolbox	Toolbox Meeting	11/01/2024 - 12/01/2024		QLS Logistics 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			
METR-95	Weekly toolbox manual handling pm		Toolbox Meeting	16/08/2023 - 16/08/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-271	Workers Comp Certificates - Contractors		Toolbox Meeting	02/07/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

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METR-283	Weekly Toolbox Talk	Attached in corrective Actions is a copy of the Word Document with Bullet Points on what was discussed along with all the Signature Sheets.	Toolbox Meeting warehouse	19/08/2025 - 19/08/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			* Warehouse : NONE * Warehouse : The setting of the measurements between each unit in the warehouse is 350mm , this is ongoing. This is ongoing work Toolbox talk does not accept deliveries that do not have a date and time. Not 1 pallet , not 4 pallets, please contact me or Taga . Stock is getting misplaced for a week or 2, generally ASKO.
METR-311	Weekly Toolbox Talk	Keeping operators & site operators up to date with new information.	Toolbox Meeting warehouse	14/10/2025 - 14/10/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-287	Weekly Toolbox Talk Meeting	All Shifts & Teams	Toolbox Meeting warehouse	02/09/2025 - 02/09/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117		* Jason believes the new walkway is dangerous and not fit for use. He went onto say it will take longer for people to walk to and from their smoko when we close the exit Fire door.	
METR-307	Weekly Toolbox Talk QLD	A look over the previous week's highs & lows.	Toolbox Meeting warehouse	30/09/2025 - 30/09/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-302	Weekly Toolbox Talk,	Encourages interaction between the person delivering the TBT and those it is intended for.	Toolbox Meeting warehouse	23/09/2025 - 23/09/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
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			

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METR-305	Weekly Update:Docking & Traffic Light QLS Staff QLD	This is for our own QLS Staff recorded via completing the WHSM Module for Docking & Traffic Light.	SOP Training	19/08/2025 - 19/08/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
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-69	Weekly toolbox	Weekly toolbox	Toolbox Meeting	23/06/2023 - 23/06/2023		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-205	Warehouse safety - toolbox am shift		Toolbox Meeting	20/01/2025 - 21/01/2025	christopher	Qls nsw			
METR-245	Warehouse toolbox - PM shift	PM shift toolbox	Toolbox Meeting	18/06/2025 - 18/06/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
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-301	VIC DEPARTMENT HEADS MEETING 19/09/2025		Toolbox Meeting administration	19/09/2025 - 19/09/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Wei Li * Iain Hubbard * Marc Wrobel * Kelly Marshall * Emma Healey		
METR-177	Warehouse Weekly Toolbox Meeting		Toolbox Meeting	17/11/2024 - 17/11/2024	Anthony O'Sullivan	204 Gilmore Road, Berrinba			

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METR-215	Unloading footage review ti truck driver incident unfollowed procedures.	Went over video footage of an incident that happened Monday resulting in a damaged taillift.	Toolbox Meeting	12/03/2025 - 12/03/2025	Christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-312	VIC DEPARTMENT HEADS MEETING 03/10/2025		Toolbox Meeting administration	03/10/2025 - 03/10/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Wei Li * Iain Hubbard * Marc Wrobel * Kelly Marshall		
METR-278	VIC DEPARTMENT HEADS MEETING 08/08/2025		Toolbox Meeting administration	08/08/2025 - 08/08/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Wei Li * Iain Hubbard * Kelly Marshall * Robert Taylor		
METR-241	Toolbox meeting AM shift	Toolbox meeting	Toolbox Meeting	18/06/2025 - 18/06/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-267	Tool Box Talk Weekly	All safety issues and operational KPI's to note.	Toolbox Meeting warehouse	05/08/2025 - 05/08/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-306	Toolbox - AM covering unsatisfactory conduct & Misconduct		Toolbox Meeting	25/09/2025 - 25/09/2025	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-295	Toolbox - AM drug & Alcohol policy	Policy readthrough and toolbox talk	Toolbox Meeting	12/09/2025 - 12/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-170	Toolbox - AM Mobile Phone use & communications policy	Policy read through plus toolbox	Toolbox Meeting	11/09/2024 - 11/09/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-314	Toolbox - AM shift forklift safety	Toolbox meeting	Toolbox Meeting	17/10/2025 - 17/10/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-175	Toolbox - AM warehouse safety & loading compliance & COR	Load restraint compliance & COR	Toolbox Meeting	01/10/2024 - 01/10/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-156	Toolbox - AM warehouse safety & manual handling / loading	Toolbox on warehouse safety & manual handling of freight plus loading	Toolbox Meeting	06/08/2024 - 06/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-150	Toolbox - AM warehouse safety & manual handling / loading	Toolbox on warehouse safety & manual handling of freight plus loading	Toolbox Meeting	06/08/2024 - 06/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-166	Toolbox - AM warehouse safety & manual handling / loading	Toolbox	Toolbox Meeting	14/11/2024 - 14/11/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-289	Toolbox - AM warehouse toolbox emergency evacuation process	Planned toolbox	Toolbox Meeting	04/09/2025 - 04/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-298	Toolbox - PM Drug & Alcohol policy		Toolbox Meeting	16/09/2025 - 17/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-298	Toolbox - PM Drug & Alcohol policy		Toolbox Meeting	16/09/2025 - 17/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			

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METR-280	Toolbox - PM loading / unloading via dock procedure refresher		Toolbox Meeting	01/10/2025 - 01/10/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-171	Toolbox - PM Mobile phone use & communications policy		Toolbox Meeting	11/09/2024 - 11/09/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-224	Toolbox - Pm shift	Toolbox topics Damages - kitchen - Docks & loading - Forklifts - Office - General -	Toolbox Meeting	11/04/2025 - 11/04/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-303	Toolbox - PM shift covering unsatisfactory conduct & misconduct	Policy readthrough	Toolbox Meeting	23/09/2025 - 23/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-290	Toolbox - PM shift emergency evacuation process		Toolbox Meeting	04/09/2025 - 05/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-308	Toolbox - PM shift forklift safety	Toolbox talk On the main topic of forklift safety. 3m rule Horn beeping driving in reverse with tall freight.	Toolbox Meeting	14/10/2025 - 14/10/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
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			

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METR-124	Toolbox - PM warehouse conduct policy		Toolbox Meeting	07/03/2024 - 11/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-162	Toolbox - PM warehouse safety & manual handling / loading		Toolbox Meeting	06/08/2024 - 06/08/2024	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-176	Toolbox - PM warehouse safety & manual handling / loading	Toolbox	Toolbox Meeting	14/11/2024 - 14/11/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-291	Toolbox - Poly Team - Emergency evacuation process W-E 5-9-25		Toolbox Meeting	05/09/2025 - 05/09/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-261	Toolbox ATL day shift	QLD incident Manual Handling Loading / unloading Procedure Dock Barriers	Toolbox Meeting warehouse	29/07/2025 -	Marc Wrobel	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Anthony Wheeler * Marc Wrobel * Semih Gunes * Emmanuel Tangata * Jonathan Del Villar * Volkan Karakoc * Pheap Nouv * Tara Tara * John Serrano * Mark Wu * Jason Mark Looms * Anitonia Anitonia		
METR-164	T2 returns sop training		SOP Training	08/08/2024 - 08/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-275	Tailgate Toolbox		SOP Training	22/11/2024 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

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METR-218	TCS - container unpack crew	Toolbox discussion with the unpack crew on operations & safety requirements	Toolbox Meeting	19/03/2025 - 19/03/2025	Christopher	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		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-141	Serious misconduct policy - toolbox PM		Toolbox Meeting	16/05/2024 - 16/05/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-157	Shrinkwrap bundle training sop		SOP Training	05/08/2024 - 05/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-294	Spillkit training		Toolbox Meeting	10/09/2025 - 10/09/2025	Spill kit Australia	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-144	Serious misconduct policy - toolbox		Toolbox Meeting	16/05/2024 - 16/05/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-187	Safety loading / unloading + operation of tailgate. NSW	Tailgate induction + key points	SOP Training	19/11/2024 - 19/11/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-227	Highreach battery charging & refill training - inbound team		SOP Training	11/04/2025 - 11/04/2025	Christopher	QLS New South Wales 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-221	Highreach battery charging - T2 TEAM training		SOP Training	25/03/2025 - 25/03/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-273	QLS Driver Handbook - issued to Contractors		Toolbox Meeting	17/03/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-299	Receiving RAs via PDA	A brief refresher on double checking RAs prior to receiving and safety staging naked top loaders	Toolbox Meeting	18/09/2025 - 18/09/2025	Cameron - T2 supervisor	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-203	Returned stock SOP AM	Training + toolbox	SOP Training	12/12/2024 - 12/12/2024	Christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-204	Returned stock SOP PM	Refresher on SOP & Training	Toolbox Meeting	11/12/2024 - 11/12/2024	Christopher	421 Flushcombe road NSW			
METR-256	Manual loading/unloading via dock process run through-TCS Crew		Toolbox Meeting	22/07/2025 - 22/07/2025	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-266	Minimum Invoice Requirements for SubContractors		Toolbox Meeting	25/07/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-268	Missing items/damages/delivery issues - Subcontractors		Toolbox Meeting	23/07/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-276	Loading/unloading Via yard - PM shift		Toolbox Meeting	01/08/2025 -	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-310	New Asko procedure	Having asko staff sign for all unlabeled units,	Toolbox Meeting	13/10/2025 - 13/10/2025	Cameron	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-282	New yard Barriers for drivers to stand in training Am + PM	* New barriers for driver to stand in & exclusion zones placed on on vehicles / trailers. * Exclusion zones placed out 2m for drivers to stand * Training given for driver / forklift separation.	SOP Training	14/08/2025 - 14/08/2025	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-274	NHVR Regulations-Contractors		Toolbox Meeting	05/12/2024 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-174	PM toolbox-warehouse safety & loading compliance + COR	Toolbox on compliance and safety	Toolbox Meeting	03/10/2024 - 03/10/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-251	Poly machine SOP	Poly machine sop refresher	SOP Training	08/07/2025 - 08/07/2025	Christopher	QLS New South Wales 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-155	Poly machine training	SOP Training	SOP Training	02/08/2024 - 02/08/2024	christopher	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-272	PPE breach		Safety Meeting	24/03/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-130	Manual handling SOP / Guide - Toolbox AM	Fortnightly toolbox	Toolbox Meeting warehouse	11/04/2024 - 11/04/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
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-254	Manual loading / unloading via dock process run through - AM shift		Toolbox Meeting	21/07/2025 - 21/07/2025	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-214	Hazard / incident prevention - AM toolbox	Rest of the AM staff sign off	Toolbox Meeting	07/03/2025 - 07/03/2025	Christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-212	Hazard / incident prevention - PM Toolbox	PM shift toolbox	Toolbox Meeting	06/03/2025 - 06/03/2025	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-211	Incident / Hazard prevention	Toolbox meeting on incident / hazard prevention	Toolbox Meeting	06/03/2025 - 06/03/2025	Christopher	QLS NSW			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-131	Incident / hazard reporting toolbox - am /pm shift		Toolbox Meeting	21/03/2024 - 21/03/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-165	Operating machine wrap SOP		SOP Training	19/08/2024 - 19/08/2024	christopher	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-270	Payment of Workers - Contractors		Toolbox Meeting	13/07/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
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			
METR-284	John Boardman-Contractors/Drivers August Toolbox	Transport Toolbox	Toolbox Meeting Store/Country drivers	18/08/2025 -		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-145	Kogan SOP	Kogan SOP roll-out text message service	Toolbox Meeting	22/05/2024 - 24/05/2024		398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-263	Loading / Unloading VIA Yard		Toolbox Meeting	-	christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-172	Loading dock area process training	Sop training on loading / unloading via dock.	SOP Training	12/09/2024 - 12/09/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-220	Loading dock area process training - AM T2 team	loading / unloading VIA dock SOP training.	SOP Training	25/03/2025 - 25/03/2025	Christopher	QLS New South Wales 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-226	Loading dock area process training - inbound team	Sop training	SOP Training	11/04/2025 - 11/04/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-206	Loading & unloading procedure loading dock -AM	Toolbox -	Toolbox Meeting	17/02/2025 - 17/02/2025	Christopher	QLS NSW			
METR-244	Fire incident - NSW Depot	Toolbox on the fire incident on 23/6/25	Toolbox Meeting	24/06/2025 - 24/06/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-167	Ecycle toolbox	Sop training	SOP Training	29/08/2024 - 29/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-160	Emergency eyewash sop		SOP Training	19/08/2024 - 19/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-145	Fatigue management- Standard hours	Too.box meeting with all drivers on fatigue management standard hours	Toolbox Meeting	21/05/2024 - 24/05/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-163	Battery refill training		SOP Training	08/08/2024 - 08/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-159	Bing Lee		SOP Training	06/08/2024 - 06/08/2024	christopher	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-225	Cardboard compactor SOP training- T2 team		SOP Training	10/04/2025 - 10/04/2025	Christopher	QLS New South Wales 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-257	Docking traffic light system - Practical Training + Toolbox AM shift		Toolbox Meeting	13/08/2025 - 13/08/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-279	Docking traffic light system - Practical training + Toolbox PM shift	Toolbox + training	Toolbox Meeting	13/08/2025 - 13/08/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-152	Dress code - Ecycle	See attachment for Memorandum signed off	Toolbox Meeting administration	02/07/2024 - 02/07/2024	Kylie Woods	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-223	Drug and alcohol policy - AM shift W-E 4-4-25		Toolbox Meeting	03/04/2025 - 03/04/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-231	Drug and alcohol policy - PM shift		Toolbox Meeting	07/04/2025 - 08/04/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-229	Clamp picking & cutaway SOP - AM shift		Toolbox Meeting	11/04/2025 - 11/04/2025	Christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-224	Clamp picking & cutaway SOP - Am staff		SOP Training	11/04/2025 - 11/04/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-235	Clamp picking freight training - outbound team	Sop clamp picking training	SOP Training	27/05/2025 - 27/05/2025	Christopher	QLS New South Wales 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-240	Clamp picking SOP - Training	Sop training for the outbound team	SOP Training	16/06/2025 - 16/06/2025	Christopher	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-154	Compactor operating training	Training on compactor operations	SOP Training	02/08/2024 - 02/08/2024	christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-142	Container crew toolbox		Toolbox Meeting	17/05/2024 - 17/05/2024		Qls nsw			
METR-242	Gas Refilling from Bulk Gas Tank in both Shed 1 & Shed 2		SOP Training	18/06/2025 - 18/06/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-288	Contractor Management Process Implementation		Safety Meeting	26/08/2025 - 26/08/2025	Wei	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Wei Li * Robert Taylor * John Boardman	* Contractor Management Policy * Registration & Verification Requirements * Audit & Compliance Program * Roles & Responsibilities * Risk Mitigation & Enforcement	
METR-207	Loading & unloading procedure loading dock PM	Procedure toolbox	Toolbox Meeting	20/02/2025 - 21/02/2025	Christopher	421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-265	Vic Safety Committee Minutes	Minutes from safety committee meeting 31/07/25	Safety Meeting	31/07/2025 -	Marc Wrobel	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Marc Wrobel * Jason Mark Looms * Victor Kouch * Vincent Kuoch * Max Taulapapa * Semisi Matanisiga Kaitani * Mark Wu		* Administrative : Next Meeting reminder
METR-143	IAP & Use of electronic work diaries	Training of IAP & Use of electronic work diaries	Toolbox Meeting	31/05/2024 -	Wei	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			

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-259	New SOP Loading / Unloading Docks Forklifts & Pedestrians	New SOP for Loading / Unloading Docks for forklifts & pedestrians safe work method Shed 1 & Shed 2 .	SOP Training	29/07/2025 - 29/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-198	Safety loading / unloading + operation of tailgate for VIC subbies	Please see attachment of signature form	Toolbox Meeting	18/11/2024 - 29/11/2024	Wei Li	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-264	Toolbox Hammond	QLD incident Manual Handling Procedure Loading / unloading procedure Dock Barriers	Toolbox Meeting warehouse	29/07/2025 -	Marc Wrobel	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	* Victor Kouch * Christopher Logan * Vincent Kuoch * Cyril Tai Moana * Temakopi Tua * YiFeng Hu * Wei Li * Sumandeep Dhaliwal		
METR-210	Tool Box Talk Communication Form		Toolbox Meeting	18/02/2025 - 18/02/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-213	Tool Box Talk Communication Form		Toolbox Meeting	04/03/2025 - 03/03/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-209	Tool Box Talk Communication From	>A few additional notes from the checkers & labellers : Haier units can be stacked 2 high/Fisher can't/when	Toolbox Meeting	21/01/2025 -	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

		<p>picking a grab of 9 units in 1 pick , please ensure access to the labels for checking & when all 4 large fridges are picked together place make sure that all the labels are not inverted/in the middle of all 4 units grouped together.</p> <p>>Clipboards or Trays will be placed beside each clock on/off machine in the event we are late we have to fill in the form and get our respective managers to sign it and then it goes to the Operations Manager.</p> <p>>Don't leave half bottles of water , even with your name in nicko or a star on the cap to denote it is your water, just keep the bottle beside you until you recycle it.</p> <p>>Please clear out cross dock as it is indicated on your picklist that there is a transfer/con-</p>							
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		note # on the pick item in question, using our own stock verses cross stock creates twice the amount of work for t the team and last week they had to remove 30 iteams and place them back into the pool for picking only after removing all address labels.							
METR-262	Toolbox Arvo shift	QLD incident Manual Handling Procedure Loading / unloading procedure Dock Barriers	Toolbox Meeting warehouse	29/07/2025 -	Marc Wrobel	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Danny Joe Meteka * Craig Rule * Upokoina Maramatoa * Metin Cakal * Mokoare Mokoare * Ngatuaine Tunui * Max Taulapapa * Rongo Konelio Tepaku * Jerome Rongo * Shannon Toamau * Kaylah Toamau * Ferlyn Jarligao Jose		
METR-228	Tool Box Meeting 060525		Toolbox Meeting	06/05/2025 - 06/05/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-237	Toolbox Talk	WEEKLY TOOLBOX TALK	Toolbox Meeting warehouse	09/06/2025 - 09/06/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-239	Toolbox Talk		Toolbox Meeting warehouse	17/06/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-315	Toolbox Talk QLD Weekly	Issues arising from the week prior.	Toolbox Meeting warehouse	21/10/2025 - 20/10/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-216	Toolbox Talk Weekly	Points to be raised during the meeting.	Toolbox Meeting warehouse	01/04/2025 - 01/04/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-209	Toolbox Training for labellers	Training for labellers	Toolbox Meeting	25/02/2025 - 25/02/2025	Donna	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			* : Training Alison, Bella, Haneera, Maree until signed off as competent
METR-247	Weekly Tool Box Meeting	Weekly ongoing.	Toolbox Meeting warehouse	01/07/2025 - 01/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
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		
METR-230	Weekly Toolbox Meeting		Toolbox Meeting warehouse	01/04/2025 - 01/04/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-243	Weekly Toolbox Meeting		Toolbox Meeting warehouse	24/06/2025 - 24/06/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-250	Weekly Toolbox Meeting	Both warehouses.	Toolbox Meeting warehouse	08/07/2025 - 07/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-304	Weekly Update :Docking & Traffic Light QLD UNLOAD-LOADING VIA DOCK (Top Crew Solutions)	Whilst this was a verbal toolbox talk for the above mentioned process , all Top Crew Solutions Team Members went into the WHSM and completed the training online	SOP Training	19/08/2025 - 19/08/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-316	Weekly Toolbox Talk.	All items to be addressed	Safety Meeting	28/10/2025 - 28/10/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-309	Weekly Toolbox Talk QLD	Very hot from now until the foreseeable future.	Toolbox Meeting warehouse	07/10/2025 - 07/10/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-260	Weekly Toolbox Talk QLD	Weekly points raised for the safety and well-being of employees.	Toolbox Meeting warehouse	29/07/2025 - 29/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117	* Anthony OSullivan * Blake Ross * Brendan Hawke * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie * Brooke MacNellie		
METR-201	Weekly Toolbox Talk Meeting	Weekly TBT	Toolbox Meeting warehouse	25/03/2025 - 24/03/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117	* Gary Chisholm		

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-285	Weekly Toolbox Talk	Safety & Operational notes	Toolbox Meeting warehouse	26/08/2025 - 26/08/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-297	Weekly Toolbox Talk	All AM & PM Shifts need to be recorded on the sign off shift.	Toolbox Meeting warehouse	16/09/2025 - 16/09/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			* : NONE * : NONE
METR-217	Weekly Toolbox Talk	Weekly Do 's & Do Not's	Toolbox Meeting warehouse	18/03/2025 - 17/03/2025	Anthony O'Sullivan	QLS Queensland shed 2 19 Eucalypt CT , Berrinba, QLD, 4117		* Note down last weeks points raised for reminding on what to say. * Afternoon Shift Manager Jeet requested the following: That at the end of day shift , we empty the kitchen bins and the bins across the loading docks 1-4 in Shed 1. * Who's Job is it to empty food waste in both Shed kitchens for warehouse and fleet and Admin areas?	* Procurement : Kitchen in SHED 2 got a new hand paper towel dispenser, with no paper towels to place in it? * Procurement : Kitchen in SHED 2 got a new hand paper towel dispenser, with no paper towels to place in it? * Procurement : Kitchen in SHED 2 got a new hand paper towel dispenser, with no paper towels to place in it? * Warehouse : Look through last weeks log of Action Details and update this weeks entries 18/03/2025 : * Warehouse : Joey asked if we could bulk pick runs from certain suppliers direct to where the load will checked and eventually loaded onto a truck or trailer.
METR-222	Weekly Toolbox Talk		Toolbox Meeting warehouse	01/04/2025 - 31/03/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-255	Weekly Toolbox Talk	Weekly Toolbox Talk	Toolbox Meeting warehouse	22/07/2025 - 22/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-250	Weekly Toolbox Meeting	Both warehouses.	Toolbox Meeting warehouse	08/07/2025 - 07/08/2025		QLS Logistics 204 Gilmore Rd			
METR-180	Wharehouse Weekly Toolbox Meeting		Toolbox Meeting	15/07/2024 - 17/11/2024		QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			
METR-181	Wharehouse Weekly Toolbox Meeting		Toolbox Meeting	22/07/2024 - 17/11/2024		QLS Logistics 204 Gilmore Road, Berrinba			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-178	Wharehouse Weekly Toolbox Meeting		Toolbox Meeting	29/07/2024 - 17/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-233	Tool Box Meeting 290425		Toolbox Meeting	06/05/2025 - 06/05/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-182	Tool Box Meeting		Toolbox Meeting	05/08/2024 - 18/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-183	Tool Box Meeting		Toolbox Meeting	13/08/2024 - 18/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-184	Tool Box Meeting		Toolbox Meeting	19/08/2024 - 18/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-185	Tool Box Meeting		Toolbox Meeting	26/08/2024 - 18/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-186	Tool Box Meeting		Toolbox Meeting	02/09/2024 - 20/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-188	Tool Box Meeting		Toolbox Meeting	16/09/2024 - 20/11/2024		QLS Logistics 204 Gilmore Road, Berringba			
METR-189	Tool Box Meeting		Toolbox Meeting	23/09/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-190	Tool Box Meeting		Toolbox Meeting	30/09/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-191	Tool Box Meeting		Toolbox Meeting	09/10/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-192	Tool Box Meeting		Toolbox Meeting	14/10/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-193	Tool Box Meeting		Toolbox Meeting	21/10/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-194	Tool Box Meeting		Toolbox Meeting	28/10/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-195	Tool Box Meeting		Toolbox Meeting	13/11/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-196	Tool Box Meeting		Toolbox Meeting	18/11/2024 - 20/11/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-197	Tool Box Meeting		Toolbox Meeting warehouse	05/12/2024 - 05/12/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-200	Tool Box Meeting		Toolbox Meeting	09/12/2024 - 10/12/2024		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-232	Tool Box Meeting 130525		Toolbox Meeting	13/05/2025 - 14/05/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-123	VIC Admin CSO		Toolbox Meeting	19/03/2024 - 19/03/2024		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-238	VIC DEPARTMENT HEADS MEETING 18/07		Toolbox Meeting	18/07/2025 - 18/07/2025		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-124	Transport Toolbox		Toolbox Meeting	08/03/2024 - 08/03/2024		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-132	Tthbhu		Toolbox Meeting	28/03/2024 - 28/03/2024		QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-258	VIC DEPARTMENT HEADS MEETING 25/07		Toolbox Meeting administration	25/07/2025 - 25/07/2025		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-71	VIC test		Toolbox Meeting	15/06/2023 - 21/06/2023		QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-137	Stocktaking procedure		Toolbox Meeting warehouse	06/05/2024 - 06/05/2024		QLS Logistics 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-133	Zero tolerance policy for aggressive and Violent behaviour in the work place	See attachment signed off company memo	Toolbox Meeting	02/05/2024 -	Andrew Warren	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-29	Warehouse Training/Induction - Bulk stacking/Manual handling/Loading/unloading	Manager	Toolbox Meeting warehouse	12/10/2021 - 12/10/2021	Cameron	QLS Logistics 398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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			
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-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-286	VIC DEPARTMENT HEADS MEETING 22/08/2025		Toolbox Meeting administration	22/08/2025 - 22/08/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Wei Li * Robert Taylor * Iain Hubbard * Emma Healey		
METR-319	VIC DEPARTMENT HEADS MEETING 24/10/2025		Toolbox Meeting administration	24/10/2025 - 24/10/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Wei Li * Marc Wrobel * Iain Hubbard * Kelly Marshall * Amir Memar		
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			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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-252	Toolbox Talk Weekly	Weekly updates & additions to previous tool box talks.	Toolbox Meeting warehouse	15/07/2025 - 15/07/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-296	VIC DEPARTMENT HEADS MEETING 12/09/2025		Toolbox Meeting administration	12/09/2025 - 12/09/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Wei Li * Kelly Marshall * Iain Hubbard * Marc Wrobel * Emma Healey		
METR-281	VIC DEPARTMENT HEADS MEETING 15/08/2025		Toolbox Meeting administration	15/08/2025 - 15/08/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Iain Hubbard * Emma Healey * Kelly Marshall * Wei Li		
METR-277	VIC DEPARTMENT HEADS MEETING 04/08/2025		Toolbox Meeting administration	04/08/2025 - 04/08/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Kelly Marshall * Iain Hubbard * Emma Healey * Marc Wrobel * Wei Li		
METR-292	VIC DEPARTMENT HEADS MEETING 05/09/2025		Toolbox Meeting administration	05/09/2025 - 05/09/2025	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173	* Robert Taylor * Wei Li * Iain Hubbard * Marc Wrobel * Kelly Marshall		

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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		<ul style="list-style-type: none"> * Unsafe cages * Radaro use * Communication * Rest breaks * Damage claims * Safety load * Driver feedback 	<ul style="list-style-type: none"> * 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-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-179	Warehouse Weekly Toolbox Meeting		Toolbox Meeting	08/07/2024 - 17/11/2024	Anthony O'Sullivan	204 Gilmore Road, Berringba			
METR-219	Tool Box Meeting 080425		Toolbox Meeting warehouse	08/04/2025 - 07/04/2025		QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			
METR-134	Toolbox - PM warehouse loading via tailgate		Toolbox Meeting warehouse	01/05/2024 - 01/05/2024	christopher warner	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			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-208	Tool Box Talk Communication Form		Toolbox Meeting	21/02/2025 - 21/02/2025	Anthony O'Sullivan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			<p>* : Who completes what Shed and it needs to be done at the same time so both reports can be addressed. Volunteers?</p> <p>* : There was an incident last week while a truck was been loaded at night , there was 2 operators from a contractor to QLS along with a QLS Forklift Operator assisting , the camera footage shows our products been handled very poorly to the point disgraceful and the disappointing part for QLS was nothing was said at the time of the product been mishandled from the QLS operator, so if you are in a situation were you see QLS stock been mishandled , call it out on the spot and if anything is said back to you and you are worried, come back and see your direct line Supervisor/Manager., the 2 contractors were put out the gate that same afternoon.</p>
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-21	Site safety and compliance	Start time/Breaks/For klifts/Busy period/Sandy return.	Toolbox Meeting warehouse	26/07/2021 -	Cameron Manelski	QLS Victoria 398-418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175	<p>* Semisi Matanisiga Kaitani</p> <p>* Cameron Manelski</p> <p>* Emmanuel Tangata</p> <p>* Anthony Wheeler</p> <p>* Tangata Tutai Moeroa</p> <p>* Cyril Tai Moana</p> <p>* Braidyn Newman</p> <p>* John Serrano</p> <p>* Temakopi Tua</p>	<p>* Start times</p> <p>* Breaks Breaks</p> <p>* Forklifts</p> <p>* Busy period</p> <p>* Sandy Return</p>	
METR-135	Serious misconduct policy - VIC subbies	Attachment signed off Memo	Toolbox Meeting	17/05/2024 -	Rob	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-173	T2 loading of trailers discussion.	Minutes recorded of discussion with T2 team on loading trailers	Toolbox Meeting	25/09/2024 - 26/09/2024	christopher	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-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			
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/Naoimi/Wei	QLS LOGISTICS VICTORIA 398-418 Hammond Road, Dandenong South, VIC, 3175		<ul style="list-style-type: none"> * RA collect * Radaro * Rejections * Covid rules * Pre trip checks * Post trip jobs 	<ul style="list-style-type: none"> * 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 premisis * 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-129	Receipt stock returns (RA) VIA PDA procedure	Training with T2 TEAM	SOP Training	10/04/2024 - 10/04/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148			
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			
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			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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 safety * Manual handling	
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-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-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			
METR-248	SA HDC Road train run updated trip duration (2.5 days)	Signed acknowledgements for the revised 2.5-day SA HDC run	Toolbox Meeting Store/Country drivers	27/06/2025 - 27/06/2025	Erkan Ileri	QLS Victoria - Hammond Road 398 -418 HAMMOND RD, DANDENONG SOUTH, VIC, 3175			
METR-20	KPI/Measured requirements/ Driver handbook/Load restraint/ PPE/	Season 2 HD drivers toolbox. https://www.youtube.com/watch?v=ceRjiHOW0c	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 attend today.	* Drivers : Handbook and toolbox information pass to drivers who did not attend today. Print out this form and get signature from drivers by next Monday.
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		

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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	* Anthony Wheeler	* 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-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		* 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-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-63	General toolbox		Toolbox Meeting	24/05/2023 - 24/05/2023	Christopher Warner	QLS New South Wales 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-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-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-107	Hitachi Handling SOP	See attachment for more details and signature	Toolbox Meeting warehouse	18/01/2024	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
METR-111	Hitachi handling SOP	see attachment for signature	Toolbox Meeting warehouse	19/01/2024	Ben Mundy	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-116	Hitachi Handling SOP	See attachment for signature	Toolbox Meeting warehouse	22/01/2024	Danny/TCS	QLS Victoria - Atlantic Drive 170 - 172 Atlantic Drive, Keysborough, VIC, 3173			
METR-128	Manual handling SOP / Guide - Toolbox PM	Fortnightly toolbox	Toolbox Meeting	11/04/2024 - 11/04/2024		421-427 Flushcombe Road, Blacktown, NSW, 2148	* Scott De Souza * Ricky McKinnon * Taifai Tavita Tusa * Vaimoa Vaegaau		
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			
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-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-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 * Ngatuaiane Tunui * Max Taulapapa * Tepaku Rongo Konelio * Teau Noorora		
METR-112	Loading requirment & Restraint	See attachment for signature	Toolbox Meeting warehouse	19/01/2024	Benn Bergan	QLS Queensland shed 1 Cnr Eucalypt Ct & Gilmore Road, Berrinba, QLD, 4117			

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
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	* YiFeng Hu		
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-3	Damage claims/Part of RA collect issue/Store rejection/Kogan swap over	https://www.youtube.com/watch?v=QxIUHcjD01I&feature=youtu.be	Toolbox Meeting Store/Country drivers	19/01/2021 - 19/01/2021	Rob/Naomi/Wei	QLS LOGISTICS VICTORIA 398-418 Hammond Road, Dandenong South, VIC, 3175		<ul style="list-style-type: none"> * Damage claims * Store rejection * Part of RA collect issue * Kogan swap overs 	<ul style="list-style-type: none"> * 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, p
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		<ul style="list-style-type: none"> * 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 	<ul style="list-style-type: none"> * 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

ID	Name	Description	Meeting Type / Sub-type	Meeting Date	Chaired By	Location	Attendees	Points Raised	Actions Required
METR-62	Clamp process		Toolbox Meeting warehouse	01/05/2023	Christopher Warner	QLS New South Wales 421-427 Flushcombe Road, Blacktown, NSW, 2148			
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-199	Ecycle machine operating induction revision	Please see attachment signature form	Toolbox Meeting warehouse	27/11/2024 - 04/12/2024	Wei Li	398-418 Hammond Road , DANDENONG SOUTH, VIC, 3175			