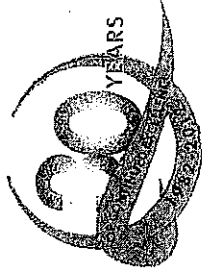


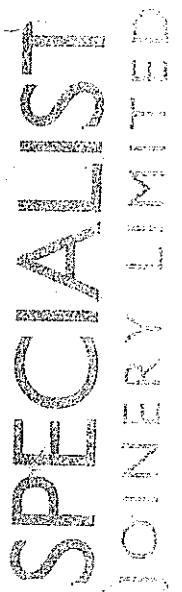
SPECIALIST  
JOINERY LIMITED



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

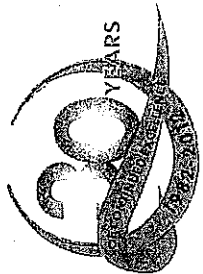
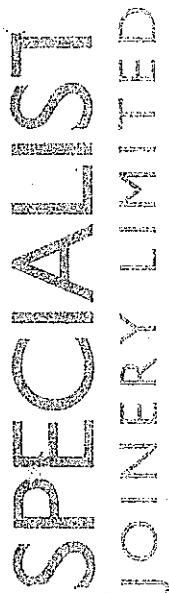
we 2.9.18

| OPERATIVE NAME | HARD<br>HAT | SAFETY<br>GLASSES | HI-VIZ<br>VEST | GLOVES | EAR<br>DEFENDERS<br>/<br>PLUGS | DUST<br>MASK<br>FFP3 | REASON FOR ISSUE /<br>REISSUE |      |         |                  | SIGNATURE           | DATE     |
|----------------|-------------|-------------------|----------------|--------|--------------------------------|----------------------|-------------------------------|------|---------|------------------|---------------------|----------|
|                |             |                   |                |        |                                |                      | New                           | Lost | Damaged | Wear and<br>Tear |                     |          |
| Nathan-W.      |             |                   |                | ✓      |                                |                      | ✓                             |      |         | ✓                | <i>Nathan</i>       | 28/8/18  |
| T.Winterburn   |             |                   |                | ✓      |                                | ✓                    | ✓                             |      |         | ✓                | <i>T.Winterburn</i> | 28/8/18  |
| Nathan-W.      |             |                   |                | ✓      |                                |                      | ✓                             |      |         | ✓                | <i>Nathan</i>       | 29/8/18  |
| T.Winterburn   |             |                   |                | ✓      |                                | ✓                    | ✓                             |      |         | ✓                | <i>T.Winterburn</i> | 29/8/18  |
| Nathan-W.      |             |                   |                | ✓      |                                |                      | ✓                             |      |         | ✓                | <i>Nathan</i>       | 30/8/18  |
| T.Winterburn   |             |                   |                | ✓      |                                |                      | ✓                             |      |         | ✓                | <i>T.Winterburn</i> | 30/8/18  |
| T.Winterburn   |             |                   |                | ✓      |                                | ✓                    | ✓                             |      |         | ✓                | <i>T.Winterburn</i> | 31.8.18  |
| Nathan.W       |             |                   |                | ✓      |                                |                      | ✓                             |      |         | ✓                | <i>Nathan</i>       | 31.8.18. |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                     |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                     |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                     |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                     |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                     |          |



we 2.9.18

[illegible]



# PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

we, 2.9.18

[illegible]

MOB.


# JMS SPECIALIST JOINERY LTD

UNIT B, BOURNE END, KINETONE ROAD, SOUTHAM. CV47 0NA

PHONE: 01926 813813 FAX: 01926 812777

e-mail jmsjoineryltd@aol.com

ATTENDANCE SHEET TO BE COMPLETED FOR ALL TOOLBOX TALKS

|    | NAME (print) | DATE ATTENDED | HANDOUTS RECEIVED | I FULLY UNDERSTAND TALK | SIGNATURE   |
|----|--------------|---------------|-------------------|-------------------------|---|
| 1  | SAM CHAMBERS | 16/08         | ✓                 | ✓                       |  |
| 2  |              |               |                   |                         |   |
| 3  |              |               |                   |                         |   |
| 4  |              |               |                   |                         |   |
| 5  |              |               |                   |                         |   |
| 6  |              |               |                   |                         |   |
| 7  |              |               |                   |                         |   |
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| 9  |              |               |                   |                         |   |
| 10 |              |               |                   |                         |   |
| 11 |              |               |                   |                         |   |
| 12 |              |               |                   |                         |   |
| 13 |              |               |                   |                         |   |
| 14 |              |               |                   |                         |   |
| 15 |              |               |                   |                         |   |
| 16 |              |               |                   |                         |   |
| 17 |              |               |                   |                         |   |
| 18 |              |               |                   |                         |   |
| 19 |              |               |                   |                         |   |
| 20 |              |               |                   |                         |   |
| 21 |              |               |                   |                         |   |
| 22 |              |               |                   |                         |   |
| 23 |              |               |                   |                         |   |
| 24 |              |               |                   |                         |   |
| 25 |              |               |                   |                         |   |
| 26 |              |               |                   |                         |   |
| 27 |              |               |                   |                         |   |

TALK No: 21

TITLE: CROSS CUT (MACHINE SHOP, MILL)

I have given the above toolbox talk to all the men under my control listed above

SIGNED



POSITION

MACHINIST

PRINT NAME

LEE DORAN

DATE

16-8-18

WHEN COMPLETED THE ORIGINAL COPY IT TO BE KEPT IN THE HEATH & SAFETY FILE WITH ONE COPY BEING GIVEN TO THE OPERATIVES TAKING PART


# JMS SPECIALIST JOINERY LTD

UNIT B, BOURNE END, KINETONE ROAD, SOUTHAM. CV47 0NA

PHONE: 01926 813813 FAX: 01926 812777

e-mail jmsjoineryltd@aol.com

## ATTENDANCE SHEET TO BE COMPLETED FOR ALL TOOLBOX TALKS

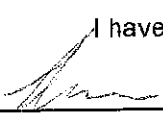
|   | NAME (print) | DATE ATTENDED | HANDOUTS RECEIVED | I FULLY UNDERSTAND TALK | SIGNATURE   |
|---|--------------|---------------|-------------------|-------------------------|---|
| 1 | Sam Chaney   | 16/08         | ✓                 | ✓                       |  |
| 2 |              |               |                   |                         |   |
| 3 |              |               |                   |                         |   |
| 4 |              |               |                   |                         |   |
| 5 |              |               |                   |                         |   |
| 6 |              |               |                   |                         |   |
| 7 |              |               |                   |                         |   |
| 8 |              |               |                   |                         |   |
| 9 |              |               |                   |                         |   |
| 0 |              |               |                   |                         |   |
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| 2 |              |               |                   |                         |   |
| 3 |              |               |                   |                         |   |
| 4 |              |               |                   |                         |   |
| 5 |              |               |                   |                         |   |
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| 7 |              |               |                   |                         |   |
| 8 |              |               |                   |                         |   |
| 9 |              |               |                   |                         |   |
| 0 |              |               |                   |                         |   |
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| 5 |              |               |                   |                         |   |
| 6 |              |               |                   |                         |   |
| 7 |              |               |                   |                         |   |

ALK No: 27

TITLE: PLANERS (SURFACE & THICKNESS)

I have given the above toolbox talk to all the men under my control listed above

SIGNED



POSITION

MACHINIST

PRINT NAME

LEE DORN

DATE

16-8-12


WHEN COMPLETED THE ORIGINAL COPY IT TO BE KEPT IN THE HEALTH & SAFETY FILE WITH ONE COPY BEING GIVEN TO THE OPERATIVES TAKING PART

MJB

# JMS SPECIALIST JOINERY LTD

UNIT B, BOURNE END, KINETONE ROAD, SOUTHAM. CV47 0NA  
 PHONE: 01926 813813 FAX: 01926 812777  
 e-mail jmsjoineryltd@aol.com

## ATTENDANCE SHEET TO BE COMPLETED FOR ALL TOOLBOX TALKS

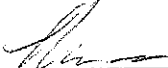
|    | NAME (print) | DATE ATTENDED | HANDOUTS RECEIVED | I FULLY UNDERSTAND TALK | SIGNATURE   |
|----|--------------|---------------|-------------------|-------------------------|---|
| 1  | SAM CHAMBERS | 16/08         | ✓                 | ✓                       |  |
| 2  |              |               |                   |                         |   |
| 3  |              |               |                   |                         |   |
| 4  |              |               |                   |                         |   |
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| 26 |              |               |                   |                         |   |
| 27 |              |               |                   |                         |   |

TALK No: 29

TITLE: RE-SAW (MILL)

I have given the above toolbox talk to all the men under my control listed above

SIGNED



POSITION

MACHINIST

PRINT NAME LEE DORAN

DATE

16-8-18

WHEN COMPLETED THE ORIGINAL COPY IT TO BE KEPT IN THE HEALTH & SAFETY FILE WITH ONE COPY BEING GIVEN TO THE OPERATIVES TAKING PART

**JMS SPECIALIST JOINERY LTD**

UNIT B, BOURNE END, KINETONE ROAD, SOUTHAM. CV47 0NA

PHONE: 01926 813813 FAX: 01926 812777

e-mail jmsjoineryltd@aol.com

**ATTENDANCE SHEET TO BE COMPLETED FOR ALL TOOLBOX TALKS**

|    | NAME (print)    | DATE ATTENDED | HANDOUTS RECEIVED | I FULLY UNDERSTAND TALK | SIGNATURE          |
|----|-----------------|---------------|-------------------|-------------------------|--------------------|
| 1  | Sack Buckingham | 22/8/18       | 1                 | ✓                       | <i>[Signature]</i> |
| 2  | Arren Hammond   | 22/8/18       | 1                 | ✓                       | <i>[Signature]</i> |
| 3  | Geshen Fisher   | 22/8/18       | 1                 | ✓                       | <i>[Signature]</i> |
| 4  |                 |               |                   |                         |                    |
| 5  |                 |               |                   |                         |                    |
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| 25 |                 |               |                   |                         |                    |
| 26 |                 |               |                   |                         |                    |
| 27 |                 |               |                   |                         |                    |

JMS SPECIALIST JOINERY LTD

28 AUG 2018

ACTION

TALK No: 16

TITLE: PORTABLE CHAIN MORTICER

I have given the above toolbox talk to all the men under my control listed above

SIGNED

POSITION

FOREMAN

PRINT NAME

DATE

22.8.18

WHEN COMPLETED THE ORIGINAL COPY IT TO BE KEPT IN THE HEALTH & SAFETY FILE WITH ONE COPY  
BEING GIVEN TO THE OPERATIVES TAKING PART



# SPECIALIST JOINERY LIMITED

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|   |                       |
|---|-----------------------|
| Title: 72 Construction Waste Management | Date: 23rd August '18 |
| Location: JMS FACTORY                   | Start Time: 10.30am   |
| Duration (Minutes) 30 MINUTES           | End Time: 11.00am     |
| Presenters name: S. Wright              | Presenters Signature: |

| Candidate's Name    | Name of Candidate's Employer   | Candidate's Signature |
|---------------------|--------------------------------|-----------------------|
| BUCKINGHAM (JACK)   | JMS SPECIALIST JOINERY LIMITED |                       |
| CHIMES (SAMUEL)     | JMS SPECIALIST JOINERY LIMITED |                       |
| CZEGE (ZSOLT)       | JMS SPECIALIST JOINERY LIMITED |                       |
| DORAN (LEE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| DYETT (JOE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| HAMMOND (ARRON)     | JMS SPECIALIST JOINERY LIMITED |                       |
| HARLAND (MICK)      | JMS SPECIALIST JOINERY LIMITED |                       |
| McSHARRY (JOE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| PARKER (JOSHUA)     | JMS SPECIALIST JOINERY LIMITED |                       |
| TAYLOR (MALCOLM)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WARD (GLYN)         | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (NATHAN) | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (TED)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WRIGHT (STEVE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| BARLOW (ANDY)       | JMS SPECIALIST JOINERY LIMITED |                       |
| CALDECOTT (IAN)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (ANNETTE)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (JOHN)        | JMS SPECIALIST JOINERY LIMITED |                       |
| HOLDHAM (ANDY)      | JMS SPECIALIST JOINERY LIMITED |                       |

### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
|              |          |            | 2303798            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.0 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | N/A        |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |





# SPECIALIST JOINERY LIMITED

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|  |                              |
|--|------------------------------|
| <b>Title:</b> 69 Health & Safety Management System | <b>Date:</b> 21st August '18 |
| <b>Location:</b> JMS FACTORY                       | <b>Start Time:</b> 10.30am   |
| <b>Duration (Minutes)</b> 30 MINUTES               | <b>End Time:</b> 11.00am     |
| <b>Presenters name:</b> J. Gould                   | <b>Presenters Signature:</b> |

| Candidate's Name    | Name of Candidate's Employer   | Candidate's Signature |
|---------------------|--------------------------------|-----------------------|
| BUCKINGHAM (JACK)   | JMS SPECIALIST JOINERY LIMITED |                       |
| CHIMES (SAMUEL)     | JMS SPECIALIST JOINERY LIMITED |                       |
| CZEGE (ZSOLT)       | JMS SPECIALIST JOINERY LIMITED |                       |
| DORAN (LEE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| DYETT (JOE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| HAMMOND (ARRON)     | JMS SPECIALIST JOINERY LIMITED |                       |
| HARLAND (MICK)      | JMS SPECIALIST JOINERY LIMITED |                       |
| McSHARRY (JOE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| PARKER (JOSHUA)     | JMS SPECIALIST JOINERY LIMITED |                       |
| TAYLOR (MALCOLM)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WARD (GLYN)         | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (NATHAN) | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (TED)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WRIGHT (STEVE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| BARLOW (ANDY)       | JMS SPECIALIST JOINERY LIMITED |                       |
| CALDECOTT (IAN)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (ANNETTE)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (JOHN)        | JMS SPECIALIST JOINERY LIMITED |                       |
| HOLDHAM (ANDY)      | JMS SPECIALIST JOINERY LIMITED |                       |

### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
|              |          |            | 2303798            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.0 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | N/A        |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |



# SPECIALIST JOINERY LIMITED

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|   |                                   |
|---|-----------------------------------|
| Title: 86 Dust Control from Tools (Circular Bench Saws) | Date: 30 <sup>th</sup> August '18 |
| Location: JMS FACTORY                                   | Start Time: 10.30am               |
| Duration (Minutes) 30 MINUTES                           | End Time: 11.00am                 |
| Presenters name: S. Wright                              | Presenters Signature:             |

| Candidate's Name    | Name of Candidate's Employer   | Candidate's Signature |
|---------------------|--------------------------------|-----------------------|
| BUCKINGHAM (JACK)   | JMS SPECIALIST JOINERY LIMITED |                       |
| CHIMES (SAMUEL)     | JMS SPECIALIST JOINERY LIMITED |                       |
| CZEGE (ZSOLT)       | JMS SPECIALIST JOINERY LIMITED |                       |
| DORAN (LEE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| DYETT (JOE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| HAMMOND (ARRON)     | JMS SPECIALIST JOINERY LIMITED |                       |
| HARLAND (MICK)      | JMS SPECIALIST JOINERY LIMITED |                       |
| McSHARRY (JOE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| PARKER (JOSHUA)     | JMS SPECIALIST JOINERY LIMITED |                       |
| TAYLOR (MALCOLM)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WARD (GLYN)         | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (NATHAN) | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (TED)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WRIGHT (STEVE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| BARLOW (ANDY)       | JMS SPECIALIST JOINERY LIMITED |                       |
| CALDECOTT (IAN)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (ANNETTE)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (JOHN)        | JMS SPECIALIST JOINERY LIMITED |                       |
| HOLDHAM (ANDY)      | JMS SPECIALIST JOINERY LIMITED |                       |

### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
|              |          |            | 2303798            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.0 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | N/A        |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |



# SPECIALIST JOINERY LIMITED

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Title: 78 Plaster & Plasterboard. | Date: 28 <sup>th</sup> August '18 |
| Location: JMS FACTORY             | Start Time: 10.30am               |
| Duration (Minutes) 30 MINUTES     | End Time: 11.00am                 |
| Presenters name: J. Gould.        | Presenters Signature: J. Gould.   |

| Candidate's Name    | Name of Candidate's Employer   | Candidate's Signature |
|---------------------|--------------------------------|-----------------------|
| BUCKINGHAM (JACK)   | JMS SPECIALIST JOINERY LIMITED |                       |
| CHIMES (SAMUEL)     | JMS SPECIALIST JOINERY LIMITED |                       |
| CZEGE (ZSOLT)       | JMS SPECIALIST JOINERY LIMITED |                       |
| DORAN (LEE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| DYETT (JOE)         | JMS SPECIALIST JOINERY LIMITED |                       |
| HAMMOND (ARRON)     | JMS SPECIALIST JOINERY LIMITED |                       |
| HARLAND (MICK)      | JMS SPECIALIST JOINERY LIMITED |                       |
| McSHARRY (JOE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| PARKER (JOSHUA)     | JMS SPECIALIST JOINERY LIMITED |                       |
| TAYLOR (MALCOLM)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WARD (GLYN)         | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (NATHAN) | JMS SPECIALIST JOINERY LIMITED |                       |
| WINTERBURN (TED)    | JMS SPECIALIST JOINERY LIMITED |                       |
| WRIGHT (STEVE)      | JMS SPECIALIST JOINERY LIMITED |                       |
| BARLOW (ANDY)       | JMS SPECIALIST JOINERY LIMITED |                       |
| CALDECOTT (IAN)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (ANNETTE)     | JMS SPECIALIST JOINERY LIMITED |                       |
| GOULD (JOHN)        | JMS SPECIALIST JOINERY LIMITED |                       |
| HOLDHAM (ANDY)      | JMS SPECIALIST JOINERY LIMITED |                       |

### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
|              |          |            | 2303798            |