



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Housekeeping and Waste Disposal	Date: 28/06/18
Location: Wembley W03	Start Time: 9:00
Duration (Minutes) 30min.	End Time: 9:30
Presenters name: A. Kulsinstas	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
H. Gorasia	RCL	
R. Rama	RCL	
S.L. Hirani	RCL	S. Hirani

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
3	30min	1.5 hours	2453745

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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Contract:	Wembley W03	Site Manager:	A. Kulsinskas	Date (w/c):	25/06.2018	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery Rev. A 15/01/18
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Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	25/06/18	A. Kulsinskas		Doors distribution to floors. Manual Handling
Tuesday	26/06/18	A. Kulsinskas		Extraction machine check and clean up.
Wednesday	27/06/18	A. Kulsinskas		Coshh wast disposal. Bin location.
Thursday	28/06/18	A. Kulsinskas		Iron mangery install. Doors storing.
Friday	29/06/18	A. Kulsinskas		Install frames. Frames protection.
Saturday				
Sunday				

[illegible]

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET

Before starting work, STOP, THINK and CHECK

if the answer to any question below is NO, do not start work until the issues are resolved

Yes No N/A

1. Method statements, risk assessments and permits

Have you read and understood the method statement and risk assessment for the task?

Is everyone on your team briefed on the method statement for the task?

Have you carried out your weekly toolbox

talk? Please give title of toolbox talk:

Site Housekeeping and Waste Disposal

Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?

Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?

2. Place of work

Are you satisfied that your team has a safe place to work?

Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers

Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?

Are third parties and members of the public securely protected from falling materials?

Does your team know the safe access and egress routes to their places of work?

3. Task specific

Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?

Are you confident there are no health and safety risks in your work task(s)?

Are you certain that the operatives you are putting to work are competent for their assigned tasks?

Are the team equipped with the correct PPE to carry out the task?

4. Variations

Have the team members changed? (If yes revise)

Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)

Remember, as the supervisor YOU are responsible for the safety of YOUR team



SITE: *Walsingham House*

COMPILED & CHECKED BY: K.Kulsinskas

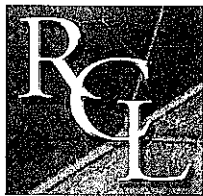
WEEK ENDING: 01-07-18

without delay

<u>Plant Item</u>	<u>I.D. No.</u>	<u>On Site Date</u>	<u>Test Expiry Date</u>	<u>Condition of items/ other comments</u>
Makita router	1208	23-03-18	04-09-18	
Dewalt router	660	23-03-18	04-09-18	
Makita skilsaw	918	23-03-18	04-09-18	
Jigsaw	1028	23-03-18	04-09-18	
Panner	161	23-03-18	04-09-18	
Pistol drill	889B-22	23-03-18	04-09-18	
Hammer drill	934	23-03-18	04-09-18	
2Fix paslode gun	1295	23-03-18		
Dust extractor	1242	23-03-18	04-09-18	
Splitter box	644	23-03-18	04-09-18	
Light	1306	23-03-18	04-09-18	
Lead	78a	23-03-18	04-09-18	
Lead	186	23-03-18	04-09-18	
Lead	1268	23-03-18	04-09-18	
Lead	1300	23-03-18	04-09-18	
Lead	1246	23-03-18	04-09-18	
Lead	187	23-03-18	04-09-18	
Lead	454	23-03-18	04-09-18	
Sitebox	32A	23-03-18		
Dewalt chopsaw	690	23-03-18	04-09-18	
Sitebox	22A	23-03-18		
Sitebox	A2	23-03-18		
Podium	PS13	23-03-18		
Podium	PS363	23-03-18		
A-Frame trolley	120	23-03-18		
Site box	1341	10-04-18		
Hoover	1304	14-05-18	04-09-18	
Makita planer	201	14-05-18	04-09-18	
Lead	1319	14-05-18	04-09-18	
Lead	211	14-05-18	04-09-18	
Bosh jigsaw	162	14-05-18	04-09-18	
Makita skilsaw	705	14-05-18	04-09-18	
Splitter box	2662	14-05-18	04-09-18	
Paslode gun 2Fix	1014	14-05-18		

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Splitterbox	2662	14-05-18		
Router	1337	14-05-18	04-09-18	
Chop saw	989	14-05-18	04-09-18	
Transformer 110v	1039	14-05-18	04-09-18	
Makita battery jigsaw	1271	30-05-18		
Bosh pistol drill	22	30-05-18	04-09-18	
Splitter box	649	30-05-18	04-09-18	
Makita drill	330	30-05-18	04-09-18	
Makita chopsaw	13453	08-06-18	22-08-18	



WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

**SITE: Wembley Block
W03**

COMPILED & CHECKED BY: A. Kulsinskas

WEEK ENDING 01/07/18

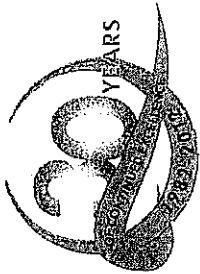
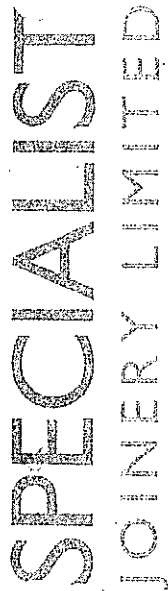
Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

<u>Plant Item</u>	<u>I.D. No.</u>	<u>On Site Date</u>	<u>Off Site Date</u>	<u>Test Expiry Date</u>	<u>Condition of items/ other comments</u>
110v Lead	235	04/05/2018		22/09/2018	Condition good
110v Lead	1320	04/05/2018		22/09/2018	Condition good
110v Lead	1317	04/05/2018		22/09/2018	Condition good
110v Task Light	1304	04/05/2018		22/09/2018	Condition good
110v Splitter Box	643	04/05/2018		22/09/2018	Condition good
Makita Sds	361	04/05/2018		22/09/2018	Condition good
Makita Planer	942	04/05/2018		22/09/2018	Condition good
Toolbox	1340	04/05/2018		N/A	Condition good
Toolbox	1026	05/03/2018		N/A	Condition good
Toolbox	1A	05/03/18		N/A	Condition good
Makita Skill Saw	1043	04/05/2018		22/09/2018	Condition good
2nd Fix Paslode	169	04/05/2018		N/A	Condition good
Dust Controll Extractor	1303	04/05/2018		22/09/2018	Condition good
Multi Tool	1280	04/05/2018		22/09/2018	Condition good
110v Lead	269	04/05/2018		22/09/2018	Condition good
110v Lead	276	04/05/2018		22/09/2018	Condition good
Jigsaw	1276	04/05/2018		22/09/2018	Condition good
110v Lead	1247	05/03/2018		22/09/2018	Condition good
110v Lead	1248	05/03/2018		22/09/2018	Condition good
110v Lead	932	05/03/2018		22/09/2018	Condition good
110v Splitter Box	265	05/03/2018		22/09/2018	Condition good
Bosch Planer	905	05/03/2018		22/09/2018	Condition good
Makita Jigsaw	1275	05/03/2018		22/09/2018	Condition good
Makita Hammer Drill	913	05/03/2018		22/09/2018	Condition good
Bosch Pistol Drill	651N	05/03/2018		22/09/2018	Condition good
Dust Controll Extractor	1265	05/03/2018		22/09/2018	Condition good
Makita Chopsaw	1025	05/03/2018		22/09/2018	Condition good
Makita ¼ Router	63	05/03/2018		22/09/2018	Condition good
2nd Fix Paslode Gun	529	05/03/2018		N/A	Condition good
Dewalt ¼ Router	1026	05/03/2018		22/09/2018	Condition good
Makita Planer	912	05/03/2018		22/09/2018	Condition good
Makita Skillsaw	706	05/03/2018		22/09/2018	Condition good
Makita Biscuit cutter	936	05/04/2018		22/09/2018	Condition good
A Frame		04/05/2018		N/A	Condition good
Bosch Jigsaw	48	05/04/2018		22/09/2018	Condition good
Bosch Skillsaw	790	05/04/2018		22/09/2018	Condition good
Makita ½ Router	67	05/04/2018		22/09/2018	Condition good

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110v Task Light	1305	05/03/2018		22/09/2018	Condition good
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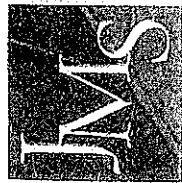
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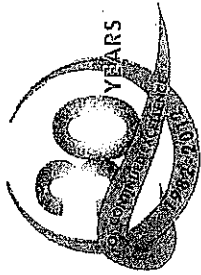
PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

3/1.7.18

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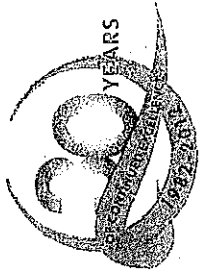
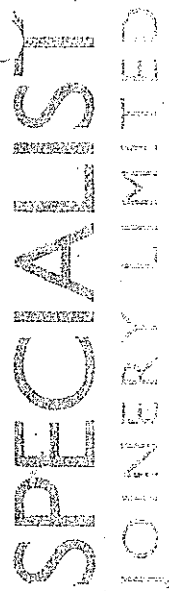
SPECIALIST JOINERY LIMITED



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

w/c 1.7.18

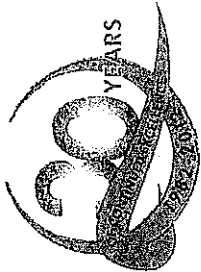
OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE/ REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
Nathan-W.				/			/			/		25/6/18
T. Winterburn				/			/			/		25/6/18
Nathan.W.				/		/	/			/		26/6/18
T. Winterburn				/		/	/			/		26/6/18
Nathan.W.				/			/			/		27/6/18
T. Winterburn				/			/			/		27/6/18
Nathan-W.				/		/	/			/		28/6/18
T. Winterburn				/		/	/			/		28/6/18
Nathan.W.				/			/			/		29/6/18
T. Winterburn				/		/	/			/		29/6/18



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

w/e 1.7.18

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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE: 07/02/2013 04/02/2016	Page 1 of 1
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