



## WEEKLY PLANT RETURN

AND

## PLANT SAFETY CHECK

**SITE: Wembley Block  
W03**

**COMPILED & CHECKED BY: A. Kulsinskas**

**WEEK ENDING 02/09/18**

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/<br/>other comments</u> |
|---------------------------------|-----------------|---------------------|----------------------|-------------------------|-----------------------------------------------|
| Toolbox                         | 1340            | 04/05/2018          |                      | N/A                     | Condition good                                |
| Toolbox                         | 1026            | 05/03/2018          |                      | N/A                     | Condition good                                |
| Toolbox                         | 1A              | 05/03/2018          |                      | N/A                     | Condition good                                |
| Toolbox                         | 16A             | 01/08/2018          |                      | N/A                     | Condition good                                |
| Toolbox                         | 29A             | 01/08/2018          |                      | N/A                     | Condition good                                |
| 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 Lead                       | 269             | 04/05/2018          |                      | 22/09/2018              | Condition good                                |
| 110v Lead                       | 276             | 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 Lead                       | 268             | 01/08/2018          |                      | 02/11/2018              | Condition good                                |
| 110v Lead                       | 1356            | 01/08/2018          |                      | 02/11/2018              | Condition good                                |
| 110v Splitter Box               | 643             | 04/05/2018          |                      | 22/09/2018              | Condition good                                |
| 110v Splitter Box               | 265             | 05/03/2018          |                      | 22/09/2018              | Condition good                                |
| 110v Task Light                 | 1304            | 04/05/2018          |                      | 22/09/2018              | Condition good                                |
| 110v Task Light                 | 1305            | 05/03/2018          |                      | 22/09/2018              | Condition good                                |
| Dust Control Extractor          | 1303            | 04/05/2018          |                      | 22/09/2018              | Condition good                                |
|                                 |                 | 29/08/2018          |                      | 01/03/2019              | Condition good (Back from repair)             |
| Dust Control Extractor          | 1265            |                     |                      |                         |                                               |
| Dust Control Extractor          | 1243            | 01/08/2018          |                      | 02/11/2018              | Condition good                                |
|                                 |                 | 29/08/2018          |                      | 01/03/2019              | Condition good (Back from repair)             |
| Dust Control Extractor          | 1242            |                     |                      |                         |                                               |
| Dust Control Extractor          | 1264            | 21/08/2018          |                      | 21/11/2018              | Condition good                                |
|                                 |                 | 21/08/2018          |                      | 21/11/2018              | Condition good ( New ID number)               |
| Dust Control Extractor          | 1359            |                     |                      |                         |                                               |
| Makita Router ½                 | 67              | 05/04/2018          |                      | 22/09/2018              | Condition good                                |
| Makita Router ¼                 | 1353            | 04/07/2018          |                      | 28/12/18                | Condition very good                           |
| Makita Router ¼                 | 63              | 05/03/2018          |                      | 22/09/2018              | In for repair                                 |
| Makita Router ¼                 | 959             | 06/08/2018          |                      | 07/11/18                | Condition good                                |
| Dewalt Router ¼                 | 1357            | 06/08/2018          |                      | 03/02/19                | Condition very good                           |
| Dewalt Router ¼                 | 1026            | 05/03/2018          |                      | 22/09/2018              | Condition good                                |
| Dewalt Router ¼                 | 782             | 01/08/2018          |                      | 02/11/2018              | Condition good                                |
| 2 <sup>nd</sup> Fix Paslode Gun | 529             | 05/03/2018          |                      | N/A                     | Condition good                                |
| 2 <sup>nd</sup> Fix Paslode Gun | 991             | 23/07/2018          |                      | N/A                     | Condition good                                |

|                                 |      |            |  |            |                |
|---------------------------------|------|------------|--|------------|----------------|
| 2 <sup>nd</sup> Fix Paslode Gun | 169  | 04/05/2018 |  | N/A        | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 1336 | 15/08/2018 |  | N/A        | Condition good |
| Makita Chopsaw                  | 1025 | 05/03/2018 |  | 22/09/2018 | Condition good |
| Makita Chopsaw                  | 940  | 01/08/2018 |  | 02/11/2018 | Condition good |
| Bosch Jigsaw                    | 48   | 05/04/2018 |  | 22/09/2018 | Condition good |
| Makita Jigsaw                   | 1275 | 05/03/2018 |  | 22/09/2018 | Condition good |
| Jigsaw                          | 1276 | 04/05/2018 |  | 22/09/2018 | Condition good |
| Bosch Skillsaw                  | 790  | 05/04/2018 |  | 22/09/2018 | Condition good |
| Makita Skillsaw                 | 1043 | 04/05/2018 |  | 22/09/2018 | Condition good |
| Makita Skillsaw                 | 706  | 05/03/2018 |  | 22/09/2018 | Condition good |
| Bosch Planer                    | 905  | 05/03/2018 |  | 22/09/2018 | Condition good |
| Makita Planer                   | 942  | 04/05/2018 |  | 22/09/2018 | Condition good |
| Makita Planer                   | 912  | 05/03/2018 |  | 22/09/2018 | Condition good |
| Makita Sds                      | 361  | 04/05/2018 |  | 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 |
| Multi Tool                      | 1280 | 04/05/2018 |  | 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 |
| Hop-Up                          | RCL  | 15/08/2018 |  | N/A        | Condition good |



## Walsingham House

**PILED & CHECKED BY:** K.Kulsinskas

**WEEK ENDING:** 02-09-18

t delay

| Plant Item       | I.D. No. | On Site Date | Off site Date | Test Expiry Date | Condition of items/<br>other comments |
|------------------|----------|--------------|---------------|------------------|---------------------------------------|
| Makita router    | 1208     | 23-03-18     |               | 03-12-18         |                                       |
| Dewalt router    | 660      | 23-03-18     |               | 03-12-18         |                                       |
| Makita skilsaw   | 918      | 23-03-18     |               | 03-12-18         |                                       |
| Jigsaw           | 1028     | 23-03-18     |               | 03-12-18         |                                       |
| Panner           | 161      | 23-03-18     |               | 03-12-18         |                                       |
| Hammer drill     | 934      | 23-03-18     |               | 03-12-18         |                                       |
| 2Fix paslode gun | 1295     | 23-03-18     |               |                  |                                       |
| Dust extractor   | 1242     | 23-03-18     |               | 03-12-18         |                                       |
| Splitter box     | 644      | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 78a      | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 186      | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 1268     | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 1300     | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 1246     | 23-03-18     |               | 03-12-18         |                                       |
| Lead             | 187      | 23-03-18     |               | 03-12-18         |                                       |
| Sitebox          | 32A      | 23-03-18     |               |                  |                                       |
| Sitebox          | 22A      | 23-03-18     |               |                  |                                       |
| Sitebox          | A2       | 23-03-18     |               |                  |                                       |
| Podium           | PS363    | 23-03-18     |               |                  |                                       |
| A-Frame trolley  | 120      | 23-03-18     | 22-08-18      |                  |                                       |
| Site box         | 1341     | 10-04-18     |               |                  |                                       |
| Hoover           | 1304     | 14-05-18     |               | 03-12-18         |                                       |
| Makita planer    | 201      | 14-05-18     |               | 03-12-18         |                                       |
| Lead             | 1319     | 14-05-18     |               | 03-12-18         |                                       |
| Lead             | 211      | 14-05-18     |               | 03-12-18         |                                       |
| Bosh jigsaw      | 162      | 14-05-18     |               | 03-12-18         |                                       |
| Makita skilsaw   | 705      | 14-05-18     |               | 03-12-18         |                                       |
| Splitter box     | 2662     | 14-05-18     |               | 03-12-18         |                                       |
| Paslode gun 2Fix | 1014     | 14-05-18     |               |                  |                                       |
| Router           | 1337     | 14-05-18     |               | 03-12-18         |                                       |
| Transformer 110v | 1039     | 14-05-18     |               | 03-12-18         |                                       |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-011 | VERSION NO: | 1.1 | CREATION DATE:      | 07/02/2013 | Page 1 of 2 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | 04/07/2013 |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |

|                       |         |          |  |          |  |
|-----------------------|---------|----------|--|----------|--|
| Makita battery jigsaw | 1271    | 30-05-18 |  |          |  |
| Bosh pistol drill     | 22      | 30-05-18 |  | 03-12-18 |  |
| Splitter box          | 649     | 30-05-18 |  | 03-12-18 |  |
| Makita drill          | 330     | 30-05-18 |  | 03-12-18 |  |
| Makita chopsaw        | 887     | 08-06-18 |  | 03-12-18 |  |
| Epson printer         | WF-7610 | 06-05-18 |  |          |  |
| Cupboard 1No          |         | 04-06-18 |  |          |  |
| Bench stools 4No.     |         | 04-06-18 |  |          |  |
|                       |         |          |  |          |  |
|                       |         |          |  |          |  |
|                       |         |          |  |          |  |
|                       |         |          |  |          |  |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
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| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | 04/07/2013 |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                            |                                                                                                           |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Title: Personal Protective Equipment (PPE) | Date: 29/08/18                                                                                            |
| Location: Wembley W03                      | Start Time: 11:00                                                                                         |
| Duration (Minutes): 30 min                 | End Time: 11:30                                                                                           |
| Presenters name: A. Kulinskis              | Presenters Signature:  |

[illegible]

### Grant Claim information

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

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
| 4            | 30min    | 2 hours    | 2453745            |

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



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                               |                       |
|-------------------------------|-----------------------|
| Title: No:22 MANUAL HANDLING  | Date: 28/08/18        |
| Location: WALKERS COURT       | Start Time: 7:30      |
| Duration (Minutes) 30min      | End Time: 8:00        |
| Presenters name: S. Simonovic | Presenters Signature: |

|    | Candidate's Name | Name of Employer | Candidate's Signature                                                  |
|----|------------------|------------------|------------------------------------------------------------------------|
| 1  | J. Smith         | RCL              | I confirm that I have understood the Tool Box Talk <i>J. Smith</i>     |
|    | J. Musticone     | RCL              | I confirm that I have understood the Tool Box Talk <i>J. Musticone</i> |
| 3  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 4  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 5  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 6  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 7  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 8  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 9  |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 10 |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 11 |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 12 |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 13 |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 14 |                  |                  | I confirm that I have understood the Tool Box Talk                     |
| 15 |                  |                  | I confirm that I have understood the Tool Box Talk                     |

### Grant Claim information

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

|                   |                    |                    |                               |
|-------------------|--------------------|--------------------|-------------------------------|
| No. Attended<br>2 | Duration<br>30 min | Total Time<br>1 h. | Employer Reference<br>2453745 |
|-------------------|--------------------|--------------------|-------------------------------|



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                 |                       |
|---------------------------------|-----------------------|
| No: 412<br>Title: ASBESTOS      | Date: 30/8/18         |
| Location: WALKERS COURT         | Start Time: 7:30      |
| Duration (Minutes) 30min        | End Time: 8:00        |
| Presenters name: SLAV SIMONOVIC | Presenters Signature: |

|    | Candidate's Name | Name of Employer | Candidate's Signature                              |
|----|------------------|------------------|----------------------------------------------------|
| 1  | Joseph Smith     | RCL              | I confirm that I have understood the Tool Box Talk |
|    |                  |                  | I confirm that I have understood the Tool Box Talk |
| 3  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 4  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 5  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 6  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 7  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 8  |                  |                  | I confirm that I have understood the Tool Box Talk |
| 9  |                  |                  | I confirm that I have understood the Tool Box Talk |
|    |                  |                  | I confirm that I have understood the Tool Box Talk |
| 11 |                  |                  | I confirm that I have understood the Tool Box Talk |
| 12 |                  |                  | I confirm that I have understood the Tool Box Talk |
| 13 |                  |                  | I confirm that I have understood the Tool Box Talk |
| 14 |                  |                  | I confirm that I have understood the Tool Box Talk |
| 15 |                  |                  | I confirm that I have understood the Tool Box Talk |

### Grant Claim information

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

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
| 1            |          |            | 2453745            |

|                                        |                   |                    |                                       |                          |             |
|----------------------------------------|-------------------|--------------------|---------------------------------------|--------------------------|-------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-007<br>DAS | VERSION NO:<br>1.1 | CREATION DATE:<br>LAST REVISION DATE: | 07/02/2013<br>01/03/2018 | Page 1 of 1 |
|----------------------------------------|-------------------|--------------------|---------------------------------------|--------------------------|-------------|



# RAPHAEL CONTRACTING LTD

## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WEMBLEY W03

| 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 |                    |         |
| JOE NEEDHAM    |             | ✓                 |                |        |                                | ✓                    |                               |      |         | ✓                | <i>[Signature]</i> | 7/8/18  |
| S.L. HIRANI    |             |                   | ✓              | ✓      |                                | ✓                    |                               |      |         |                  | <i>S. HIRANI</i>   | 8/8/18  |
| S.L. HIRANI    |             |                   |                |        |                                | ✓                    |                               |      |         | ✓                | <i>[Signature]</i> | 16/8/18 |
| H. Gorasia     |             |                   |                |        |                                | ✓                    |                               |      |         | ✓                | <i>[Signature]</i> | 16/8/18 |
| H. Gorasia     |             |                   |                | ✓      |                                | ✓                    |                               |      |         | ✓                | <i>[Signature]</i> | 28/8/18 |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |                    |         |





# RAPHAEL CONTRACTING LTD

## Site Manager's Daily Safe Start

|           |             |               |               |             |            |                                                     |                                                  |
|-----------|-------------|---------------|---------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------|
| Contract: | Wembley W03 | Site Manager: | A. Kulsinskas | Date (w/c): | 27.08.2018 | Method statement (s)<br>(Title, Rev No. & Rev date) | General Carpentry and Joinery Rev. A<br>20/06/18 |
|-----------|-------------|---------------|---------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------|

Location and description of works: Install door frames to level 5, Core A, machine frames for hinges.

### Site Manager's Daily Sign Off

|           | Date     | Name          | Signature | Hot Topics of the Day<br>(the main points you discussed) |
|-----------|----------|---------------|-----------|----------------------------------------------------------|
| Monday    |          |               |           |                                                          |
| Tuesday   | 28.08.18 | A. Kulsinskas |           | Router frames. Dust Control.                             |
| Wednesday | 29.08.18 | A. Kulsinskas |           | Install windowboards. MDF cutting. Dust Control.         |
| Thursday  | 30.08.18 | A. Kulsinskas |           | Install frames. Work area setup.                         |
| Friday    | 31.08.18 | A. Kulsinskas |           | Frames delivery. Storage area.                           |
| Saturday  |          |               |           |                                                          |
| Sunday    |          |               |           |                                                          |

### Operatives Daily Sign Off

| Name        | Signature | M | T | W | T | F | S | S | Comments |
|-------------|-----------|---|---|---|---|---|---|---|----------|
| H. Gorasia  |           |   | ✓ | ✓ | ✓ | ✓ |   |   |          |
| R. Rama     |           |   | ✓ | ✓ | ✓ | ✓ |   |   |          |
| S.L. Hirani |           |   | ✓ | ✓ | ✓ | ✓ |   |   |          |
| M. Dandy    |           |   | ✓ | ✓ | ✓ | ✓ |   |   |          |
|             |           |   |   |   |   |   |   |   |          |
|             |           |   |   |   |   |   |   |   |          |
|             |           |   |   |   |   |   |   |   |          |
|             |           |   |   |   |   |   |   |   |          |
|             |           |   |   |   |   |   |   |   |          |

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

## 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:

PPE

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

Yes

No

N/A



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

**SITE: WALKERS COURT**

[illegible]