



## WEEKLY PLANT RETURN AND PLANT SAFETY CHECK

**SITE:** WALKERS COURT

**COMPILED & CHECKED BY:** S. SIMONOVIC

**WEEK ENDING:**  
09/09/18

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

| Plant Item             | I.D. No. | On Site<br>Date | Off Site<br>Date | Test<br>Expiry<br>Date | Condition<br>of items/<br>other<br>comments |
|------------------------|----------|-----------------|------------------|------------------------|---------------------------------------------|
| BOSH JIGSAW            | 1256     | 07/08/18        |                  | 07/11/18               |                                             |
| BOSH HAMMER DRILL      | 941      | 07/08/18        |                  | 07/11/18               |                                             |
| BOSCH PISTOL DRILL     | 972      | 07/08/18        |                  | 07/11/18               |                                             |
| MAKITA SKILL SAW       | 293      | 07/08/18        |                  | 07/11/18               |                                             |
| DUST CONTROL EXTRACTOR | 1241     | 07/08/18        |                  | 07/11/18               |                                             |
| 110V EXTENSION LEAD    | 1254     | 07/08/18        |                  | 07/11/18               |                                             |
| MAKITA ¼ ROUTER        | 332      | 13/08/18        |                  | 10/11/18               |                                             |
| MAKITA PLANER          | 906      | 13/08/18        |                  | 10/11/18               |                                             |
| 110V SPLITTER BOX      | 246      | 13/08/18        |                  | 10/11/18               |                                             |
| 110V EXTENSION LEAD    | 76       | 13/08/18        |                  | 10/11/18               |                                             |
| TOOL BOX               | 7A       | 13/08/18        |                  | N/A                    |                                             |
|                        |          |                 |                  |                        |                                             |
|                        |          |                 |                  |                        |                                             |
|                        |          |                 |                  |                        |                                             |



**E: Walsingham House**

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

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

it 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> |
|-----------------------|-----------------|---------------------|----------------------|-------------------------|-------------------------------------------|
| 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                | Damaged and cut<br>Not repairable         |
| 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            |                      |                         |                                           |
| 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                |                                           |
| Makita battery jigsaw | 1271            | 30-05-18            |                      |                         |                                           |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| 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 |             |

|                   |         |          |  |          |  |
|-------------------|---------|----------|--|----------|--|
| 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 chapsaw    | 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 |  |          |  |
|                   |         |          |  |          |  |
|                   |         |          |  |          |  |
|                   |         |          |  |          |  |
|                   |         |          |  |          |  |

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



# WEEKLY PLANT RETURN

## AND

# PLANT SAFETY CHECK

**SITE: Wembley Block  
W03**

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

**WEEK ENDING 09/09/18**

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

| Plant Item                      | I.D. No. | On Site Date | Off Site Date | Test Expiry Date | Condition of items/<br>other comments |
|---------------------------------|----------|--------------|---------------|------------------|---------------------------------------|
| 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                        |
| Toolbox                         | 4A       | 03/09/2018   |               | 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                        |
| Dust Control Extractor          | 1265     | 29/08/2018   |               | 01/03/2019       | Condition good                        |
| Dust Control Extractor          | 1243     | 01/08/2018   |               | 02/11/2018       | Condition good                        |
| Dust Control Extractor          | 1242     | 29/08/2018   |               | 01/03/2019       | Condition good                        |
| Dust Control Extractor          | 1264     | 21/08/2018   |               | 21/11/2018       | Condition good                        |
| Dust Control Extractor          | 1359     | 21/08/2018   |               | 21/11/2018       | Condition good                        |
| 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   |               | 06/03/2019       | Condition good                        |
| 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                        |

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

|                       |      |            |  |            |                |
|-----------------------|------|------------|--|------------|----------------|
| 2nd Fix Paslode Gun   | 169  | 04/05/2018 |  | N/A        | Condition good |
| 2nd 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 |



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                               |                              |
|-----------------------------------------------|------------------------------|
| Title: Pigeons and Psittacosis (Parrot Fever) | Date: 04/09/18               |
| Location: Wembley                             | Start Time: 12 <sup>00</sup> |
| Duration (Minutes): 30min.                    | End Time: 12 <sup>30</sup>   |
| Presenters name: A. Kulsinkas                 | Presenters Signature:        |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature |
|------------------|------------------------------|-----------------------|
| MAX DANDY        | RCH                          |                       |
| H. GORASIA       | R.C.L                        |                       |
| R. RAMA-         | R-C-L                        |                       |
| S.L. HIRANI      | A.C.L.                       |                       |
| J. KEARNS        | R.C.L                        | James Kearns          |
| M. Kowalski      | R.C.L                        |                       |
| K. Kowalski      | RCL                          |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |

### Grant Claim information

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

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
| 7            | 30min.   | 3.5 hours  | 2453745            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| 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 |             |



# 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>/ PLUGS | DUST<br>MASK<br>FFP3 | REASON FOR ISSUE /<br>REISSUE |      |         |                  | SIGNATURE | DATE     |
|----------------|-------------|-------------------|----------------|--------|-----------------------------|----------------------|-------------------------------|------|---------|------------------|-----------|----------|
|                |             |                   |                |        |                             |                      | New                           | Lost | Damaged | Wear and<br>Tear |           |          |
| JOE NEEDHAM    |             | ✓                 |                |        |                             | ✓                    |                               |      |         | ✓                |           | 7/8/18   |
| S.L. HIRANI    |             |                   | ✓              | ✓      |                             | ✓                    |                               |      |         |                  | S. Hirani | 8/8/18   |
| S.L. Hirani    |             |                   |                |        |                             | ✓                    |                               |      |         | ✓                |           | 16/8/18  |
| H. Gorasia     |             |                   |                |        |                             | ✓                    |                               |      |         | ✓                |           | 16/8/18  |
| H. Gorasia     |             |                   |                | ✓      |                             | ✓                    |                               |      |         | ✓                |           | 28/8/18  |
| M. Dandu       |             |                   |                | ✓      |                             |                      |                               |      |         | ✓                |           | 31/8/18  |
| M. Kowalski    |             | ✓                 |                |        |                             |                      |                               |      |         | ✓                |           | 4/9/18   |
| K. Kowalski    |             | ✓                 |                |        |                             |                      |                               |      |         | ✓                |           | 4/9/18   |
| A. Kulsinskas  |             |                   |                | ✓      |                             |                      |                               |      |         | ✓                |           | 07/09/18 |
|                |             |                   |                |        |                             |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                             |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                             |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                             |                      |                               |      |         |                  |           |          |



# RAPHAEL CONTRACTING LTD

## Site Manager's Daily Safe Start

|                                                                                                                                     |             |               |              |                                                          |            |                                                     |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|--------------|----------------------------------------------------------|------------|-----------------------------------------------------|--------------------------------------------------|
| Contract:                                                                                                                           | Wembley W03 | Site Manager: | A. Kulsinkas | Date (w/c):                                              | 03.09.2018 | 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 6, Core A, Level 1 Core B. Machine frames for hinges - Ground floor |             |               |              |                                                          |            |                                                     |                                                  |
| Site Manager's Daily Sign Off                                                                                                       |             |               |              |                                                          |            |                                                     |                                                  |
|                                                                                                                                     | Date        | Name          | Signature    | Hot Topics of the Day<br>(the main points you discussed) |            |                                                     |                                                  |
| Monday                                                                                                                              | 03.09.18    | A. Kulsinkas  |              | Router, install frames. Correct PPE                      |            |                                                     |                                                  |
| Tuesday                                                                                                                             | 04.09.18    | A. Kulsinkas  |              | Work static. Protect frames with fire.                   |            |                                                     |                                                  |
| Wednesday                                                                                                                           | 05.09.18    | A. Kulsinkas  |              | Install frames. Nails on temp. supports.                 |            |                                                     |                                                  |
| Thursday                                                                                                                            | 06.09.18    | A. Kulsinkas  |              | Fit stirling. Stirling storage.                          |            |                                                     |                                                  |
| Friday                                                                                                                              | 07.09.18    | A. Kulsinkas  |              | Move frames to Level 6. Manual handling.                 |            |                                                     |                                                  |
| Saturday                                                                                                                            |             |               |              |                                                          |            |                                                     |                                                  |
| Sunday                                                                                                                              |             |               |              |                                                          |            |                                                     |                                                  |
| Operatives Daily Sign Off                                                                                                           |             |               |              |                                                          |            |                                                     |                                                  |
| Name                                                                                                                                | Signature   | M             | T            | W                                                        | T          | F                                                   | S                                                |
| H. Gorasia                                                                                                                          |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| R. Rama                                                                                                                             |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| S.L. Hirani                                                                                                                         |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| M. Dandy                                                                                                                            |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| S. Kowalski                                                                                                                         |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| M. Kowalski                                                                                                                         |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
| K. Kowalski                                                                                                                         |             | ✓             | ✓            | ✓                                                        | ✓          | ✓                                                   | ✓                                                |
|                                                                                                                                     |             |               |              |                                                          |            |                                                     |                                                  |
|                                                                                                                                     |             |               |              |                                                          |            |                                                     |                                                  |

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: *Pigeons and Psittacosis.*

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



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                               |                                   |
|-------------------------------|-----------------------------------|
| No: 49                        | Date: 4/9/18                      |
| Title: SLIPS, TRIPS AND FALLS | Start Time: 7:30                  |
| Location: WALKERS COURT       | End Time: 8:00                    |
| Duration (Minutes) 30 min     | Presenters Signature: [Signature] |
| Presenters name: S SIMONOVIC  |                                   |

|    | Candidate's Name | Name of Employer | Candidate's Signature                                          |
|----|------------------|------------------|----------------------------------------------------------------|
| 1  | J. SMITH         | RCL              | I confirm that I have understood the Tool Box Talk [Signature] |
|    |                  |                  | 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            | 30 min   | 30 min     | 2453745            |



## TRAINING AND DEVELOPMENT PLAN

## SHORT TRAINING SESSION ATTENDANCE SHEET

|                                         |                       |
|-----------------------------------------|-----------------------|
| No: 36<br>Title: SAFE USE OF HAND TOOLS | Date: 06/09/18        |
| Location: WALKERS COURT                 | Start Time: 7 30      |
| Duration (Minutes): 30 min              | End Time: 8 00        |
| Presenters name: S. SIMONOVIC           | Presenters Signature: |

|    | Candidate's Name | Name of Employer | Candidate's Signature                              |
|----|------------------|------------------|----------------------------------------------------|
| 1  | J. SMITH         | RCC              | 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            | 30 min   | 30 min     | 2453745            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.1 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
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