

Site Manager's Daily Safe Start

Contract:	Wembley W03	Site Manager:	A. Kulsinskas	Date (w/c):	12.11.2018	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery Rev. A 20/06/18
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Location and description of works: Install door frames to level 8, Block B. 2nd fix to Level 4, Block B. 2nd fix to Level 9, Block A

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	12.11.18	A. Kulsinskas		Dust extraction to tools
Tuesday	13.11.18	A. Kulsinskas		Tools inspection before use.
Wednesday	14.11.18	A. Kulsinskas		Correct PPE on site
Thursday	15.11.18	A. Kulsinskas		Doors deliveries. Storage
Friday	16.11.18	A. Kulsinskas		HAVS recording
Saturday				
Sunday				

Operatives Daily Sign Off

Name	Signature	Operatives Daily Sign Off							Comments
		M	T	W	T	F	S	S	
I. Sahota		✓	✓	✓	✓	✓	✓	✓	
H. Gorasia		✓	✓	✓	✓	✓	✓	✓	
R. Rama		✓	✓	✓	✓	✓	✓	✓	
S.L. Hirani		✓	✓	✓	✓	✓	✓	✓	
J. Kearns		✓	✓	✓	✓	✓	✓	✓	
D. Rascical		✓	✓	✓	✓	✓	✓	✓	
B. Ramchande		✓	✓	✓	✓	✓	✓	✓	
H. Manilal		✓	✓	✓	✓	✓	✓	✓	
I. Hayouskyy		✓	✓	✓	✓	✓	✓	✓	
M. Kowalski		✓	✓	✓	✓	✓	✓	✓	
K. Kowalski		✓	✓	✓	✓	✓	✓	✓	
A. Motichande		✓	✓	✓	✓	✓	✓	✓	
J. Musticone		✓	✓	✓	✓	✓	✓	✓	
G. Zaharia		✓	✓	✓	✓	✓	✓	✓	

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: Hand Arm Vibration (HAV)		✓		
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)			✓	

[illegible]



RAPHAEL

CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WEMBLEY W03

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		
Drimal				✓						✓	<i>A.K.</i>	04/10/18
Matthew Gibber	✓	✓	✓	✓	✓	✓	✓				<i>Matthew Gibber</i>	08/10/18
MOUNIR BENMOUNIR	✓	✓	✓	✓			✓				<i>M. Benmounir</i>	09/10/18
Bernard	✓	✓	✓	✓			✓				<i>A.K.</i>	11/10/18
K.Kowalski						✓				✓	<i>Raphael</i>	12/10/18
M.Kowalski						✓				✓	<i>Kowalski</i>	12/10/18
H. Navilal				✓	✓					✓	<i>H. Navilal</i>	15/10/18
G. Zaharip	✓	✓	✓	✓		✓	✓				<i>G. Zaharip</i>	15/10/18
Ivan		✓	✓	✓		✓	✓					18/10/18
I. Sahota			✓	✓			✓			✓	<i>I. Sahota</i>	22/10/18
Aminesh	✓	✓	✓	✓			✓				<i>Aminesh</i>	23/10/18
J. Kearns				✓						✓	<i>J. Kearns</i>	5/11/18
J. Smith				✓						✓	<i>J. Smith</i>	12/11/18

DOCUMENT REFERENCE:
DOCUMENT OWNER:

SIT-FM-008
DAS

VERSION NO:

1.1

CREATION DATE:
LAST REVISION DATE:

07/02/2013
04/02/2016

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SITE: WEMBLEY W03

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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

SITE: Wembley Block
W03

COMPILED & CHECKED BY: A. Kulsinskas

WEEK ENDING 18/11/18

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>
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
Toolbox	25A	08/10/2018		N/A	Condition good
Toolbox	A2	19/10/2018		N/A	Condition good
Toolbox	9A	19/10/2018		N/A	Condition good
Toolbox	22A	19/10/2018		N/A	Condition good
110v Lead	1320	04/05/2018		19/12/2018	Condition good
110v Lead	1317	04/05/2018		19/12/2018	Condition good
110v Lead	269	04/05/2018		19/12/2018	Condition good
110v Lead	276	04/05/2018		19/12/2018	Condition good
110v Lead	1247	05/03/2018		19/12/2018	Condition good
110v Lead	1248	05/03/2018		19/12/2018	Condition good
110v Lead	932	05/03/2018		19/12/2018	Condition good
110v Lead	268	01/08/2018		19/12/2018	Condition good
110v Lead	1356	01/08/2018		19/12/2018	Condition good
110v Lead	83	24/09/2018		24/12/2018	Condition good
110v Lead	133	24/09/2018		24/12/2018	Condition good
110v Lead	104	24/09/2018		24/12/2018	Condition good
110v Lead	897	24/09/2018		24/12/2018	Condition good
110v Lead	1249	19/10/2018		19/01/2019	Condition good
110v Splitter Box	643	04/05/2018		19/12/2018	Condition good
110v Splitter Box	265	05/03/2018		19/12/2018	Condition good
110v Splitter Box	667	19/09/2018		19/12/2018	Condition good
110v Splitter Box	1228	19/09/2018		19/12/2018	Condition good
110v Splitter Box	69	24/09/2018		24/12/2018	Condition good
110v Splitter Box	272	24/09/2018		24/12/2018	Condition good
110v Splitter Box	2662	19/10/2018		24/12/2019	Condition good
110v Task Light	1304	04/05/2018		19/12/2018	Condition good
110v Task Light	1305	05/03/2018		19/12/2018	Condition good

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110v Task Light	32	19/10/2018		19/01/2019	Condition good
110v Task Light	31	19/10/2018		19/01/2019	Condition good
110v Task Light	26	19/10/2018		19/01/2019	Condition good
110v Task Light	21	19/10/2018		19/01/2019	Condition good
110v Task Light	1360	19/10/2018		19/01/2019	Condition good
Dust Control Extractor	1303	04/05/2018		19/12/2018	Condition good
Dust Control Extractor	1265	29/08/2018		19/12/2018	Condition good
Dust Control Extractor	1243	01/08/2018		19/12/2018	Condition good
Dust Control Extractor	1242	29/08/2018		19/12/2018	Condition good
Dust Control Extractor	1264	21/08/2018		19/12/2018	Condition good
Dust Control Extractor	1359	21/08/2018		19/12/2018	Condition good
Dust Control Extractor	1214	24/09/2018		24/12/2018	Condition good
Dust Control Extractor	1353	05/11/2018		05/02/2019	Condition good
Makita Router ¼	67	05/04/2018		19/12/2018	Condition good
Makita Router ¼	1353	04/07/2018		19/12/2018	Condition good
Makita Router ¼	63	05/03/2018		19/12/2018	Condition good
Makita Router ¼	959	06/08/2018		19/12/2018	Condition good
Dewalt Router ¼	1357	06/08/2018		19/12/2018	Condition good
Dewalt Router ¼	1026	05/03/2018		19/12/2018	Condition good
Dewalt Router ¼	782	01/08/2018		19/12/2018	Condition good
Dewalt Router ½	892	24/09/2018		24/12/2018	Condition good
2 nd Fix Paslode Gun	529	05/03/2018		N/A	Condition good
2 nd Fix Paslode Gun	991	23/07/2018		N/A	Condition good
2 nd Fix Paslode Gun	1255	17/09/2018		N/A	Condition good
2 nd Fix Paslode Gun	169	04/05/2018		N/A	Condition good
2 nd Fix Paslode Gun	1336	15/08/2018		N/A	Condition good
2 nd Fix Paslode Gun	1360	20/09/2018		N/A	Condition good
2 nd Fix Paslode Gun	72	01/11/2018		N/A	Condition good
Makita Chopsaw	1025	05/03/2018		19/12/18	Condition good
Makita Chopsaw	940	01/08/2018		19/12/18	Condition good
Makita Chopsaw	957	18/09/18		19/12/18	Condition good
Makita Chopsaw	620	19/09/18		24/03/19	Condition good
Dewalt Chopsaw	621	24/09/18		24/12/18	Condition good
Dewalt Chopsaw	976	19/10/18		19/01/19	Condition good
Bosch Jigsaw	48	05/04/2018		19/12/18	Condition good
Makita Jigsaw	1275	05/03/2018		19/12/18	Condition good
Jigsaw	1276	04/05/2018		19/12/18	Condition good
Bosch Skillsaw	790	05/04/2018		19/12/18	Condition good
Makita Skillsaw	1043	04/05/2018		19/12/18	Condition good
Makita Skillsaw	706	05/03/2018		19/12/18	Condition good
Bosch Planer	905	05/03/2018		19/12/18	Condition good
Makita Planer	942	04/05/2018		19/12/18	Condition good
Makita Planer	912	05/03/2018		19/12/18	Not in use. Send to repair
Makita Sds	361	04/05/2018		19/12/18	Condition good
Makita Hammer Drill	913	05/03/2018		19/12/18	Condition good
Bosch Pistol Drill	651N	05/03/2018		19/12/18	Condition good
Multi Tool	1280	04/05/2018		19/12/18	Condition good
Makita Biscuit cutter	936	05/04/2018		19/12/18	Condition good
Makita Reciprocating Saw	264	05/11/2018		05/02/19	Condition good
A Frame		04/05/2018		N/A	Condition good
A Frame	1294	24/09/2018		N/A	Condition good
Hop-Up	RCL	15/08/2018		N/A	Condition good
Mini Fridge		17/09/2018		19/12/18	Condition good
Printer Epson		17/09/2018		19/12/18	Condition good

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Tea Kettle		17/09/2018		19/12/18	Condition good
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RAPHAEL

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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand Arm Vibration. HAV	Date: 16.11.18
Location: Wembley W03	Start Time: 16:00
Duration (Minutes) 30 min.	End Time: 16:30
Presenters name: A. Kulsinkas	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
H. MANILAL	RCL	
H. GORARIA	R.C.L	
J. HAYOUSKYX	R.C.L	
M. KOWALSKI	R.C.L	
K. KOWALSKI	R.C.L	
M. GIBBENS	RCL	
J. MUSTICONE	RCL	
ASTHORE	RCL	
P O'DONOVAN	RCL	
ASANTA	Relm	
S-L HIRANI	R.C.L	
R. RAMA	R.C.L	
D. RASCICCHI	R.C.L	
BERNARD B. B.	R.C.L	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
14	30min.	7 hours	2453745

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				NEXT REVIEW DATE:	07/02/2014	



SITE: *Walsingham House*

COMPILED & CHECKED BY: K.Kulsinskas

WEEK ENDING: 18-11-18

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>
2Fix paslode gun	1295	23-03-18	15-11-18		
Splitter box	644	23-03-18	15-11-18	03-12-18	
Makita planer	161	23-03-18	15-11-18	03-12-18	
Lead	78a	23-03-18	15-11-18	03-12-18	
Lead	1268	23-03-18	15-11-18	03-12-18	
Lead	1300	23-03-18	15-11-18	03-12-18	
Lead	1246	23-03-18	15-11-18	03-12-18	
Lead	187	23-03-18	15-11-18	03-12-18	
Sitebox	32A	23-03-18	15-11-18		
Transformer 110v	1039	14-05-18	15-11-18	03-12-18	
Makita battery jigsaw	1271	30-05-18	15-11-18		
Bosh pistol drill	22	30-05-18	15-11-18	03-12-18	
Makita skillsaw	705	14-05-18	15-11-18	03-12-18	
Makita drill	330	30-05-18	15-11-18	03-12-18	

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WEEKLY PLANT RETURN AND PLANT SAFETY CHECK

SITE: WALKERS COURT

COMPILED & CHECKED BY: S. SIMONOVIC

WEEK ENDING:
18/11/18

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/ other comments
BOSH JIGSAW	1256	07/08/18		08/02/19	
BOSH HAMMER DRILL	941	07/08/18		08/02/19	
BOSCH PISTOL DRILL	972	07/08/18		08/02/19	
BOSCH 125mm ANGLE GRINDER	598	06/11/18		08/02/19	
MAKITA SKILL SAW	293	07/08/18		08/02/19	
DUST CONTROL EXTRACTOR	1241	07/08/18		08/02/19	
110V EXTENSION LEAD	1254	07/08/18		08/02/19	
MAKITA ¼ ROUTER	332	13/08/18		08/02/19	
MAKITA PLANER	906	13/08/18		08/02/19	
MAKITA MULTITOOL	1302	06/11/18		08/02/19	
110V SPLITTER BOX	246	13/08/18		08/02/19	
110V EXTENSION LEAD	76	13/08/18		08/02/19	
TOOL BOX	7A	13/08/18		N/A	
TOOL BOX	666	13/09/18		N/A	
DEWALT CHOPSAW	814	13/09/18		08/02/19	
DEWALT ¼ ROUTER	1361	16/10/18		08/02/19	NEW

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



WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

SITE: Manhattan loft gardens

COMPILED & CHECKED BY: G.BUCK

WEEK ENDING: 18-11-2018

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>
CHOPSAW	785	13/08/18		05/02/19	
SKILLSAW	664	13/08/18		05/02/19	
JIGSAW	666	13/08/18		05/02/19	
PISTOL DRILL	888A	13/08/18		05/02/19	
HAMMER DRILL	894	13/08/18		05/02/19	
AIR COMPRESSOR	1262	13/08/18		05/02/19	
HOOVER	1344	13/08/18		05/02/19	
LEAD	930	13/08/18		05/02/19	
LEAD	1319	13/08/18		05/02/19	
LEAD	1253	13/08/18		05/02/19	
LEAD	211	13/08/18		05/02/19	
TOOLBOX	3A	13/08/18			
TOOLBOX	23A	13/08/18			
PODIUM	PS13	13/08/18			
A FRAME TROLLEY	120	13/08/18			
TOOLBOX	1342	15/10/18			

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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>General Duties & Advice for employees.</i>	Date: <i>13-11-18</i>
Location: <i>MLGH</i>	Start Time: <i>10:30</i>
Duration (Minutes): <i>15 mins.</i>	End Time: <i>10:45</i>
Presenters name: <i>G. Buck</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>E AMANINGI</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
2	<i>K OMAROT</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3	<i>A KIDZILUS</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
4	<i>V. BAHUMONICUS</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
5			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
6			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
7			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
8			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
9			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
10			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
11			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
12			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
13			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
14			<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
15			<i>[Signature]</i> 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
			2453745

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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	