

Contract:	Wembley W03	Site Manager:	A. Kulsinskas	Date (w/c):	17.12.2018	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: 2nd fix to Level 7, Block B. 2nd fix to Level 13, Block A

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	17/12/18	A. Kulsinskas		Doors delivery - Storage.
Tuesday	18/12/18	A. Kulsinskas		Tools inspection before use
Wednesday	19/12/18	A. Kulsinskas		Doors delivery: Manual Handling.
Thursday	20/12/18	A. Kulsinskas		Shirting installation, Safe working area.
Friday	21/12/18	A. Kulsinskas		Everything to be locked safe for Christmas.
Saturday				
Sunday				

Operatives Daily Sign Off

[illegible]

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: <i>Foot and ankle protection.</i>	✓		
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)		✓	



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FOOT AND ANKLE PROTECTION	Date: 19.12.18
Location: Wembley W03	Start Time: 11:00
Duration (Minutes) 30min	End Time: 11:30
Presenters name: A. Kulsinkas	Presenters Signature:

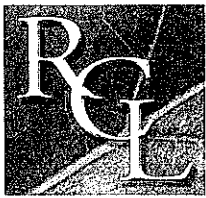
	Candidate's Name	Name of Employer	Candidate's Signature
1	I SAHOTA	RCL	I confirm that I have understood the Tool Box Talk
2	H GORASIA	RCL	I confirm that I have understood the Tool Box Talk
3	R RAMA	RCL	I confirm that I have understood the Tool Box Talk
4	M BENMAILLOU	RCL	I confirm that I have understood the Tool Box Talk
5	J KEARNS	RCL	James Kearns. I confirm that I have understood the Tool Box Talk
6	M KOWALSKI	RCL	Kowalski. I confirm that I have understood the Tool Box Talk
7	K KOWALSKI	RCL	Kowalski. I confirm that I have understood the Tool Box Talk
8	D RASCICLAL	RCL	 I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
10	BERNARDO B. R.	RCL	 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 9	Duration 30min.	Total Time 4.5 hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

**SITE: Wembley Block
W03**

COMPILED & CHECKED BY: A. Kulsinskas

WEEK ENDING 23/12/18

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	1026	05/03/2018		N/A	Condition good
Toolbox	1A	05/03/2018		N/A	Condition good
Toolbox	1340	04/05/2018		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	A2	19/10/2018		N/A	Condition good
Toolbox	9A	19/10/2018		N/A	Condition good
110v Lead	211	04/05/2018		20/03/2019	Condition good
110v Lead	1317	04/05/2018		20/03/2019	Condition good
110v Lead	1267	04/05/2018		20/03/2019	Condition good
110v Lead	1245	04/05/2018		20/03/2019	Condition good
110v Lead	1247	05/03/2018		20/03/2019	Condition good
110v Lead	215	05/03/2018		20/03/2019	Condition good
110v Lead	932	05/03/2018		20/03/2019	Condition good
110v Lead	268	01/08/2018		20/03/2019	Condition good
110v Lead	1356	01/08/2018		20/03/2019	Condition good
110v Lead	83	24/09/2018		20/03/2019	Condition good
110v Lead	133	24/09/2018	20/23/2018		Damaged out of site
110v Lead	104	24/09/2018		20/03/2019	Condition good
110v Lead	897	24/09/2018		20/03/2019	Condition good
110v Lead	1249	19/10/2018	20/03/2018		Damaged out of site
110v Splitter Box	265	05/03/2018		20/03/2019	Condition good
110v Splitter Box	643	04/05/2018		20/03/2019	Condition good
110v Splitter Box	667	19/09/2018		20/03/2019	Condition good
110v Splitter Box	1228	19/09/2018			Damaged out of site
110v Splitter Box	69	24/09/2018		20/03/2019	Condition good
110v Splitter Box	272	24/09/2018		20/03/2019	Condition good
110v Splitter Box	2662	19/10/2018		20/03/2019	Condition good
110v Task Light	1305	05/03/2018		20/03/2019	Condition good
110v Task Light	1304	04/05/2018		20/03/2019	Condition good
110v Task Light	1350	19/10/2018		20/03/2019	Condition good
110v Task Light	31	19/10/2018		20/03/2019	Condition good

DOCUMENT REFERENCE:
DOCUMENT OWNER:

SIT-FM-011
DAS

VERSION NO:

1.1

CREATION DATE:
LAST REVISION DATE:
NEXT REVIEW DATE:

07/02/2013
04/07/2013
07/02/2014

Page 1 of 1

110v Task Light	26	19/10/2018		20/03/2019	Condition good
110v Task Light	21	19/10/2018		20/03/2019	Condition good
110v Task Light	1360	19/10/2018		20/03/2019	Condition good
Dust Control Extractor	1303	04/05/2018		20/03/2019	Condition good
Dust Control Extractor	1243	01/08/2018		20/03/2019	Condition good
Dust Control Extractor	1264	21/08/2018		20/03/2019	Condition good
Dust Control Extractor	1359	21/08/2018		20/03/2019	Condition good
Dust Control Extractor	1265	29/08/2018		20/03/2019	Condition good
Dust Control Extractor	1242	29/08/2018		20/03/2019	Condition good
Dust Control Extractor	1214	24/09/2018		20/03/2019	Condition good
Dust Control Extractor	1353	05/11/2018		20/03/2019	Condition good
Makita Router ¼	63	05/03/2018		20/03/2019	Condition good
Makita Router ½	67	05/04/2018		20/03/2019	Condition good
Makita Router ¼	1353	04/07/2018		20/03/2019	Condition good
Makita Router ¼	959	06/08/2018		20/03/2019	Condition good
Dewalt Router ¼	1026	05/03/2018		20/03/2019	Condition good
Dewalt Router ¼	782	01/08/2018		20/03/2019	Condition good
Dewalt Router ¼	1357	06/08/2018		20/03/2019	Condition good
Dewalt Router ½	892	24/09/2018		20/03/2019	Condition good
2 nd Fix Paslode Gun	529	05/03/2018		N/A	Condition good
2 nd Fix Paslode Gun	169	04/05/2018		N/A	Condition good
2 nd Fix Paslode Gun	991	23/07/2018		N/A	Condition good
2 nd Fix Paslode Gun	1336	15/08/2018		N/A	Condition good
2 nd Fix Paslode Gun	1255	17/09/2018		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		20/03/2019	Condition good
Makita Chopsaw	940	01/08/2018		20/03/2019	Condition good
Makita Chopsaw	957	18/09/2018		20/03/2019	Condition good
Makita Chopsaw	620	19/09/2018		20/03/2019	Condition good
Dewalt Chopsaw	976	19/10/2018		20/03/2019	Condition good
Makita Jigsaw	1275	05/03/2018		20/03/2019	Condition good
Bosch Jigsaw	48	05/04/2018		20/03/2019	Condition good
Jigsaw	1276	04/05/2018		20/03/2019	Condition good
Makita Skillsaw	706	05/03/2018		20/03/2019	Condition good
Bosch Skillsaw	790	05/04/2018		20/03/2019	Condition good
Makita Skillsaw	1043	04/05/2018		20/03/2019	Condition good
Bosch Planer	905	05/03/2018		20/03/2019	Condition good
Makita Planer	942	04/05/2018		20/03/2019	Condition good
Makita Hammer Drill	913	05/03/2018		20/03/2019	Condition good
Makita Sds	361	04/05/2018		20/03/2019	Condition good
Bosch Pistol Drill	651N	05/03/2018		20/03/2019	Condition good
Multi Tool	1280	04/05/2018		20/03/2019	Condition good
Makita Biscuit cutter	936	05/04/2018		20/03/2019	Condition good
Makita Reciprocating Saw	264	05/11/2018		20/03/2019	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
Printer Epson		17/09/2018		20/03/2019	Condition good
Tea Kettle		17/09/2018		20/03/2019	Condition good