



**RAPHAEL**  
**CONTRACTING LTD**

# PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

**SITE: WELLINGTON HOUSE**

[illegible]

Page 1

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008- DAS	VERSION NO: 1.2	CREATION DATE: LAST REVISION DATE:	07/07/2013 07/08/2013	Page 1 of 1
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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>No:18 EYE PROTECTION</i>	Date: <i>28/02/19</i>
Location: WELLINGTON HOUSE	Start Time: <i>7:30</i>
Duration (Minutes) <i>30 min</i>	End Time: <i>8:00</i>
Presenters name: <i>S. SIMONOVIC</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>H. KERAI'</i>	<i>RCL</i>	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
	<i>B. SINGH</i>	<i>RCL</i>	I confirm that I have understood the Tool Box Talk <i>BALW</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
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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 <i>2</i>	Duration <i>30 min</i>	Total Time <i>1h</i>	Employer Reference <i>2453745</i>
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DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>No. 21 AIRCRAFT HANDLING</i>	Date: <i>26/02/19</i>
Location: WELLINGTON HOUSE	Start Time: <i>7:30</i>
Duration (Minutes) <i>30min</i>	End Time: <i>8:00</i>
Presenters name: <i>S. SIMONOVIC</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>M.S. KENNIS</i>	<i>RCL</i>	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
2	<i>B. SINGH</i>	<i>RCL</i>	I confirm that I have understood the Tool Box Talk <i>[Signature]</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
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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 <i>2</i>	Duration <i>30min</i>	Total Time <i>1h.</i>	Employer Reference <i>2453745</i>
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RAPHAEL  
CONTRACTING LTD

**TRAINING AND DEVELOPMENT PLAN  
SHORT TRAINING SESSION ATTENDANCE SHEET**

Title: MANUAL HANDLING (RCL no 21)	Date: 28/02/19
Location: AELTC Wimbledon Court 1	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A.K. MOTICHANDE	Raphael Contracting Ltd	
S. HIRANI	Raphael Contracting Ltd	

**Grant Claim information**

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

No. Attended 2	Duration 30 mins	Total Time 1 hour	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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## Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

### Before Manual Handling

#### PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
7. Is there a clear walkway with good lighting to the work area?

**Q: What checks should you carry out before lifting?**

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

**Q: What PPE should you wear and why?**

### Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

**Q: Describe how you would lift an object safely.**

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

**Q: What checks should you carry out before moving off with a load?**

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

**Q: When two or more people are lifting a load, what should happen?**

**Q: What should you first consider before manual handling?**

**Q: What should you do to help support your spine?**

**Q: Name two hazards when lifting and carrying.**

**REMEMBER: You only have one back, look after it!**

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 29 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>WORKING AT HEIGHT</i>	Date: <i>28-2-19</i>
Location: <i>MLGH</i>	Start Time: <i>11.30</i>
Duration (Minutes): <i>15 mins</i>	End Time: <i>11.45</i>
Presenters name: <i>G Bunn</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>V BANIMONIS</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
2	<i>ALIDZIUS</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
3	<i>M DANDY</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
4	<i>P O'DONOVAN</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
5	<i>K OMSHUT</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
6	<i>J KEANE'S</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
7	<i>R CANACANI</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
8	<i>I SANOTA</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
9	<i>E AMANING</i>	<i>[Signature]</i>	I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
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### 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

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

# 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		
G. Zaharia		✓								✓	<i>[Signature]</i>	06/02/19
I. Hayovski				✓						✓	<i>[Signature]</i>	06/02/19
Ashok Kumar Potluri	✓	✓	✓	✓			✓				<i>[Signature]</i>	12/02/19
G. Zaharia				✓							<i>[Signature]</i>	13/02/19
BERNARDO B.P.				✓						✓	<i>[Signature]</i>	21/02/19
S-L HIRANI				✓						✓	<i>[Signature]</i>	21/02/19
I. Hayovski				✓						✓	<i>[Signature]</i>	25/02/19
M. Kandaswamy		✓				✓				✓	<i>[Signature]</i>	28/02/19
J. Keatins				✓						✓	<i>[Signature]</i>	28.02.19



### TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SITE HOUSEKEEPING AND WASTE DISPOSAL	Date: 01.03.19
Location: Wembley W03	Start Time: 12:30
Duration (Minutes) 30min	End Time: 13:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	Mateusz Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
2	Karol Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
3	Ivan Hayouskyy	RCC	 I confirm that I have understood the Tool Box Talk
4	D. RASCIAN	R.C.L	 I confirm that I have understood the Tool Box Talk
5	Valentin S.	RCL	 I confirm that I have understood the Tool Box Talk
6	R. RAMA.	RCL	 I confirm that I have understood the Tool Box Talk
7	Joseph Smith	RCL	 I confirm that I have understood the Tool Box Talk
8	Jordan MUSHICONE	RCL	 I confirm that I have understood the Tool Box Talk
9	BERNARDO B.R.	RCL	 I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
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#### 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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