



VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

Ivan Hayovsky

Date (w/c): 31.03.19

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5	35 min					
Hammer Drill	10.0	5 min					
Impact Drill	11.0		5 min	10 min	5 min	10 min	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0					5 min	
Angle Grinder	9.0						
Router	9.0	10 min					
Chopsaw	4.2	15 min	60 min	80 min	30 min	30 min	
Skillsaw	3.0						
Nail Gun	3.9	10 min	20 min	30 min	5 min	10 min	
Other:							

Comments / Notes:

Any developing sensation experienced during the period of works is to be reported immediately by operatives to the Site Manager, who is required to inform the Company Safety Officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.

This document is to be used as a tool for both monitoring and controlling operations. The Company Safety Officer will monitor and calculate the vibration exposure for each operative and advise if any action or procedural controls need to be implemented on site.

Please include this form in your weekly returns to RCL Head Office and cc. Rachel Widdows.



VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative Mateusz Kowalski

Date (w/c): 31.03.19

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	1 min				1 min	
Impact Drill	11.0	2 min	10 min	10 min	3 min	5 min	
Pistol Drill	14.6						
Planer	7.5			2 min	2 min		
Jigsaw	8.0	3 min					
Angle Grinder	9.0						
Router	9.0						
Chopsaw	4.2	5 min	10 min	5 min			
Skillsaw	3.0						
Nail Gun	3.9	10 min	3	4 min	5 min	10 min	
Other:							

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

Karol Kowalski

Date (w/c): 31.03.19

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	5 min				2 min	
Impact Drill	11.0	10 min		10 min	5 min		
Pistol Drill	14.6						
Planer	7.5	5 min	2 min	5	10 min		
Jigsaw	8.0						
Angle Grinder	9.0						
Router	9.0						
Chopsaw	4.2	10 min		10 min	10 min	5 min	
Skillsaw	3.0	2 min					
Nail Gun	3.9	5 min	5 min		10 min	5 min	
Other:							

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

H. GORASIA

Date (w/c): 31.03.19

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0			1 hrs	1 hrs	1 hrs	
Impact Drill	11.0						
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router	9.0						
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Other:							

Comments / Notes:

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use of Paslode Guns	Date: 27.03.19
Location: Wembley W03	Start Time: 16:30
Duration (Minutes) 30min	End Time: 17:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	J. MISHKONE	RCL	 I confirm that I have understood the Tool Box Talk
2	M. Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
3	K. Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
4	I. Harousky	RCL	 I confirm that I have understood the Tool Box Talk
5	Bernardo B.R.	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	H. GORASIA	RCL	 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 7	Duration 30min	Total Time 3.5 hours	Employer Reference 2453745
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Site Manager's Daily Safe Start

Contract:	Wembley W03	Site Manager:	A. Kulsinkas	Date (w/c):	25.03.2019	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: Final fix to level 8 A , Final fix to level 3 B Plots, 2nd fix to Communal area Levels 6A, 7B, 8

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	25.03.19	A. Kulsinskas		Correct way of use Extractors.
Tuesday	26.03.19	A. Kulsinskas		Material storage area.
Wednesday	27.03.19	A. Kulsinskas		Doors protection.
Thursday	28.03.19	A. Kulsinskas		Final fix to Plots Level 4 B. Access
Friday	29.03.19	A. Kulsinskas		Install frames to communal area. Barriers.
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>Safe use of Paslode Guns</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)		✓	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: NO. 25 LADDER SAFETY	Date: 26/03/19
Location: WELLINGTON HOUSE	Start Time: 7³⁰
Duration (Minutes) 30 min	End Time: 8⁰⁰
Presenters name: S. BILONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. SINGH	RCL	BALVIR SINGH I confirm that I have understood the Tool Box Talk
	D. CONYERS	RCL	 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
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13			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 2	Duration 30 min	Total Time 1h	Employer Reference 2453745
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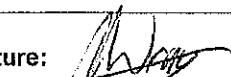
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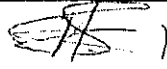

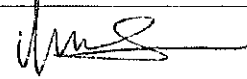
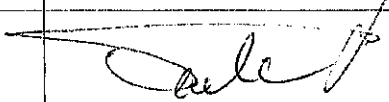

SITE: AELTC Wimbledon court 1

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		
Slav . Simonovic						YES					<i>Slav Simonovic</i>	08/03/19
Harish . Kerai						YES					<i>Harish . Kerai</i>	08/03/19
Balvir Singh						YES					<i>Balvir Singh</i>	08/03/19
Shashi Hirani						YES					<i>Shashi Hirani</i>	08/03/19
Ashok Motichande						YES					<i>Ashok Motichande</i>	08/03/19



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

Title: SITE HOUSEKEEPING & WASTE DISPOSAL (RCL no 39)	Date: 26/03/19
Location: AELTC Wimbledon Court 1	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 19:00
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	
H. KERAJ	Raphael Contracting Ltd	
V. SABAU	Raphael Contracting Ltd	
J. MUSTICONE	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended 5	Duration 30 mins	Total Time 2 ½ hours	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. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:

- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 56 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>No 41 HAND AND ARM VIBRATION</i>	Date: <i>27/03/19</i>
Location: WELLINGTON HOUSE	Start Time: <i>730</i>
Duration (Minutes) <i>30min</i>	End Time: <i>800</i>
Presenters name: <i>S. Simonovic</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>D. CONYERS</i>	<i>RCL</i>	<i>[Signature]</i> 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
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Grant Claim information

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No. Attended <i>1</i>	Duration <i>30 min</i>	Total Time <i>30 min</i>	Employer Reference <i>2453745</i>
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SITE: WELLINGTON HOUSE

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.2	CREATION DATE: LAST REVISION DATE: 07/02/2013 01/03/2018	Page 1 of 1
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: No. 21 SHANLAL HANDLING	Date: 28/03/19
Location: WELLINGTON HOUSE	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	RCL	 I confirm that I have understood the Tool Box Talk
2	E. ALAIVING	RCL	 I confirm that I have understood the Tool Box Talk
3	D. CONYERS	RCL	 I confirm that I have understood the Tool Box Talk
4	B. SINGH	RCL	 I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
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No. Attended 4	Duration 30min	Total Time 2h	Employer Reference 2453745
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