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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WELLINGTON HOUSE

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No:15 WEARING PROTECTION AND NOISE	Date: 04/04/10
Location: WELLINGTON HOUSE	Start Time: 2,30
	End Time: 2:30
Presenters name: S. SiMONOVIC	Presenters Signature:

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Title: ETHICAL TRADING (RCL no 75)	Date: 02/04/19
Location: AELTC Wimbledon Court 1	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A.K. MOTICHANDE	Raphael Contracting Ltd	A.
S. HIRANI	Raphael Contracting Ltd	Sitrai
V. SABAU	Raphael Contracting Ltd	Sel?

Grant Claim Information

Note: Claims can only be made for your employees o

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Toolbox Talk No. 75 ETHICAL TRADING

Raphael Contracting Ltd has adopted a formal ethical trading policy. Ethical trade – or ethical sourcing means that we will support business practices that promote more socially and/or environmentally responsible trade and that we have a responsibility for the rights of the workers in our supply chain. These rights are set out in the Ethical Trading Initiative (ETI) Base Code, which contains provisions based on the principles set out below.

Why have we bothered?

There are lots of reasons why it makes good business sense to source ethically. For example, some companies have found that the increased communication with suppliers entailed in implementing an ethical sourcing strategy can help build trust among suppliers and so increase efficiency in their supply chain. Trading ethically can be a source of market differentiation with our customers. 'Conscientious consumers' are growing in number, prompting many small companies to market themselves and/or their products as 'ethical' or 'fairly traded'.

What does our ethical trade policy cover?

adoption of the ETI Base Code;

get management and staff buy-in;

find out as much as possible about our suppliers and their ethical and environmental policies:

communicate regularly with our suppliers and work with

them to make sure they improve over time; and make sure our buying practices (e.g., lead times, pricing) don't constrain suppliers' ability to comply.

Where can I find ethical manufacturers / sub-contractors / suppliers?

Initial 'ethical' screening – all of our suppliers will be questioned on their ethical stance.

Look for trade union membership - this should at least mean that workers have the space to bargain for their rights with management.

Check for SA8000 certification - manufacturers who want to provide a public report of their good labour practices can obtain SA8000 certification. A list of SA8000-certified manufacturers can be found at www.sa-intl.org.

So what can I do to get information on my suppliers' labour practices? If you have the resources, it makes sense to visit the supplier in person and inspect the workplace/s yourself. Find out who your suppliers' other customers are, they may share information.

Ethical trade is...about workers' rights

Ethical trade does not ... address organic, environmental, food safety or other concerns

Ethical trade should be... about 'continuous improvement' - in other words, helping suppliers improve over time

Ethical trade is not... about expecting 100% compliance from your suppliers overnight

Ethical trade should be... integrated into the way you operate your business

Ethical trade does not... necessarily involve passing on a premium to consumers

Ethical trade should... involve communicating your ethical trade policy to your suppliers and colleagues

Ethical trade should not... involve companies making claims to their customers that cannot be backed up by evidence

Major source: www.ethicaltrade.org

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ETI Base Code principles

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed





Title: SITE HOUSEKEEPING & WASTE DISPOSAL (RCL no 39)	Date: 04/04/19
Location: AELTC Wimbledon Court 1	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
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	S. Hur;
V. SABAU	Raphael Contracting Ltd	- Day

Grant Claim information

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

No. Attended Duration Total Time Employer Reference
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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.



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: AELTC Wimbledon court 1

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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WEMBLEY W03

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Title: Hand Protection	Date: 02.04.19
Location: Wembley W03	Start Time: 12:30
Duration (Minutes) 30min	End Time: 13:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of E	
1		Name of Employer	Candidate's Signature
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Note: Claims can only be made for your employees or labour-only sub-contractors

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