



RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WELLINGTON HOUSE

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		
S. SIMONOVIC						✓				✓	<i>[Signature]</i>	18/03/19
B. SINGH						✓				✓	<i>[Signature]</i>	18/03/19
D. CONYERS						✓				✓	<i>[Signature]</i>	20/05/19
B. SINGH						✓				✓	<i>[Signature]</i>	21/03/19
B. SINGH						✓				✓	<i>[Signature]</i>	26/03/19
J. SMITH				✓			✓				<i>[Signature]</i>	28/03/19
R. STOYANOV	✓	✓				✓	✓				<i>[Signature]</i>	01/04/19
A. ZAGERAS	✓		✓			✓	✓				<i>[Signature]</i>	01/04/19
N. ANBASANA			✓	✓		✓	✓				<i>[Signature]</i>	01/04/19
D.L. SCUDRA	✓	✓	✓	✓		✓	✓				<i>[Signature]</i>	01/04/19



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 15 Title: HEARING PROTECTION AND NOISE	Date: 04/04/19
Location: WELLINGTON HOUSE	Start Time: 7:30
Duration (Minutes): 30 min	End Time: 8:30
Presenters name: S. SIMONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	R. STOYANOV	RCL	 I confirm that I have understood the Tool Box Talk
2	A. ZAGERAS	RCL	 I confirm that I have understood the Tool Box Talk
3	N. AMBASANA	RCL	 I confirm that I have understood the Tool Box Talk
4	D.L. SUDRA	RCL	 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
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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

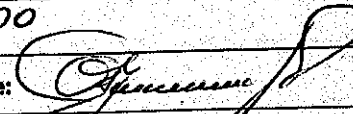
Note: Claims can only be made for your employees or labour-only sub-contractors


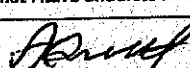

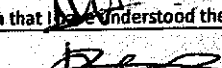
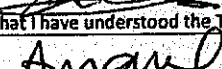

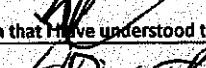
No. Attended 4	Duration 30 min	Total Time 2 h.	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

No: <u>26</u> Title: <u>DUST CONTROL FROM TOOLS</u>	Date: <u>02/04/19</u>
Location: <u>WELLINGTON HOUSE</u>	Start Time: <u>7:30</u>
Duration (Minutes) <u>30min</u>	End Time: <u>8:00</u>
Presenters name: <u>S. Simonovic</u>	Presenters Signature: 

No.	Candidate's Name	Name of Employer	Candidate's Signature
1	R. STOYANOV	RCL	 I confirm that I have understood the Tool Box Talk
	A. ZAGERAS	RCL	 I confirm that I have understood the Tool Box Talk
3	N. AMBASANA	RCL	 I confirm that I have understood the Tool Box Talk
4	D.L. SUDRA	RCL	 I confirm that I have understood the Tool Box Talk
5	E. AMANING	RCL	 I confirm that I have understood the Tool Box Talk
6	Y. MUSTICONE	RCL	 I confirm that I have understood the Tool Box Talk
7	A. ZAGERAS	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
			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 <u>6</u>	Duration <u>30min</u>	Total Time <u>3h.</u>	Employer Reference <u>2453745</u>
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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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RAPHA

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

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	
S. HIRANI	Raphael Contracting Ltd	
V. SABAU	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended 3	Duration 30 mins	Total Time 1 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. 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.

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*

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

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	Page 115 of 141



RAPHA

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

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	
V. SABAU	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended 3	Duration 30 mins	Total Time 1 ½ hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: 07/02/2013 LAST REVISION DATE: N/A NEXT REVIEW DATE: 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	



SITE: AELTC Wimbledon court 1

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DOCUMENT REFERENCE:	SIT-FM-008	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 04/02/2016	Page 1 of 1
DOCUMENT OWNER:	DAS					



SITE: WEMBLEY W03

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE: 07/02/2013 04/02/2016	Page 1 of 1
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RAPHAEL

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand Protection	Date: 02.04.19
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	M. Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
2	K. Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
3	I. Heyovskyy	RCL	 I confirm that I have understood the Tool Box Talk
4	BERNARD B. R.	RCL	 I confirm that I have understood the Tool Box Talk
5	R. RAMAKA	RCL	 I confirm that I have understood the Tool Box Talk
6	H. GORASIA	RCL	 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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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 6	Duration 30min.	Total Time 3hours	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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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Martinez Handwritten</u>	Date: <u>01-04-19</u>
Location: <u>MLGH</u>	Start Time: <u>11.30</u>
Duration (Minutes) <u>15 mins</u>	End Time: <u>11.45</u>
Presenters name: <u>G. Bue</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	J KEARNS		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	D MENNESSY		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	I SANCIA		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	R CANALARI		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	P O'DONOVAN		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	K O'MALLEY		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	V BAKHURICH		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
8	A LIZZINS		<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
9			<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
10			<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
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Grant Claim information

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No. Attended	Duration	Total Time	Employer Reference 2453745
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