### CONTRACTING LTD

Contract: Se Location and descripti						
Location and descripti	Sebastian Street	KES Site Manager: KULS)		61/01/41	Method statement (s) (Title, Rev No. & Rev date)	100
	on of works: FI	Location and description of works: ドロフリンG DOOR FA	FRAMES L5/L6	97		
			Site Manager's Daily Sign Off	Sign Off		
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)	f the Day you discussed)
Monday	2	61-01-	KES	Sur	RANGED RAISED FI	FLOOR INSTALLA
Tuesday	-5-	5-10-19	KES	Lux	CLEAN/110Y WORKPLACE	ORKPLACE
Wednesday	16-	61-01-	KES	XV/	ррЄ	
Thursday	4		KE S	78	KEEP CLEAR WA	WALK WAY
Friday	18	61-01-8	KES	KN	DUS 7	
Saturday						
Sunday						-
			Operatives Daily Sign Off	gn Off		
Name		Signature	M T W	T F S S	Comments	ents
H.MANILAL		A.S.	> >	X >		
A. PATEL		(A)	ア	2		
J.SM1741	H.	anter	X 7 7	2       7		
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Before starting work, STOP, THINK and CHECK	Yes	N <sub>O</sub>	N/A
If the answer to any question below is NO, do not start work until the issues are resolved	>		
L. Wethou statements, risk assessment and risk assessment for the task?	۷		
is everyone on your team briefed on the method statement for the task?	ک		
Have you carried out your weekly toolbox	۲		
talk? Please give title of toolbox talk:	2		
Do you have COSHH Assessments and Safety Data Sheets in place for any deliveries / extraordinary activities?  Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?	7		
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			7
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?	-		7
Does your team know the safe access and egress routes to their places of work?	7		
3. Task specific			
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?	۷		
Are you confident there are no health and safety risks in your work task(s)?	د		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?	7		-
Are the team equipped with the correct PPE to carry out the task?	٥		
4. Variations			
Have the team members changed? (If yes revise)		7	
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)		>	
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



### **METHOD STATEMENT INDUCTION**

### ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS (METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	Sebastian Street	MS REF:	001

		DATE		
	NAME (PRINT)	ATTENDED	SIGNATURE	COMMENTS
1	K.KULSINSKAS	9-9-19	du	I confirm that I have read and understood the Risk Assessment and Method Statement
2	C. NEME	17/9/19	A	I confirm that I have read and understood the Risk Assessment and Method Statement
3	Joseph Smith	30/04/19	J.Smerch,	I confirm that I have read and understood the Risk Assessment and Method Statement
4	Aminesh Patel	30/09/19	Rate	I confirm that I have read and understood the Risk Assessment and Method Statement
5	H, MANVILAL	30/09/19	£	I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				i confirm that I have read and understood the Risk Assessment and Method Statement
9			·	I confirm that I have read and understood the Risk Assessment and Method Statement
1 0				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SUPERVISOR

Print Name: K.KULS INSKAS

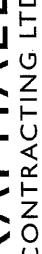
Date: 09/09/-19

### WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

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## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

### SITE: SEBASTIAN STREET

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OPERATIVE NAME	HARD	SAFETY	HI-VIS VEST	GLOVES	DEFENDER S/ PLUGS	MASK FFP3	New	Lost	Damaged	Wear and Tear	SIGNATURE	DATE
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14, MANIAL	>	>		>		\ ✓	^				A.	39/19
Joseph Smith		1		1		V	/		·		Faire A	30/04/19
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### TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title:	Safe use of hand tools	Date: 17-10-18
Location: SEB	ASTIAN STREET	Start Time: 7:30
Duration (Mi	nutes) 30	End Time: 8:00
Presenters na	ame: K.Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	HMANILAL	RCL	I confirm that That de Istoor the Tool Box Talk
2	A PATEL	RCL	I confirm that I have understood the Tool Box Talk
3	I.SMITH	RCL	I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			
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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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
			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**

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No. Attended	Duration	Total Time	3	Employer Reference
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### Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the
  misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or
  spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side
  cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches,
  just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most
  frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini
  pry bar, a wood chisel, etc any number of small tasks for which it simply was not designed to be used.
  A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for
  the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety
  goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur
  when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp
  edges so that those edges are away from your body. An intelligent and safe way to transport hand tools
  is to wear a tool belt or carry them in a toolbox.

### CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.

### THE BASIC RULES ARE:

- 1. Choose the right tool for the job.
- 2. Use only tools in good condition no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
- 3. Keep keen-edged blades sharp; store them safely when not in use.
- 4. Always cut away from yourself.
- 5. Be sure to wear eye protection if there's any chance of chips or flying particles.
- 6. Don't use a file without a handle.
- 7. Don't use a chisel or screwdriver as a pry bar.



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

Title: Accident Reporting and Investigation (RCL 08)	Date: 16/10/2019
Location: ST PAULS SCHOOL Phase 2	Start Time: 09:00
Duration (Minutes) 30 mins	End Time: 09:30
Presenters name: Jason, Wray	Presenters Signature

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A. MOTICHANDE	RAPHAEL CONTRACTING LTD	A
K. JADVA	RAPHAEL CONTRACTING LTD	L'adadie
R. RAMA	RAPHAEL CONTRACTING LTD	2
S. HIRANI	RAPHAEL CONTRACTING LTD	Sie
M . DANDY	RAPHAEL CONTRACTING LTD	phense
D. RASCICLAL	RAPHAEL CONTRACTING LTD	
J. DYSON	RAPHAEL CONTRACTING LTD	Wen
J. KEARNS	RAPHAEL CONTRACTING LTD	B Vean.
J. MUSTICONE	RAPHAEL CONTRACTING LTD	367
D. HENNESSY	RAPHAEL CONTRACTING LTD	
A. LIDZIUS	RAPHAEL CONTRACTING LTD	ha c
B. RAMCHAND	RAPHAEL CONTRACTING LTD	Bernies
J. GODMAN	RAPHAEL CONTRACTING LTD	
P. O'DONOVAN	RAPHAEL CONTRACTING LTD	Parl
K.O'MALLEY	RAPHAEL CONTRACTING LTD	165
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	Theren !
H. DANJI	RAPHAEL CONTRACTING LTD	A The state of the
N. PATEL	RAPHAEL CONTRACTING LTD	
R. CANCRAI	RAPHAEL CONTRACTING LTD	da lead
H. GORASIA	RAPHAEL CONTRACTING LTD	Typet

### **Grant Claim information**

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

No. Attended 20

Duration 30 mins

Total Time 10 Hours

Employer Reference 2453745

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

Title: Responsibilities: Employees and Sub-Contractors (RCL 02)	Date: 17/10/2019
Location: ST PAULS SCHOOL Phase 2	Start Time: 08:00
Duration (Minutes) 30 mins	End Time: 08:30
Presenters name: Jason. Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A. MOTICHANDE	RAPHAEL CONTRACTING LTD	100
K. JADVA	RAPHAEL CONTRACTING LTD	K Jadye
R. RAMA	RAPHAEL CONTRACTING LTD	13000
S. HIRANI	RAPHAEL CONTRACTING LTD	Situani
M. DANDY	RAPHAEL CONTRACTING LTD	elico 1
D. RASCICLAL	RAPHAEL CONTRACTING LTD	
J. DYSON	RAPHAEL CONTRACTING LTD	Mi
J. MUSTICONE	RAPHAEL CONTRACTING LTD	9
D. HENNESSY	RAPHAEL CONTRACTING LTD	GAT.
A. LIDZIUS	RAPHAEL CONTRACTING LTD	
B. RAMCHAND	RAPHAEL CONTRACTING LTD	180-
J. GODMAN	RAPHAEL CONTRACTING LTD	
P. O'DONOVAN	RAPHAEL CONTRACTING LTD	Paro
K. O'MALLEY	RAPHAEL CONTRACTING LTD	*
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	(6)
H. DANJI	RAPHAEL CONTRACTING LTD	124
N. PATEL	RAPHAEL CONTRACTING LTD	THE D
A. KULSINSKAS	RAPHAEL CONTRACTING LTD	
R. CANCRAI	RAPHAEL CONTRACTING LTD	Rat
H. GORASIA	RAPHAEL CONTRACTING LTD	

### **Grant Claim information**

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

No. Attended 20

Duration 30 mins

Total Time 10 Hours

Employer Reference 2453745

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# PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER SITE: St Pauls School Phase 2

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	DATE	61/01/11									
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	OPERATIVE NAME	H. GOLOSIA									
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