



**PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER**

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
M. KOWALSKI				✓		✓				✓	Stowick	25.06.20
K. KOWALSKI				✓		✓				✓	Kem	25.06.20
J. WRAY	(FULL FACE SHIELD FOR HARD HAT)						✓		✓		<del>Stowick</del> Kemp	09/07/20
C. MAJOUSSKY			✓			✓			✓		Stowick	20/07/2020
I. HAYOVSKY				✓			✓		✓		Stowick	04/08/2020
R. KUZNECOVAS	✓	✓	✓	✓		✓	✓		✓		Dye	14/09/20
J. WRAY						✓	✓		✓		<del>Stowick</del> Kemp	14/09/20
P. RUSEV						✓	✓		✓		Stowick	14/09/20
B. RAMCHAND				✓			✓		✓		Bonds	14/09/20
T-JACOBS				✓		✓	✓		✓		Stowick	14-09-20
H. MANILAL				✓			✓		✓		<del>Stowick</del> Kemp	15-09-20
R. KUZNECOVAS		✓								✓	<del>Stowick</del> Kemp	18/09/20
B. RAMCHAND		✓								✓	Bonds	21/09/20





## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>EYE PROTECTION</i>	Date: <i>23-09-20</i>
Location: Knightsbridge	Start Time: <i>11:00</i>
Duration (Minutes) 30min	End Time: <i>11:30</i>
Presenters name: G.Buck	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>K O'Malley</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
2	<i>A KULSINSKAS</i>	<i>RCL</i>	<i>[Signature]</i> 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
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	Duration	Total Time	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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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 20 – HAND PROTECTION	Date: 22/09/2020
Location: Hilton Hotel, Victoria Square, Woking	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
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
T. JEACOCK	Raphael Contracting Ltd / CRS	 I Confirm that I have understood the Toolbox Talk
R. KUZNECOVAS	Raphael Contracting Ltd / CS	<b>DNA</b> I Confirm that I have understood the Toolbox Talk
P. RUSEV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
<del>R. KUZNECOVAS</del> N. KOVACHEV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
<del>R. KUZNECOVAS</del> I. TODOROV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk

### Grant Claim information

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

No. Attended 7	Duration 30 mins	Total Time 3 1/2 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. 20 HAND PROTECTION**

Minor accidents are normally ignored and people just go back to work, but there are some long-term consequences that affect everyone. Hand injuries fall in to this category and preventative measures must be taken. The person that does not wear gloves can run the risk of:

- ✓ Personal injury
- ✓ Irritant dermatitis
- ✓ Allergic dermatitis
- ✓ Loss of earnings due to time off work

**Gloves can protect your hands from:**

- ✓ Cuts & Abrasion Hazardous Materials
- ✓ Cold Skin Disease
- ✓ Oil Steel
- ✓ Resins Wet & dry cement
- ✓ Bricks & Blocks Wood
- ✓ Scaffolding Petrol and Diesel
- ✓ Tar

**Common reasons for gloves not being worn:**

- ✓ Never have worn gloves
- ✓ Hands have to be tough for trade
- ✓ Need to feel the job
- ✓ Can't wear them for all tasks – keep taking them off
- ✓ Don't like the gloves provided
- ✓ Make hands smell
- ✓ Lack of grip
- ✓ Don't fit properly
- ✓ Don't keep hands warm

**Important features of gloves:**

- ✓ Cut protection
- ✓ Chemical protection
- ✓ Comfort
- ✓ Good fit
- ✓ Feeling
- ✓ Grip

**Good gloves practice:**

Always use the **Right Glove For The Job!**

- ✓ Find a glove that can be worn for the whole task and keep them on!
- ✓ Make sure the glove fits properly!
- ✓ Replace the gloves when worn out or damaged!
- ✓ Never put dirty hands in a glove!

**WHAT IS THE RIGHT GLOVE FOR THE JOB?**

**JOB:** Labouring, road building, fencing, joinery

**HAZARD:** Cuts, grazes, splinters, chemicals (lime, chromate's, phenols, mineral oils), risk of dermatitis, cold weather.

**GLOVE MUST PROVIDE:** Grip, dexterity, chemical protection and warmth.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 28 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title:</b> RCL 14 – PERSONAL PROTECTIVE EQUIPMENT (PPE)	<b>Date:</b> 24/09/2020
<b>Location:</b> Hilton Hotel, Victoria Square, Woking	<b>Start Time:</b> 07:30
<b>Duration (Minutes)</b> 30 mins	<b>End Time:</b> 08:00
<b>Presenters name:</b> Jason Wray	<b>Presenters Signature:</b>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
T. JEACOCK	Raphael Contracting Ltd / CRS	 I Confirm that I have understood the Toolbox Talk
R. KUZNECOVAS	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
P. RUSEV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
I. TODOROV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
N. KOVACHEV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk

### Grant Claim information

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

<b>No. Attended</b> 7	<b>Duration</b> 30 mins	<b>Total Time</b> 3 1/2 hours	<b>Employer Reference</b> 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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**Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

**Remember:**

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it’s the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won’t prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it’s not the length of time spent doing the job which creates the risk – it’s the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it’s your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory