



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		
I. TODOROV	✓	✓		✓		✓	✓				[Signature]	21/09/20
N. KOVACHEN						✓	✓				[Signature]	21/09/20
J. SMITH		✓					✓				[Signature]	29/09/20
E. AMANING		✓					✓				[Signature]	29/09/20
Robert Dick	✓		✓				✓				[Signature]	2.10.20
H. MARILYN				✓			✓				[Signature]	5/10/20
R. CAMACHO	✓	✓	✓	✓			✓				[Signature]	5/10/20
R. DICK						✓	✓				[Signature]	06/10/20



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-39) SITE HOUSEKEEPING & WASTE DISPOSAL	Date: 05/10/2020
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
H. MANILAL	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
R. CANERIA	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. ROBINSON	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
R. DICK	Raphael Contracting Ltd / Rec Serv Ltd	 I Confirm that I have understood the Toolbox Talk
I. KOVACH	Raphael Contracting Ltd / Rec Serv Ltd	 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 8	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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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.

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-72) CONSTRUCTION WASTE MANAGEMENT	Date: 08/10/2020
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
H. MANILAL	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
R. CANERIA	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. ROBINSON	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
R. DICK	Raphael Contracting Ltd / Rec Serv Ltd	 I Confirm that I have understood the Toolbox Talk
I. KOVACH	Raphael Contracting Ltd / Rec Serv Ltd	 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 9	Duration 30 mins	Total Time 4 ½ hours	Employer Reference 2453745
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Toolbox Talk No. 72 CONSTRUCTION WASTE MANAGEMENT

Some facts:

- The construction industry generates 3 tonnes of waste for every person in the country and produces 24% of all waste arising - 13 million tonnes are unused building products.
- Timber is a renewable building material and the northern hemisphere forest area is increasing at a faster rate than it is used. Up to 7.5 million tonnes of wood waste go to landfill in UK.
- A sheet of ply takes 24 times more energy to travel here from Indonesia than from Sweden.

Q: What is waste? A: Waste is 'any substance or object that the holder discards, or intends to discard'.

You have a Duty of Care to know what is in your waste, that the person you are giving it to is licensed to carry it and that it is disposed of in a licensed site.

- **SUB-CONTRACTORS** - who give waste to a main contractor, are still responsible for those wastes under the Duty of Care.
- **MOVING WASTE** - if you transport your own waste, you need to be registered as a waste carrier with your Environmental Regulator. (RCL are a registered Waste Carrier)
- **HAZARDOUS WASTE** - most building sites need to be registered if they produce hazardous waste. (The main contractor will do this)

Types of waste

There are three main types of construction waste distinguished by their environmental impact. Each is sent to a different type of landfill site.

- **Inert waste** - includes set concrete, bricks, glass, tiles, sub-soil (but not topsoil).
- **Non-hazardous waste** - includes untreated timber, tanalised timber, sheet timber, ironmongery, packaging, insulation, empty tins and tubes, lath and plaster, PVA, water-based glues, paints and mastics.
- Plasterboard waste has disposal problems because when mixed with other biodegradable wastes (like food) it can produce hydrogen sulphide, a major part of acid rain. It needs to be segregated and either recycled or sent to landfill mono cells that do not take biodegradable wastes.
- **Hazardous waste** - includes solvent-based paint, resins, coal-tar products (e.g. some roofing felts), solvent-based mastics and glues, asbestos, forms of preservative-treated timber (e.g. creosote), resin-based flooring, sealants.
- On some sites, waste is segregated into different skips so it can be easily recycled. There are now standard colour-coded signs for waste and skips as follows:

Wood	Green	Metal	Blue	Gypsum	White	Inert	Grey	Packaging	Brown	Hazardous	Orange
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Like to know some more?

- The waste hierarchy defines a number of methods of waste disposal from least to most harmful to the environment. The order is **reduce, re-use, recycle, landfill**.
- Landfill tax is paid to HMRC for each tonne of waste sent to landfill. The rate is reviewed annually. Until April 2010, Inert waste costs £2.50 per tonne. Non-hazardous waste is £40.00 per tonne and will rise £8 / year until 2013.
- European waste codes (EWC) are standard codes for all types of waste based on their source. In construction, they begin with 17. Examples are 17 01 01 concrete and 17 02 01 wood. If a code has an asterisk against it, this refers to the hazardous nature of the waste.
- Waste transfer notes are a form that should be filled in and accompany any load of waste leaving site (listing the EWC).

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GENERAL PRECAUTIONS

- Separate different types of waste into separate skips if there is such a system
- If there is a COSHH skip, make sure that all used containers or substances are put in it – do not mix with general waste
- Remove all nails from scrap timber to avoid foot injuries to other people
- Securely bag or bundle lightweight waste to prevent it being scattered by the wind
- Waste created at height must be returned to ground level in a safe manner, not thrown down

SKIPS

- If a skip is to be positioned in the road, a Council permit is required
- A skip on the road must be coned off at all times with adequate lights at night
- Don't overload skips – load up to the top of the sides
- Don't attempt to ride in a skip – waste material could move and injure you

FIRE

- Accumulations of combustible material could provide the fuel for a large fire
- Dispose of combustible waste in the skips or bins provided as soon as practical after you create it
- Don't dispose of used LPG cylinders or aerosol cans in with general waste
- The burning of waste materials is banned on most sites – don't light bonfires and don't light fires in skips

HAZARDOUS WASTE

- Special arrangements have to be made for the removal of certain hazardous substances, such as asbestos, plasterboard and tyres from site.
- These substances should not be mixed in with general waste

FOOD WASTE

- Discarded food waste will encourage the presence of rats and other vermin
- The presence of rats brings with it the possibility of catching Weil's disease
- Dispose of food waste in secure bins – do not leave it lying about

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RAPHAEL
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>ENVIRONMENTAL ISSUES FOR CARPENTERS</u>	Date: <u>06-10-2020</u>
Location: <u>Knightsbridge</u>	Start Time: <u>11.00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>11.30</u>
Presenters name: <u>G. Burke</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>A LIDDINS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>A KUBINSKAS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>V BAKINOSKAS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>K OMARU</u>	<u>RCL</u>	<u>[Signature]</u> 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

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No. Attended	Duration	Total Time	Employer Reference <u>2453745</u>
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