



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>WEIL'S DISEASE</u>	Date: <u>25-11-20</u>
Location: <u>KNIGHTSBRIDGE</u>	Start Time: <u>1030</u>
Duration (Minutes): <u>30 MINS</u>	End Time: <u>1100</u>
Presenters name: <u>CBur</u>	Presenters Signature: <u>CBur</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>V. BAHUNGIUS</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
2	<u>IK OMAUOT</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
3	<u>R CANACRAI</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
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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RAPHAEL

CONTRACTING LTD



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 38) SAFE STACKING	Date: 25/11/2020
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
I. KOVACH	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
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
A. LIDZIUS	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
A. ORAM	Formwise Washrooms	 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 ½ hours	Employer Reference 2453745
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Toolbox Talk No. 38 SAFE STACKING

Many accidents occur when materials are removed from stacks, in particular when this is done by hand. Care taken when material is stacked initially can help prevent many of these.

1. When handling materials wear protective clothing, i.e. safety helmet, gloves and steel-toed boots.
2. Only stack material in authorised areas, NEVER near doorways, access ways, or on fire escape routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.
6. When handling materials by hand, check weight if in doubt ASK.
7. If material is being lowered by machine, keep hands clear of load and / or any obstruction.

SHEET MATERIAL

- Stack flat where possible. If corners are sharp – PROTECT (examples – reinforcements mesh, steel sheets).

PIPES AND TUBES

- Where small diameter stack in racks or stillages, if large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and “a rolling tube damages toes”.

BRICKS / BLOCKS / PALLETED MATERIALS

- Take care, ensure level base and restrict height of stack – many of these are removed by hand.
- If banding is damaged or materials are displaced in the pack do not stack other material on top.
- Leave sufficient space between different materials for safe removal.

TIMBER

- Racks are best for small sized timbers – saves space.
- Joists and larger timbers should be placed on bearers and cross packing should be used to level the stack.
- Try to keep different lengths in separate stacks.

LARGE PREFABRICATED PANELS – FLOORS /WALLS

- Stack flat or store secured in designated racks. DO NOT lean against parts of the building or against temporary structures.
- If stacked vertically, use suitable racks to prevent collapse. Material stacked vertically against walls can collapse whilst being removed or may overload walls etc.

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 75) ETHICAL TRADING	Date: 26/11/2020
Location: Hilton Hotel, Victoria Square, Woking	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
J. GODMAN	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
T. FINNIS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. KULSINSKAS	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
I. KOVACH	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
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
A. LIDZIUS	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
A. ORAM	Formwise Washrooms	 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 11	Duration 30 mins	Total Time 5 ½ hours	Employer Reference 2453745
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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

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SITE: HILTON HOTEL, WOKING

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