

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-40) – ALCOHOL AND DRUGS	Date: 02/02/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 16:00
Duration (Minutes) 30 mins	End Time: 16:30
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
J. SMITH	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
B. RAMCHANDE	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
C. CASEY	Raphael Contracting Ltd / Rec Serv Ltd	 I Confirm that I have understood the Toolbox Talk
M. RITAN	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
O. TEODORESCU	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
I. PETREAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 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. 40 ALCOHOL AND DRUGS

Alcohol and drug abuse leads to accidents.

ALCOHOL

- In a high risk industry like ours, alcohol and work are not compatible.
- Alcohol is a depressant drug, which depresses parts of the brain function. When working on site you require all of your brain functions to save you from injury.
- If you are or suspected of being drunk, you won't be allowed to work, you won't be allowed on site. You may end up losing your job.
- Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work out of your system (1 pint of beer takes approximately 2 hours).

Q: What effect can alcohol have on you?

WHAT EFFECT CAN ALCOHOL HAVE ON YOU?

- 50% of all drivers killed are over the legal limit.
- If you drink, don't drive – it is illegal and dangerous
- 35% of fatal accidents are related to alcohol.
- Keep your head clear – leave your drinking sessions to social events, where you can't cause injury to yourself or others. Even better, leave drinking sessions to times when you are not working next day.
- Get a bad reputation for drinking and you may not get another job as you'll be seen as a liability.

Q: What could be the result of being under the influence of alcohol at work?

DRUGS

- You are far more likely to have an accident on site when under the influence of drugs.
- You may feel you don't have a drug problem – it's got nothing to do with you. But if you get hurt, it's a bit late to wonder what the other person was on.
- If you know somebody is on drugs, tell your supervisor – help to stamp it out.
- Signs to look for: watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it.
- All drugs can affect your ability to work safely.
- Effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision.
- If you get offered drugs say NO, you'd rather work safely!

Q: What effect could drugs have on you and your workmates?

Questions for you:

Q: How long does a pint take to get out of your system?

Q: What would you do if you saw a person taking drugs?

REMEMBER: Drink and Drugs don't Work!

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-74) – GREEN PURCHASING	Date: 04/02/2020
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
J. SMITH	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
B. RAMCHANDE	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
C. CASEY	Raphael Contracting Ltd / Rec Serv Ltd	 I Confirm that I have understood the Toolbox Talk
M. RITAN	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
O. TEODORESCU	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
I. PETREAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 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. 74 GREEN PURCHASING

Environmentally responsible, sustainable or "green" procurement is the selection of products and services that minimise environmental impacts. Raphael Contracting Ltd have adopted a green purchasing policy, which is important for the following reasons:

- Green procurement of products and services raises environmental awareness, which in turn moves more people to buy more environmentally sound products.
- Green procurement has potentially direct environmental benefits. Fewer emissions, less waste and more efficient resources use.
- An increase in demand for greener products and services improves the market position of suppliers.
- Demand for green products acts as an incentive for technological development towards greener products.

Greener purchasing aims to avoid unnecessary purchasing by:

- Reviewing the actual need of the product.
- Seeking alternative goods and services.
- Purchasing a greener variant with comparable if not better performance than a conventional choice.

Green claims – "sustainable forests", "recyclable", "earth friendly"

An increasing number of products falsely claim that they are "environmentally friendly". It is important to verify claims made by the manufacturer and supplier.

- Ensure you have written documentation that backs up the claims of the supplier.
- Ask when was their documentation and process last reviewed and to what standard or accreditation.
- Can you get a copy of their environmental report or technical data?

Environmental Purchasing Criteria for products and services

- Is it essential to buy the product - can it be leased or rented?

Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy

- Does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

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Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Food

- Can organically grown produce be purchased?
- Has the food been genetically modified?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Supplier Environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?

Purchasing - Decision Making

To implement an effective Environmental Purchasing Policy we need to use a step-by-step approach to increase our purchase of greener goods and services. It is important for us to raise awareness with both current and new suppliers and link with other organisations in the same sector.

Here are some things that we will do:

- Focus on products or services within Raphael Contracting that have the greatest environmental impact, since it will not be possible to purchase a green alternative for every product or service that we buy
- Examine products that are highly visible within the company; for example, timber, stationery, or office electrical equipment.
- Integrate reused, refurbished, remanufactured and recycled-content products into our operations wherever possible.
- Use greener products available through our existing suppliers, such as energy saving office equipment and biodegradable cleaning products.
- Support local businesses by purchasing at least a portion of your recycled products from local suppliers where they exist.
- Actively encourage suppliers to provide products and services that have a minimum adverse environmental impact, requesting suppliers to identify harmful processes and materials in their manufacturing processes. Seek suppliers that are working towards the phase out of such practices.
- Set targets and dates to achieve changes in purchasing practice.

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RAPHAEL CONTRACTING LTD

METHOD STATEMENT INDUCTION

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

CONTRACT:	NEW BOND STREET	MS REF:	001
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	Dean Conyers	18/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
2	MARLIS ZANDBERG S	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	YURIY HEDYHNA	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				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
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SUPERVISOR

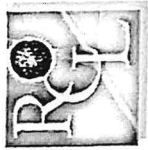
Print Name: K. KULS INSKAS

Date: 14-01-21

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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CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: NEW BOND STREET

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		
K.KULSINSKAS		V		V						V	<i>[Signature]</i>	18/01/21
D Conyers							V				<i>[Signature]</i>	18/01/21
KARIS ZANDBERG			V	V			V				<i>[Signature]</i>	25/01/21
Yuriy Hadyma		V	V	V			V				<i>[Signature]</i>	25/01/21
K.KULSINSKAS				V			V				<i>[Signature]</i>	03/02/21

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NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Asbestos Awareness	Date: 21/01/2021
Location: New Bond Street	Start Time: 10:00 am
Duration (Minutes) 30 minutes	End Time: 10:30 am
Presenters name: Dave Sanders	Presenters Signature: <i>D J Sanders</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	Kes Kulsinkas	Raphael contracting	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
2	Dean Conyers	Raphael contracting	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
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
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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
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

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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: <u>Climate Change</u>	Date: <u>02-02-21</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>CR Buck</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	LAIMUTIS ZABITA	RCL <u>[Signature]</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
2	GIEDRIUS ZABITA	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
3	Kieren O'Malley.	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
4	SLAV SIMONOVIC	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
5	V. BILIKIČEVICHUS	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
6	R. Cernacrai	R. C. L	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
7	A. STATTIS	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
8	S. HIRANI	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
9	G. Diaconu	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
10	L. Neagu	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
11	A. Lidzius	RCL	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
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

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No. Attended	Duration	Total Time	Employer Reference 2453745
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