



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>BUYING TIMBER FSC AND PEFC</u>	Date: <u>12-01-21</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>G.Buck</u>	Presenters Signature: <u>[Signature]</u>

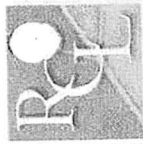
	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>✓ BAHUNICAR</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>A Higgins</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>K O'Malley</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>R Cannatai</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>S SIMONOVIC</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>S HIRANI</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>G DIAZOLU</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
8	<u>I NEAQU</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
9	<u>[Signature]</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
10			<u>[Signature]</u> 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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RAPHAEL
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER
SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
T. King	✓						✓					11/11/2020
S. WILKIN			✓							✓		13/11/20
C. CASEY			✓	✓			✓					3/12/2020
C. CASEY						10X SURGICAL						11/11/2021
ALEXANDER HUNT						10X SURGICAL						11/11/21
D. BUCKNER						10X SURGICAL						11/11/21
Joseph Smith						10X SURGICAL						11/11/21
C. AMANING						10X SURGICAL						11/11/21
E. Andoh						10X SURGICAL						11-1-21
N. GOSMAN						10X SURGICAL						11-1-21
M. WILKIN						10X SURGICAL						11-1-21
B. RAUCHAUDE						10X SURGICAL						11-1-21

PAGE 3

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 04/02/2016	Page 1 of 1
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: PERSONAL PROTECTIVE EQUIPMENT (PPE)	Date: 12/01/2020
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
E. LEON JOYA	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
E. ANDOH	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
A. HUNT	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
D. BUCKNOR	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Formwise Washrooms	 I Confirm that I have understood the Toolbox Talk
J. GRIGAITIS	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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: 07/02/2013	LAST REVISION DATE: N/A	NEXT REVIEW DATE: 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



VSW - Toolbox Talk
03.12.2020.pdf



RAPHAEL

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 77) – SAVING PAPER	Date: 13/01/2020
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
M. ROBINSON	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
E. LEON JOYA	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
E. ANDOH	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
A. HUNT	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
D. BUCKNOR	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk

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No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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Toolbox Talk No. 77 SAVING PAPER

Minimising your paper use is easy....

Minimising your paper use is the easiest way to reduce your impact on the environment, and save money at the same time! Use the following tips to help you cut your paper use by up to 20%.



- **Does it have to be printed?** If it is an email or a document that can be stored electronically it is better not to print it. Printing just causes clutter and wastes money, paper and trees.
- **Email.** Sending emails rather than letters saves money, time and paper.
- **Printing e-mails.** If you have to print e-mails, select all the e-mails by holding down Control whilst clicking to select them. Then click File-Print and make sure that Start each item on a new page is not ticked.
- **Printing long documents.** You can often fit two pages onto one A4 sheet. Try clicking File-Print-Properties-Features and choosing 2 pages per sheet.
- **Margins.** You can reduce margins on word under File-Page Setup- reducing them to 2cm and click 'default'. This will reduce the amount of paper used for large documents.
- **Font Size.** Using a smaller font size will also reduce paper used for large documents.
- **Both sides.** If you only use one side of paper you are only using half the product you paid for! Click File-Print-Properties-Features and select Two-Sided.
- **Use Scrap.** Paper already used on one side can be used to print internal documents if your printer does not support double-sided printing, as well as for making notes.
- **Sign up to the Mailing Preference Service.** Go to www.mpsonline.org.uk to reduce the amount of junk mail you receive

So, what kind of printing culprits are in your office...?

✓**The Pointless Printer** - prints everything just because they like to have a hard copy of all documents, even emails.

✓**The Competitive Printer** - the bigger the pile of what they perceive to be "crucial" documents, the more important they think they look.

✓**The 'Old School' Printer** – feels they can't possibly comment on an email request without printing it off to read it, and thinks it is impossible to edit documents by looking at them on screen – can only do so by printing off and writing amends on the paper copy.

✓**The Hasty Printer** - presses the 'P' button before checking quantity or length of document, seeing 20 copies of a 200-page document come out of the printer in the middle of the office while they stand and roll their eyes at it, like it's the printer's fault!

✓**The Sneaky Printer** - acutely aware they are over-printing but can't live without their paper – makes pre and post-work dashes to the printer to grab copious amounts of what is possibly personal printing before anyone sees them.

✓**The Pedestal Printer** – double-sided, recycled paper. Only prints what is essential and likes to share their documents with the rest of their team.

You know who you are.....!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 117 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	