



## 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		
P. Smith						10x Surgical	✓				<i>P. Smith</i>	04/05/21
J. Swift	✓							✓			<i>J. Swift</i>	12/05/21
Eugeniu Marinov			✓				✓				<i>E. Marinov</i>	18.05.21
Anton Schiter			✓				✓				<i>A. Schiter</i>	18.05.21
Mazin Cudal			✓				✓				<i>M. Cudal</i>	19.05.21
B. Ramchander						10x Surgical	✓				<i>B. Ramchander</i>	20.05.21
S. GILL				✓				✓			<i>S. Gill</i>	07/06/21
J. Smith.				✓		10x Surgical				✓	<i>J. Smith.</i>	14/06/21
B. Singh.				✓		Surgical				✓	<i>B. Singh.</i>	14/06/21
P. Singh				✓		Surgical				✓	<i>P. Singh</i>	14/06/21

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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title:</b> (RCL 83) PIGEONS & PSITTACOSIS (PARROT FEVER)	<b>Date:</b> 07/06/2021
<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
A. KULSINSKAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
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
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Sukhdev. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Kulwinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
S. GILL	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.

<b>No. Attended</b> 10	<b>Duration</b> 30 mins	<b>Total Time</b> 5 hours	<b>Employer Reference</b> 2453745
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**Toolbox Talk No. 83 PIGEONS AND PSITTACOSIS (Parrot Fever)**

You will have heard of Leptospirosis or Weil's disease in rats and the flu like symptoms that are an early warning sign. Other animals also may cause you to become ill and we sometimes come across pigeons at work, in cities, railway stations and so on. The biggest problem is their droppings, which are unpleasant to say the least and disgusting if you are in the wrong place at the wrong time. These droppings gradually dry up and may get turned to dust, which is then stirred up when you sweep up. This is why we insist you wear a face mask when sweeping up.

In old, deserted buildings there may be a build-up pigeon droppings and feathers, which will be unhealthy, so if you come across anything like that, tell your supervisor who will cordon it off.

As with any outdoor activity, always wash your hands before eating or smoking and don't leave clothing lying around at work. To gauge the scale of the problem, think about all the pigeons in Trafalgar Square. Tourists feed them and let them land on their heads!! If they were a serious health threat or problem, the authorities would exterminate them. Some people even keep pigeons / parrots as pets, and pigeon racing is a common hobby.

Now imagine the same number of rats!!! If you do get a bad case of flu, tell the doctor you have been working on a building site that had pigeon droppings in and around the work area.

Good hygiene will stop the illness starting and if you feel ill go to the doctor and he can test and treat it, if you are suffering from something more serious.

Psittacosis is an infection caused by *Chlamydia psittaci*, a type of bacteria found in the droppings of birds such as pigeons. When bird droppings dry and become airborne people may inhale them and get sick. Symptoms usually develop within 10 days after exposure, below are is a list of possible signs of infection:

- Classically, it presents as pneumonia with flu-like symptoms
- Fever and chills with lassitude
- It may develop mildly and insidiously or develop into overwhelming sepsis with acute respiratory failure
- Respiratory symptoms - non-productive cough, dyspnoea, sore throat, nose bleeds and, rarely, pleuritic chest pain
- Gastrointestinal symptoms occur less often
- In rare cases, the disease causes nausea and vomiting, abdominal pain, diarrhoea and jaundice
- Neurological symptoms are common - particularly severe headache and also photophobia. It may cause agitation or extreme malaise
- Dermatological manifestations - facial macular rash known as Horder spots

**Treatment**

Antibiotics will be subscribed; treatment is normally given for 2-3 weeks to lower the risk of relapse. Patients normally show a response within 24-72 hours.

**Do you have any questions for me?**

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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title:</b> (RCL 19) SKIN PROTECTION	<b>Date:</b> 11/06/2021
<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
A. KULSINSKAS	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
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Balbir. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
M. NOWOSADCO	Raphael Contracting Ltd / TickTomas	 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> 08	<b>Duration</b> 30 mins	<b>Total Time</b> 4 hours	<b>Employer Reference</b> 2453745
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**Toolbox Talk No. 19 SKIN PROTECTION**

**Dermatitis (skin inflammation / irritation) accounts for over half all working days lost through industrial sickness. Some people are more likely to get it than others are but it is not catching. It most commonly affects the hands, forearms and legs.**

**Hazards to the Skin**

1. Mineral oils i.e. fuel and mould oils, can give you bad skin conditions i.e. Oil Acne or even Cancer.
2. Constant skin contact with oily rags in overall pockets.
3. Chemicals, including alkalis, acids, and chromates can penetrate skin, causing ulcers and dermatitis.
4. Cement can cause chronic dermatitis. Wet cement is alkaline and can burn your skin!

**Q: What hazards are there from contact with mineral oil?**

5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin, leaving it open to infection.
6. Tar, pitch, and bitumen products cause blisters and oil acne. They can cause tar warts, leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods, and fungicides irritate and can lead to dermatitis.
8. Extremes of sunshine, temperature, and humidity make the skin more susceptible to dermatitis and other skin problems.
9. Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. Examples are chrome and nickel compounds, some resins, glues and hardeners, some woods and paints and some chemicals.

**Q: What effect do solvents have on your skin?**

**Precautions to Protect Your Skin**

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment e.g. gloves.
3. Keep your skin clean and use barrier cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes, keep them covered.
6. Keep your top on! Protect yourself from the sun.
7. be extra vigilant with irritant or allergic substances if you suffer from eczema or allergic rashes.

**Q: What can you wear to protect your skin?**

7. Don't use abrasives or solvents to clean your skin.
8. Don't let synthetic resins or glue harden on your skin.
9. Examine your skin for the appearance of warts or changes to moles.
10. Never wear oil-contaminated clothes next to your skin, change them as soon as you can!
11. If in doubt, seek medical attention.

**Q: If you notice rashes or warts what should you do?**

**Questions for you:**

**Q: What should not be used to clean your skin?**

**Q: How can exposure to the sun affect you?**

**REMEMBER: If you notice any changes to your skin, see your doctor!**

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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 10 Title: FIRE PRECAUTIONS AND EQUIPMENT	Date: 10/6/21
Location: LORD'S C & E	Start Time: 730
Duration (Minutes) 20 min	End Time: 750
Presenters name: S. Simonovic	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	MINDAUGAS BYTRUTAS		 I confirm that I have understood the Tool Box Talk
2	A. STATTIS	ACL	 I confirm that I have understood the Tool Box Talk
3	A. Lidsius	RCL	 I confirm that I have understood the Tool Box Talk
4	G. Diulgher	RCL	 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 4	Duration 20 min	Total Time 8 min.	Employer Reference 2453745
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DOCUMENT REFERENCE:	SIT-FM-007	CREATION DATE:	21/06/21
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**Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT**

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

**OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:**

- Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?
- Q. On discovering a fire, how do you:
- raise the alarm?
  - call the fire brigade?

**Everyone should know the:**

- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

**Good practice on site to reduce the risk of fire and get out safely:**

- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.



**RAPHAEL**  
CONTRACTING LTD



**SPECIALIST**  
JOINERY LIMITED

**VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES**

Name of Operative

A. STATTIS

Date (w/c): 7/6/21

Tool Description	Vibration Level -m/s <sup>2</sup> (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0				30 min	40 min	
Pistol Drill	14.6				15 min	20 min	
Planer	7.5	N/A	N/A	N/A			
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	A	A	A			
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5						
Rotary Drill Bosch	2.5						

Comments / Notes:

Any developing sensation experienced during the period of works is to be reported immediately by operatives to the Site Manager, who is required to inform the Company Safety Officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.

This document is to be used as a tool for both monitoring and controlling operations. The Company Safety Officer will monitor and calculate the vibration exposure for each operative and advise if any action or procedural controls need to be implemented on site.

Please include this form in your weekly returns to RCL Head Office and cc. Rachel Widdows.





**RAPHAEL**  
CONTRACTING LTD



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JOINERY LIMITED

**VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES**

Name of Operative

*G. DIELGHER*

Date (w/c): *7/6/21*

Tool Description	Vibration Level -m/s <sup>2</sup> (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0				<i>10min</i>		
Impact Drill	11.0			<i>10min</i>	<i>15min</i>	<i>15min</i>	
Pistol Drill	14.6	<i>N/A</i>	<i>N/A</i>				
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0	<i>A</i>	<i>A</i>				
Router 1/4" DeWalt	8.9					<i>20min</i>	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5			<i>10min</i>	<i>25min</i>	<i>30min</i>	
Rotary Drill Bosch	2.5						

Comments / Notes:

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**RAPHAEL**  
CONTRACTING LTD



**SPECIALIST**  
JOINERY LIMITED

# VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

*M. BYTAUTAS*

Date (w/c): *7/6/21*

Tool Description	Vibration Level -m/s <sup>2</sup> (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0	<i>20 min</i>	<i>20 min</i>	<i>20 min</i>			
Pistol Drill	14.6					<i>10 min</i>	
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9						
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5	<i>20 min</i>	<i>30 min</i>	<i>30 min</i>			
Rotary Drill Bosch	2.5						

Comments / Notes:

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**VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES**

Name of Operative

*A. LIOZILIS*

Date (w/c):

*7/6/21*

Tool Description	Vibration Level -m/s <sup>2</sup> (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0	<i>20min</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						<i>N/A</i>
Router 1/4" DeWalt	8.9						
Chopsaw	4.2					<i>20min</i>	
Skillsaw	3.0			<i>20min</i>			
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5	<i>20min</i>	<i>40min</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	
Rotary Drill Bosch	2.5						

Comments / Notes:

Any developing sensation experienced during the period of works is to be reported immediately by operatives to the Site Manager, who is required to inform the Company Safety Officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.

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