



## 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		
H. Singh				✓						✓		5/5/21
Kewal Singh				✓						✓		5/5/21
Aniel Achar				✓				✓				10/5/21
Kuljinder Singh	✓		✓	✓		Surf Masks AS						24/08/21

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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 94) – PERSONAL SAFETY IN OR AROUND VEHICLES	Date: 29/06/2021
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
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
Harjinder. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Kuljinder. SINGH	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

**Grant Claim information Note:** Claims can only be made for your employees or labour-only sub-contractors.

<b>No. Attended</b> 09	<b>Duration</b> 30 mins	<b>Total Time</b> 4 ½ hours	<b>Employer Reference</b> 2453745
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
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**Toolbox Talk No.94 PERSONAL SAFETY IN OR AROUND VEHICLES**

**Why?**

- Our company goal is to ensure the safety of persons around vehicles, which can often involve working at height. More than 2000 serious injuries to people falling from vehicles are reported each year and on average, five of these are fatal. Many of these injuries are broken arms or legs, resulting in weeks off work and possible loss of earnings.
- Common accidents include falls from trailers, tail-lifts and truck cabs. The majority of falls from tipper lorries occur during sheeting and unsheeting.
- By law as a driver, it is your responsibility to make sure that you are taking practical measures to reduce the risk of yourself and others around you from falling while working at height and/or prevent falls from vehicles.

**Causes of falls include:**

- Slipping and falling from loads and access steps and ladders
- Broken ropes or torn sheets causing overbalancing Inappropriate footwear
- Bad weather
- Lack of awareness and training

**Getting on and off the vehicle**

- DON'T jump down – this is bad for your knees and you are more likely to fall
- Always use steps and handholds if provided
- Take a few seconds to climb down from the cab, load area or catwalk facing the vehicle and use the handhold
- Report missing or damaged equipment
- Before stepping off the vehicle, check for uneven surfaces such as potholes or kerbs which may cause you to slip
- Use the three points of contact rule

**Keeping your vehicle safe**

- Report broken boards and any other objects that could cause a fall
- Keep the load area tidy – pick up loose ropes, packaging etc
- Check that the straps are safely stored on curtainsiders so people don't trip on them
- Clean up spills and dirt such as diesel or mud on the catwalk or load area to stop people slipping in them

**How you can work safely**

- Avoid working at height unless it is essential
- Keep the soles of your footwear clean to reduce the risk of slipping
- Follow safe systems of work for loading and unloading vehicles
- Make sure you have been trained in and follow the company's safe ways of working if you have to use equipment such as tail-lifts or lorry loader cranes
- Use the 'three-point hold rule – keep at least three points of contact with the vehicle you are climbing, moving one limb at a time and testing the new hold before moving on
- Use safe ways of getting on or off the vehicle when carrying out maintenance above ground level, for example by using gantries or tower scaffolds
- Look at what other companies do – if you see a good idea suggest it to your safety adviser or supervisor

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**Questions to ask to ensure that the talk has been understood**

1. What are the common causes of falls?
2. What is a risk assessment and what should it cover with regards to working at height and preventing falls from vehicles?
3. What must you do when getting on or off a vehicle?
4. What things can you do to help keep your vehicle safe?
5. Provide examples of how you can work more safely?

**Final summary**

- To sum up, we need to ensure the safety of persons around vehicles which can often involve working at height. Avoid working at height unless it is essential and if this is unavoidable make sure that all work carried out at height is properly planned, supervised and carried out by people who are competent to do the job.
- Remember, getting on and off the vehicle safely, keeping your vehicle safe and working safely at all times will help to prevent yourself and your colleagues from getting injured whilst working at height and promote a positive health and safety culture.
- Risk assessments are required by law and are an essential part of identifying sensible measures to control the risks in your workplace. They help you decide whether you have covered all you need to. It is essential that you are familiar with the risk assessment for working at height.
- The consequences of not taking these practical measures could mean you need time off work due to a fall, however, things could be a lot more serious, so why take the risk?
- Thank you for your time – and now I would like your feedback.

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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 38) – SAFE STACKING	Date: 30/06/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 10:30
Duration (Minutes) 30 mins	End Time: 11:00
Presenters name: Jason Wray	Presenters Signature:

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
K KULSINSKAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Harjinder. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Kuljinder. SINGH	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
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Balbir. 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.

<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. 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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