



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>SITE HOUSEKEEPING AND WASTE DISPOSAL</u>	Date: <u>08/04/21</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>S. HIRANI</u>	<u>R.C.L.</u>	<u>S. Hiran</u> I confirm that I have understood the Tool Box Talk
2	<u>K. O'Malley</u>	<u>R.C.L.</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>G. Diaconu</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>I. Neagu</u>	<u>RCL</u>	<u>Neagu</u> I confirm that I have understood the Tool Box Talk
5	<u>A. Rideius</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>A. STUTTS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>G. ZABITA</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
8	<u>L. ZABITA</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
9	<u>V. BALIULEVICIUS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
10	<u>R. CANACRAI</u>	<u>R.C.L.</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
11	<u>Joseph Smith</u>	<u>RCL</u>	<u>[Signature]</u> 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

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: DUST + MASKS FFP-3	Date: 6-04-21
Location: New Bond Street	Start Time: 730
Duration (Minutes) 30	End Time: 800
Presenters name: K. KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	RAMESH RAMAN	RCL	 I confirm that I have understood the Tool Box Talk
2	A. AMBRAZIEJUS	RCL	 I confirm that I have understood the Tool Box Talk
3	H. MAMILAL	RCL	 I confirm that I have understood the Tool Box Talk
4	M. BYTAUTAS	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Conger	RCL	 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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Contract:	New Bond Street	Site Manager:	KES KULSINSKAS	Date (w/c):	5-04-21	Method statement (s) (Title, Rev No. & Rev date)	0101
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Site Manager's Daily Sign Off

[illegible]

UNCLASSIFIED CONFIDENTIAL SECRET



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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 ZANDBERGS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yecir'y Heclyna	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MINDRUGAS BYTAUTAS	08-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Z. TOKLIKIS	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
6	G. DZOMTIL	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
7	MYKHAYLO GOLUBVAK	23 02 21		I confirm that I have read and understood the Risk Assessment and Method Statement
8	Kyr IVAN	23 02 21		I confirm that I have read and understood the Risk Assessment and Method Statement
9	ALBINAS AMRAZIELUS	16.03.21		I confirm that I have read and understood the Risk Assessment and Method Statement
10	AMESH RAMANI	22-03-21		I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SUPERVISOR

Print Name: K. KULSINSKAS

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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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.KULINSKAS		✓		✓		✓				✓	<i>[Signature]</i>	18/01/21
D. Conyers						✓	✓				<i>[Signature]</i>	18/01/21
KARIS ZANDBERG			✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
Meriv Hadyma		✓	✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
K.KULINSKAS				✓		✓	✓				<i>[Signature]</i>	05/02/21
M.DYTANTAS		✓	✓	✓		✓					<i>[Signature]</i>	08-02/21
D. Conyers				✓		✓				✓	<i>[Signature]</i>	05-03/21
A.AMBRAZIEJUS		✓		✓			✓				<i>[Signature]</i>	16.03.21
Raimondas Raimonas	✓	✓	✓	✓			✓				<i>[Signature]</i>	22.03.21

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 26 Title: DUST CONTROL FROM TOOLS	Date: 7/4/21
Location: LORD'S C & E	Start Time: 7:30
Duration (Minutes): 30min	End Time: 8:00
Presenters name: S. SIMONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	G. KARAFIZI	Agency	I confirm that I have understood the Tool Box Talk
2	G. DULGHER	AGENCY	I confirm that I have understood the Tool Box Talk
3	A. IGNATJEVS	AGENCY	I confirm that I have understood the Tool Box Talk
4	B. MARCHIWA	AGENCY	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
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Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 4	Duration 30min	Total Time 2h.	Employer Reference 2453745
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Toolbox Talk No. 86 DUST CONTROL FROM TOOLS (EG CIRCULAR BENCH SAWS)

Wood dust can cause serious respiratory diseases including asthma, and dermatitis. Wood dust includes dust from hardwood, softwood, and composite boards such as MDF. Exposure to substances which cause occupational asthma should be prevented, or if that is not reasonably practicable, control exposure to prevent workers from developing asthma. This applies to short-term high as well as long-term exposures. If an individual develops occupational asthma, exposure must be controlled to prevent triggering further attacks. Suitable levels are likely to be well below any exposure limit.

Engineering controls (extraction) are recommended to control dust from mechanical saws. You need also to control exposure to noise. The dust is combustible - build-up on ledges etc can result in dust explosions. Extraction helps to reduce this risk.

Access

- ✓ Restrict access to those staff who need to be there.

Design and equipment

- ✓ The cutting action creates coarse and fine dust, and tends to blow the dust into the workroom. Fit extraction to control dust.
- ✓ Enclose the saw casing as much as possible to contain dust and reduce the amount of extraction needed.
- ✓ Fit dust extraction beneath the machine table, and to the top guard as well, if possible.
- ✓ Always confirm that the extraction is turned on and working at the start of work.
- ✓ Keep extraction ducts short and simple - avoid long sections of flexible duct, it is easily damaged.
- ✓ Have a supply of clean air coming into the workroom to replace extracted air. You can recirculate filtered air to the workroom.
- ✓ Adjust the top guard downwards as close as possible to the workpiece.
- ✓ Keep the extraction slot and top guard free of chippings to allow effective dust capture.

Maintenance

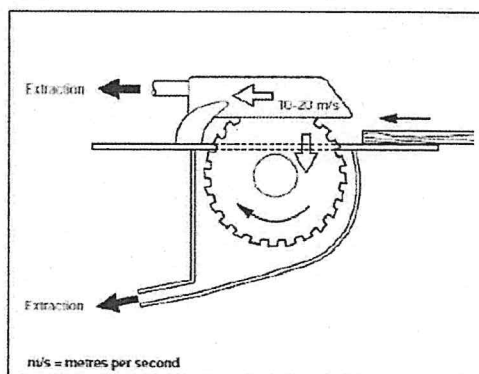
- ✓ Keep equipment in effective and efficient working order.
- ✓ Repair faulty extraction systems immediately.

Examination and testing

- ✓ At least once a week, check that the extraction system and gauge work properly, with no dust leaks.

Cleaning and housekeeping

- ✓ Clean the machinery and work area every day. Regular cleaning will help you find dust leaks.
- ✓ Clean general workrooms at least daily. Remember to clean overhead beams, heating pipes and light fittings to reduce the risk of secondary dust explosion.
- ✓ Use a Type H vacuum cleaner fitted with a HEPA filter to clear up dust.
- ✗ Don't clean up with a brush or with compressed air.
- ✓ Shovel large spills carefully to avoid stirring up dust.
- ✓ Dispose of wood dust waste by incineration or in a skip.



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SPECIALIST
JOINERY LIMITED

Personal protective equipment (PPE)

- ✓ Respiratory Protective Equipment (RPE) is recommended for all cutting, maintenance and cleaning operations
- ✓ Use FFP3 standard of dust mask – this will filter even the finest MDF dusts, if worn and fitted properly.
- ✓ Replace RPE filters as recommended by your supplier.
- ✓ Keep RPE clean and store it away from dust.
- ✓ Skin creams are important for skin protection and help in washing contamination from the skin. These are not 'barrier creams'. After work creams help to replace skin oils.
- X Never allow compressed air use for removing dust from clothing.

Supervision

- ✓ Check that the extraction is working properly; PPE is being used properly; and the rules on personal hygiene are being followed.
- ✓ Ensure the health surveillance programme is being carried out for everyone that needs it.
- ✓ Ask your workers to check their skin for dryness or soreness every six months. If these effects appear, check the proper use of skin creams and PPE.
- ✓ Ensure that Fit Testing is carried out and recorded for all that need to wear RPE (dust masks)

Employee checklist

- ✓ Always follow the standard operating procedures.
- ✓ Is the extraction switched on and working properly, with the guard properly adjusted?
- ✓ Look for signs of leaks, wear and damage.
- ✓ If you find any problems, tell your supervisor. Don't just carry on working.
- ✓ Co-operate with health surveillance schemes.
- ✓ Use, maintain and store your PPE in accordance with instructions.
- ✓ Clear up sawdust regularly.
- ✓ Wash your hands before and after eating, drinking, smoking and using the lavatory.
- ✓ Never use solvents to clean your skin.
- ✓ Use skin creams provided as instructed.

Questions

- ? Do your workers know that wood dust can cause asthma, cancer and dermatitis?
- ? What are the early signs of asthma?
- ? How do you keep dust exposures low?
- ? How can you check if the extraction is working?
- ? How do you use and look after PPE and RPE?
- ? What to do if something goes wrong with your PPE or equipment?

<http://www.hse.gov.uk/woodworking/wood-dust-exposure.htm>

This short film on dust control and housekeeping is great to show - if you have a lap top on site.

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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

ITE: LORD'S C & E

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		
PAOLO SARDEIRA	✓	✓	✓	✓			✓				Paolo Sardeira	03/03/21
LATHAN SMITH	✓						✓				Lathan Smith	08/03/21
Ben Smith	✓						✓				Ben Smith	08/03/21
Nodari Kometiani	✓						✓				Nodari Kometiani	11/03/21
SAZA TOLIKISHVILI	✓	✓					✓				Saza Tolikishvili	11/03/21
VILIAN CHRISOPOULOS	✓	✓	✓	✓		✓	✓				Vilian Chrisopoulos	12/03/21
ARIE CUPCEA	✓	✓	✓	✓			✓				Arie Cupcea	12/03/21
GEORGE KARAAZI	✓		✓	✓		✓	✓				George Karaazi	22/03/21
THEODOSI BULGAR	✓		✓	✓		✓	✓				Theodosi Bulgar	22/03/21
I. CUPCEA						✓	✓				I. Cupcea	26/03/21
P. KARAFIZI						✓	✓				P. Karafizi	26/03/21
P. BOONER	✓	✓	✓	✓			✓				P. Booner	6/04/21
MADYNSKI	✓	✓	✓	✓			✓				Madynski	6/4/21

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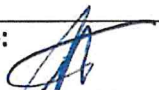
SITE: LORD'S C & E

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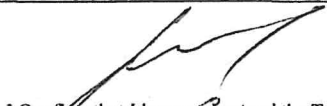
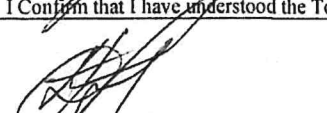
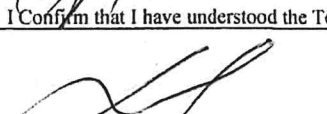
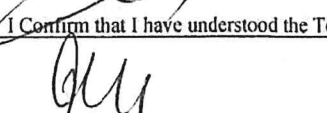
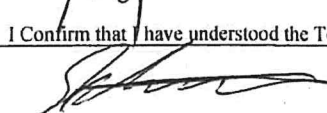
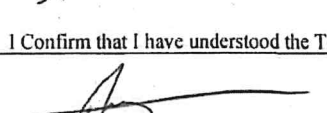
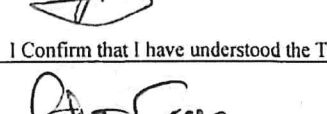
RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 22) ELECTRICITY ON SITE	Date: 07/04/2021
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
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
K. SINGH	Raphael Contracting Ltd	 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
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 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
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk

PLEASE SEE NEXT SHEET

B. NIKOLOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. PETROV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
R. FILYOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. KOVACHEV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
R. FAGG	Raphael Contracting Ltd / SALTO	 I Confirm that I have understood the Toolbox Talk
P. FAGG	Raphael Contracting Ltd / SALTO	 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 16	Duration 30 mins	Total Time 8 hours	Employer Reference 2453745
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Toolbox Talk No. 22 ELECTRICITY ON SITE

Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

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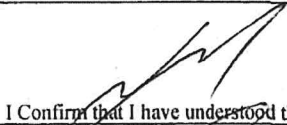
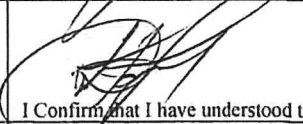
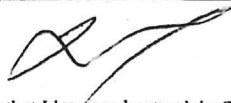
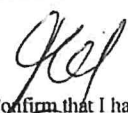
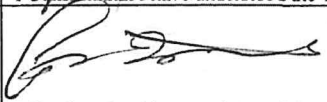

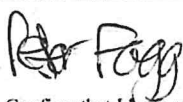
RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 02) RESPONSIBILITIES: EMPLOYEES & SUB-CONTRACTORS	Date: 06/04/2021
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
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
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K. SINGH	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
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk

PLEASE SEE NEXT SHEET

B. NIKOLOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. PETROV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
R. FILYOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. KOVACHEV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
R. FAGG	Raphael Contracting Ltd / SALTO	 I Confirm that I have understood the Toolbox Talk
P. FAGG	Raphael Contracting Ltd / SALTO	 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 16	Duration 30 mins	Total Time 8 hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO:	1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 2 of 1
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Toolbox Talk No. 2 RESPONSIBILITIES: EMPLOYEES AND SUB-CONTRACTORS

The Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2007 give everyone health and safety responsibilities. Where these responsibilities are not carried out people like you can be injured or killed, others could be prosecuted. Over 220 people are killed every year; several thousand are seriously injured. Fines can be thousands of pounds for Companies who break the regulations.

Employees: *Your bosses* must provide you with a safe place of work, safe equipment and the necessary instruction and training to enable you to carry out your work safely.

Employees and sub-contractors: *You* must take reasonable care to ensure that no person – yourself included – suffers because of the way that you work.

You must help your employer to carry out his responsibilities by:

- Not interfering with items provided for your safety.
- By using equipment given to you for your protection and by not abusing it. For example hard hats, goggles and hearing protection.
- By telling your foreman of any hazards that you notice which could affect you or others safety.

SOME EXAMPLES:

- If you work on a scaffold provided by another company your foreman must ensure that it is safe for your use. Therefore, if you notice anything, which you consider unsafe, point this out.
- If you strike shuttering which leaves an opening make sure it is covered or guarded before you leave it. The same applies if you are permitted to remove a guardrail or cover for the passage of materials or services, make sure it goes back – **DO NOT LEAVE A TRAP FOR OTHERS.**
- If you are working or are having to pass alongside openings, i.e. floors or excavations which are unguarded, your foreman must ensure that they are protected even though you may not have been responsible for making the hazard.
- Have all injuries, however slight, properly attended to
- Rectify or report all unsafe conditions
- Help to keep the work place clean and tidy
- Wear the protective clothing and equipment provided for your safety
- Obey all safety rules and signs
- Use only those tools you are authorised to use
- Use correct tools and equipment
- If you do not know – ask
- Do not take chances – carry out instructions
- Do not start machinery unless authorised and without the guard being in place
- Do not horseplay or distract others
- Do not leave tools on the floor or where they can fall on people below

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 7 of 141
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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		
S WRAY						10X SURGICAL	✓					09/03/21
B RANCHADE						10X SURGICAL	✓					09/03/21
S GOSMAN						10X SURGICAL	✓					23/03/21
S WRAY						10X SURGICAL	✓					23/03/21
K SINGH				✓		10X SURGICAL	✓					23/03/21
H SINGH				✓		10X SURGICAL	✓					23/03/21
K SINGH (RLL)						10X SURGICAL	✓					23/03/21
B RANCHADE						10X SURGICAL	✓					23/03/21
G. BUR LARI	✓					10X SURGICAL	✓					23/03/21
D. DE MITRANA	✓					10X SURGICAL	✓					06.04/21
								✓				6.4.21

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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

SLAV SIMONOVIC

Date (w/c): *15/03/21*

Tool Description	Vibration Level -m/s ² (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>10 min</i>	<i>20 min</i>	<i>20 min</i>	<i>30 min</i>	<i>15 min</i>	<i>—</i>
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	<i>30 min</i>	<i>30 min</i>			<i>1 1/2 h.</i>	<i>—</i>
Chopsaw	4.2						
Skillsaw	3.0		<i>20 min</i>	<i>1 h.</i>	<i>1 h.</i>		<i>—</i>
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						

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



VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

PAULO SARROEIRA

Date (w/c):

15/03/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	/	30min	40min	40min	/	/
Impact Drill	11.0						
Pistol Drill	14.6						
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						
ROTARY DR. BOSCH	2.5	/	1h.	/	1h.	/	/
BORDLES DRILL	2.5	/	30min	30min	30min		

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

ULIAN GARBATOVSKI

Date (w/c):

15/03/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0					30min	—
Impact Drill	11.0					40min	—
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9						
Chopsaw	4.2						
Skillsaw	3.0			30min			
Nail Gun	3.9				10min	—	—
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5					20min	—
Rotary Dr Bosch	2.5						
Multi tool SANDING	2.5				1 1/2 h.	—	—

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

IURIE CRIPCEA

Date (w/c):

15/03/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0			20min	1h.	30min	—
Impact Drill	11.0			1h	1h.	20min	—
Pistol Drill	14.6						
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			20min	20min	20min	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

S. Simonovic

Date (w/c):

22/03/21

Tool Description	Vibration Level -m/s ² (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						
Router 1/4" DeWalt	8.9		<i>30min</i>	<i>30min</i>		<i>40min</i>	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
<i>Coreless Drill</i>	<i>4.5</i>	<i>10min</i>	<i>10min</i>	<i>10min</i>	<i>10min</i>	<i>10min</i>	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

L. GARBATORSCHI

Date (w/c):

22/03/21

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

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative <i>L. CUPCEA</i>	Date (w/c): <i>22/03/21</i>
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Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	<i>30min</i>					
Impact Drill	11.0	<i>30min</i>	<i>30min</i>	<i>30min</i>	<i>30min</i>	<i>30min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		<i>30min</i>	<i>30min</i>	<i>30min</i>	<i>30min</i>	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
<i>Cordless Drill</i>	<i>2.5</i>	<i>20min</i>		<i>20min</i>	<i>20min</i>	<i>20min</i>	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. KARAFIZI

Date (w/c):

22/03/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	20 min					
Impact Drill	11.0	30 min	15 min	20 min	20 min	20 min	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		2 h.	2 h.	1.40 min	2 h.	
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	30 min	10 min	10 min	10 min	10 min	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. Dieulgher

Date (w/c):

22/03/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0	<i>30min</i>	<i>30min</i>	<i>30min</i>	<i>30min</i>	<i>30min</i>	
Impact Drill	11.0	<i>40min</i>	<i>45min</i>	<i>45min</i>	<i>30min</i>	<i>30min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9						
Chopsaw	4.2						
Skillsaw	3.0			<i>30min</i>			
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
<i>Cordless Drill</i>	<i>2.5</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	<i>20min</i>	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. KARAFIZI

Date (w/c):

29/03/21

Tool Description	Vibration Level -m/s ² (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	15 min	15 min	20 min	25 min	—	—
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	40 min	20 min	30 min	30 min	—	—
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	15 min	15 min	—	—	—	—

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. Doolpher

Date (w/c):

29/03/21

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

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

S. Simonovic

Date (w/c):

5/4/21

Tool Description	Vibration Level -m/s ² (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						
Pistol Drill	14.6		<i>10min</i>	<i>20min</i>	<i>30min</i>	<i>30min</i>	
Planer	7.5	<i>B/H</i>					
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		<i>40min</i>	<i>2h.</i>	<i>2 1/2 h.</i>	<i>3 h.</i>	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9					<i>1h.</i>	
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
<i>Cordless Drill</i>	<i>2.5</i>					<i>1h.</i>	

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. KARAFIZI

Date (w/c):

5/4/21

Tool Description	Vibration Level -m/s ² (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		15 min	20 min	10 min	20 min	
Pistol Drill	14.6	B/H					
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		1 h.		30 min	1 h.	
Chopsaw	4.2						
Skillsaw	3.0			40 min			
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Core/Less Drill	2.5					30 min	

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.

VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. DiLORNER

Date (w/c):

5/4/21

Tool Description	Vibration Level -m/s ² (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						
Pistol Drill	14.6						
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						
Coreless Drill	2.5						
Comments / Notes:							

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

A. IGNATJEVS

Date (w/c):

5/4/21

Tool Description	Vibration Level -m/s ² (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>10min</i>	<i>1h.</i>	<i>1h.</i>	<i>30min</i>	
Pistol Drill	14.6	<i>B/H</i>					
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		<i>2h.</i>		<i>2h.</i>	<i>2 1/2 h.</i>	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
<i>Cordless Drill</i>	<i>2.5</i>						

Comments / Notes:

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