



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 88) – BUYING TIMBER – FSC AND PEFC	Date: 11/08/2021
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
B. RAMCHANDE	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
E AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
S. SINGH BURMI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J SWIFT	Raphael Contracting Ltd	 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.

No. Attended 07	Duration 30 mins	Total Time 3 ½ 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 1 of 1
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Toolbox Talk No. 88 BUYING TIMBER - FSC AND PEFC



Forestry – what are the issues?

- Illegal logging
- Change of land use – eg palm oil, farming
- Soil destabilisation
- Government corruption
- Human / civil rights
- Impact on biodiversity – 4000 hardwood species – many at risk of extinction

Why use timber?

- Renewable and sustainable
- High strength to weight ratio
- Low energy cost in production
- Versatile product

How can we protect forests then?

<ul style="list-style-type: none"> • Forest Stewardship Council – promotes responsible management of the world's forests • Covers 174 million hectares of forest • Certification and product labelling of wood-based products (paper and wood) from well-managed forests 	<ul style="list-style-type: none"> • Programme for the Endorsement of Forest Certification – promotes sustainable forest management • Covers 243 million hectares of forest • Sustainable means that they will plant more trees than are taken down
	
<p>What does FSC or PEFC certification mean?</p> <ul style="list-style-type: none"> • Unbroken chain of forest-based products from a certified forest through to the customer • The label says 'this product has been made with timber from well-managed forests and we can prove it' 	

What are Raphael Contracting doing and why?

- We are registering for FSC, PEFC and BMT FP certification
- This is so that we can prove to our main customers that the timber and joinery we have purchased is from a managed source and we can give them the documentation to prove it.
- The main contractors have insisted that we become FSC / PEFC certified so that we can give them the assurance that the timber we buy is from a managed source
- We will be able to sell timber and timber products (carpentry, joinery and decking) with FSC and PEFC claims
- We care about the environment. We already have ISO14001 and have made a commitment to sustainable business. We don't want to knowingly buy timber from illegal sources. Timber is our main material and product, so we need to protect it.

What does this mean in practice?

- We have a policy and procedures that outline how we will control our purchases and deliveries (and paperwork) so that we can prove we have purchased FSC / PEFC timber.



- The majority of our projects are 100% FSC / PEFC anyway, but it means we will have to be a lot tighter on checking orders and deliveries for the FSC / PEFC information
- We will have to keep detailed records in the office on volumes and types of timber purchased and sold and report on it every year
- We will be audited every year by BM TRADA

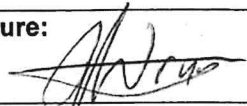
There are 2 main areas of consideration on site:

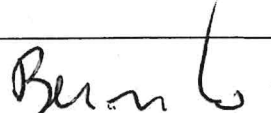
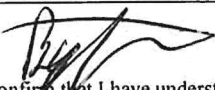
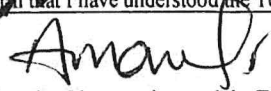

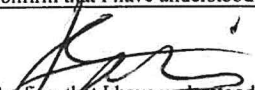
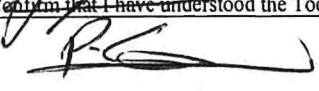
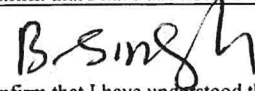

ORDERS	Contract Managers Site Managers Quantity Surveyors	<ul style="list-style-type: none"> • All timber orders must be FSC / PEFC and the correct box must be selected on the Purchase Order Form. • You must write on the Purchase Order form the FSC/PEFC description. [FSC/PEFC 100%, FSC/PEFC 70% mix and FSC/PEFC recycled] FSC MIX CREDIT – not allowed on all sites. • DO NOT SEND A PO TO THE OFFICE WITHOUT THIS INFORMATION • If a verbal order is made, FSC/PEFC must be requested every time. • Volume (M3) of timber order to be calculated and written on order form • Ensure suppliers are certified for what you want to buy off them • If using a new supplier their FSC/PEFC status needs to be checked with Paul Bennett before getting a price / placing an order.
DELIVERIES ON SITE	All site staff Driver	<ul style="list-style-type: none"> • The delivery of materials is to be checked off against the order to make sure they correspond and ensuring that the materials are supplied with a Chain of Custody number and FSC / PEFC claim • The delivery note must be retained for all purchases without exception • In the unlikely event that non-Accredited Sustainable Materials are delivered to site then they must be clearly marked and kept separate from non-certified timber, until the supplier can collect. • Where goods are signed-for electronically and there is no paper delivery note, a paper delivery note must be requested from the supplier for our CoC records. • Pair up delivery notes with purchase order and return to Head Office within the week • We have noticed a common issue is that FSC/PEFC status is not specified on delivery ticket or non-standard FSC/PEFC description. This must be checked on delivery and rectified immediately with the supplier before sending the paperwork to the office.



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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 65) – SAFE USE OF PASLODE GUNS (2) – SAFETY INSTRUCTIONS	Date: 12/08/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:00
Duration (Minutes) 30 mins	End Time: 08:30
Presenters name: Jason Wray	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
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J SWIFT	Raphael Contracting Ltd	 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
J. GAMBELL	Raphael Contracting Ltd / SJM Polishers	 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 08	Duration 30 mins	Total Time 4 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 1 of 1
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Toolbox Talk No. 65 SAFE USE OF PASLODE GUNS (2) - SAFETY INSTRUCTIONS

Safety Instructions

The following safety instructions have been included in this booklet to provide you with basic information necessary for safe operation of the Paslode Cordless Framing Nailer. DO NOT ATTEMPT TO OPERATE THIS TOOL UNTIL YOU HAVE READ AND UNDERSTAND ALL SAFETY PRECAUTIONS AND MANUAL INSTRUCTIONS.

In addition to these instructions, training may be necessary. Contact your Paslode representative for additional information.

	<p>WARNING</p> <p>Never expose or store the tool, fuel or battery at temperatures in excess of 120° F (49° C). Fuel and/or the battery may burst, releasing flammable gas.</p>
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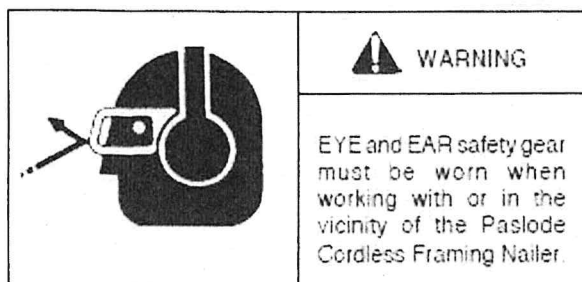
	<p>WARNING</p> <p>The Paslode Cordless Framing Nailer is an internal combustion device. It produces hot exhaust gases that may ignite flammable materials. Never use the tool in a combustible environment or in the presence of combustible materials, such as flammable chemicals, adhesives, gasoline, or solvents.</p>
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	<p>WARNING</p> <p>This tool must be operated only in a well-ventilated environment, because the tool exhausts carbon-monoxide similar to a gas chainsaw or lawnmower. Exposure to carbon-monoxide from use in enclosed areas may cause dizziness, nausea, or unconsciousness or death.</p>
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	<p>WARNING</p> <p>Never attempt to operate this tool until you have read and understood all safety precautions and manual instructions. Failure to follow all safety precautions instructions may result in a permanent loss of vision, serious personal or even fatal injury, property damage and / or tool damage.</p>
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	<p>WARNING</p> <p>ALWAYS keep the Cordless Framing Nailer, fuel cell, battery cell and battery charger out of the reach of children.</p>
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Safety Instructions



1. Eye protection must meet the requirements of ANSI Standard Z87.1 and should have side shields for increased protection. As an employer you are responsible for enforcing the use of eye protection equipment by the tool operator and all personnel in the work area.
2. NEVER ASSUME THE TOOL IS EMPTY.
Never point the tool at yourself or anyone else.
3. NEVER ENGAGE IN "HORSEPLAY" WITH THE TOOL.
The Cordless Framing Nailer is not a toy – it is a tool. Careless and improper use may result in a serious accident.
4. NEVER CARRY THE TOOL WITH YOUR FINGER ON, OR SQUEEZING, THE TRIGGER.
This practice may result in the accidental discharge of a fastener.
5. NEVER OPERATE A MALFUNCTIONING TOOL.
Refer to the servicing or troubleshooting section of this manual to correct the problem. If the problem cannot be corrected, stop using the tool and report it to your supervisor or Paslode representative.
6. DO NOT LOAD FASTENERS WITH THE TRIGGER AND/OR WORK CONTACTING ELEMENT PRESSED IN.
A fastener may be accidentally discharged.

7. NEVER OPERATE THE TOOL WITH THE WORK CONTACTING ELEMENT REMOVED OR DISABLED.

This device helps reduce the possibility of accidental fastener discharge by preventing the tool from operating until it is completely against the work surface.

NEVER operate the tool if the work contacting element is not working properly.

8. ALWAYS POINT THE TOOL AWAY FROM YOURSELF AND OTHERS WHEN CLEARING JAMS OR REMOVING FASTENERS. REMOVE THE FUEL CELL AND BATTERY.

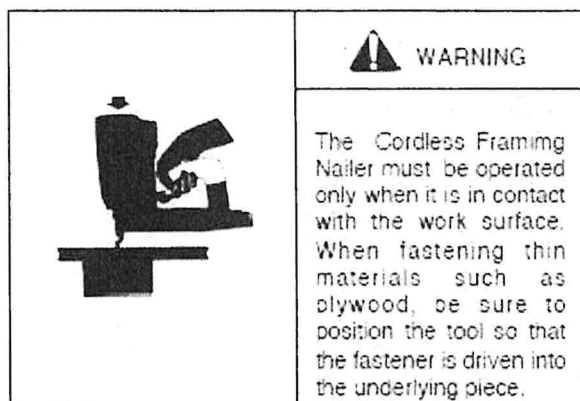
Pull the follower slightly back and push the release lever. Tip the tool nose up slightly and fasteners should slide out of the rear of the magazine. If fasteners are jammed, refer to the appropriate servicing section of this manual.

9. NEVER OPERATE THE CORDLESS FRAMING NAILER IF PARTS ARE LOOSE, DAMAGED OR MISSING.

10. NEVER DRIVE FASTENERS INTO KNOTS OR ON TOP OF OTHER FASTENERS.

A fastener may ricochet and cause serious injury.

11. OPERATE THE TOOL ONLY ON THE WORKPIECE.



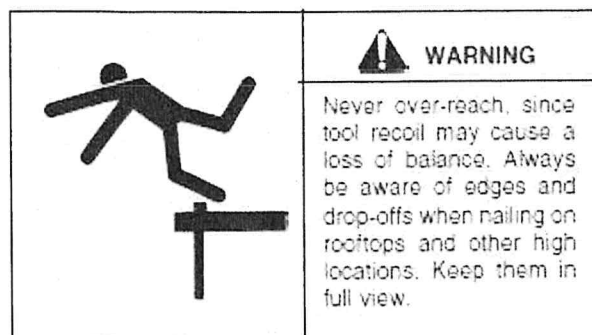


Safety Instructions

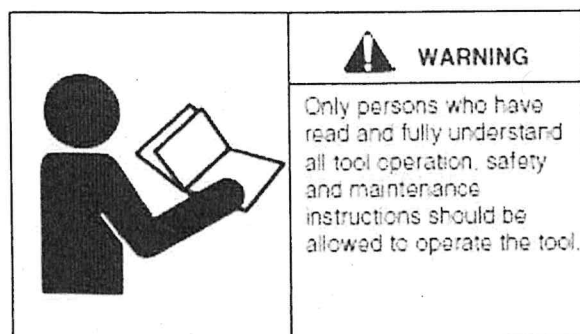
12. NEVER DRIVE FASTENERS INTO AREAS WITH CONCEALED HAZARDS.

Always check the area behind the work surface for electrical wiring, gas pipes, water pipes, sewer drains or other potential hazards.

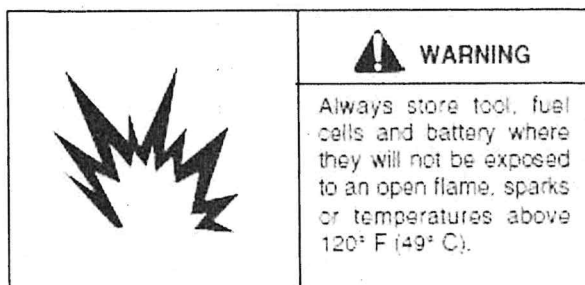
13. ALWAYS MAINTAIN SECURE AND UNOBSTRUCTED FOOTING WHEN ON LADDERS, PLATFORMS OR OTHER HIGH LOCATIONS.



14. ALLOW ONLY QUALIFIED PERSONNEL TO OPERATE THE CORDLESS FRAMING NAILER.



15. PROPERLY STORE FUEL CELL.



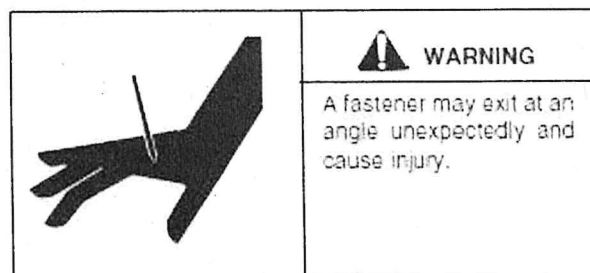
16. ALWAYS STORE THE TOOL WITH THE FUEL CELL AND BATTERY REMOVED.

Store the fuel cell in the case with the Cordless Framing Nailer.

17. KEEP THE TOOL CLEAN AND WELL MAINTAINED.

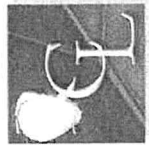
A clean tool is less likely to jam or malfunction.

18. KEEP YOUR HANDS CLEAR OF THE WORK AREA SURFACE.



Battery Disposal:

The Paslode Cordless batteries contain cadmium and must be recycled or disposed of properly. It is illegal in some areas to place a nickel-cadmium battery into the trash or solid waste stream. You may contact your local recycling center for information on where to return the spent battery or call 1-800-822-8837 for information on Ni-Cd battery recycling in your area.



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
Harvinder Singh				✓				✓				10/5/21
KULINDER SINGH	✓		✓	✓		Surg. Masks x 5						24/06/21
H. Singh						Surg. Masks x 5						29/06/21
B. Ramchand						Surg. Mask x 5						5/07/21
A. Kulsinkas						Surg. Masks x 5						7/7/21
B. Ramchand						Surg. Masks x 5						12/7/21
M. BYTHATHA S		✓								✓		28/7/21
Joseph Smith		✓							✓			28/07/21

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