



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 35) – PORTABLE ELECTRICAL TOOLS	Date: 26/08/2021
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
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
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
A LIDZIUS	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
V BALIULEVICIUS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	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
V. VASILEV	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 14	Duration 30 mins	Total Time 7 hours	Employer Reference 2453745
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Toolbox Talk No. 35 PORTABLE ELECTRICAL TOOLS

ONLY 110V electric tools or battery operated tools are to be used on site unless agreed by site management.

- Always use tools via an RCD (Residual Current Device) or with a 110-volt transformer, centre-tapped to earth.

EQUIPMENT USER CHECKLIST (includes extension leads, associated plugs and sockets)

1. Check for damage (i.e. apart from light scuffing) to cable sheath.
2. Check plug for damage (i.e. casing cracked, pins bent)
3. Ensure that there are no inadequate joints in cable (i.e. taped joints).
4. Ensure outer sheath of cable is effectively secured where it enters plug or equipment.
5. Check that the equipment has not been subjected to conditions for which it is not suitable (i.e. wet or excessively contaminated).
6. Check for damage to external casing of equipment, loose parts or screws.
7. Check for evidence of overheating (burn marks or discolouration).
8. Check that it has been tested and inspected within the last three months.
9. Ensure cable is long enough to reach work area.

IF ANY FAULT IS DISCOVERED DO NOT USE THE EQUIPMENT– ADVISE YOUR SUPERVISOR WHO WILL ARRANGE FOR QUARANTINE AND REPAIR.

Q: What are two things you should check before using a portable electric tool?

Use of Portable Electric Tools

1. Only use the equipment for its designed purpose.
2. Ensure switches are working correctly, before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools from the power supply when not in use.
5. A competent electrician should regularly inspect electric power tools.

Q: If drilling, when should you wear eye protection?

Q: How often should electrical power tools be inspected?

Hazards

1. Keep power cables off the floor. They may be damaged or trip somebody up.
2. Electrical tools often present a noise hazard, wear ear protection.
3. Water conducts electricity, keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn, or damaged bits and accessories.
6. Where eye protection, to protect from swarf and dust.

Q: What are three potential hazards when using portable electric tools?

Questions for you:

Q: What voltage tools should be used on site?

Q: Who should inspect and maintain portable electric tools?

REMEMBER: Look after your tools and they will look after you!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 52 of 141
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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

SITE:

VSW – WOKI 02 & 03

COMPILED & CHECKED BY:

J.Wray / A.Kulsinskas

WEEK ENDING

29/08/21

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

<u>Plant Item</u>	<u>I.D. No.</u>	<u>On Site Date</u>	<u>Off Site Date</u>	<u>Test Expiry Date</u>	<u>Condition of items/ other comments</u>
WOKI 02					
Toolbox (on 1 st floor)	7A	20/02/2020		N/A	Good Condition
Toolbox (on 1 st floor)	14A	02/03/2020		N/A	Good Condition
Toolbox (on 1 st floor)	1A	02/03/2020		N/A	Good Condition
Toolbox (on 1 st floor)	16A	02/03/2020		N/A	Good Condition
Toolbox (on 1 st floor)	23A	12/06/2020		N/A	Good Condition
Toolbox (on 1 st floor)	17	15/07/2020		N/A	Good Condition
Toolbox (small) in office	1026	22/06/2020		N/A	Good Condition
Hop Up	1024	25/08/2020		N/A	Good Condition
Hop Up	980	20/11/2020		N/A	Good Condition
Hop Up	1035	20/11/2020		N/A	Good Condition
2 nd Fix Paslode Gun	1382	07/10/2020		N/A	Good Condition
2 nd Fix Paslode Gun	72	23/02/2020		N/A	Good Condition
2 nd Fix Paslode Gun	991	01/04/2020		N/A	Good Condition
A Frame	Big Blue	04/06/2020		N/A	Good Condition
110v Lead	1266	20/02/2020		21/09/2021	Good Condition
110v Lead	1253	20/02/2020		21/09/2021	Good Condition
110v Lead	1394	20/10/2020		21/09/2021	Good Condition
110v Lead	1395	20/10/2020		21/09/2021	Good Condition
110v Lead	1396	20/10/2020		21/09/2021	Good Condition
110v Splitter Box	1241	20/02/2020		21/09/2021	Good Condition
110v Splitter Box	649	12/06/2020		21/09/2021	Good Condition
Dust Control Extractor	1363	12/06/2020		21/09/2021	Good Condition
Dust Control Extractor	1353	13/10/2020		21/09/2021	Good Condition
Dust Control Extractor	1264	15/07/2020		21/09/2021	Good Condition
DeWalt Router ¼	660	20/02/2020		21/09/2021	Missing Depth Gauge
Makita Router ½	67	20/02/2020		21/09/2021	Good Condition
Makita Router ¼	1208	05/10/2020		21/09/2021	Good Condition
DeWalt Chop saw	786	23/02/2021		21/09/2021	Good Condition
DeWalt Chop saw	989	27/04/2021		21/09/2021	Good Condition
Makita Jigsaw	1276	20/02/2020		21/09/2021	Good Condition
Makita Skill saw	622	20/02/2020		21/09/2021	Good Condition
Festool saw	1385	07/10/2020		21/09/2021	Good Condition
Festool Guide	R1	07/10/2020		N/A	Good Condition
Festool Guide	R2	07/10/2020		N/A	Good Condition
Makita Planer	161	05/10/2020		21/09/2021	Good Condition

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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		
H-Singh				✓						✓		5/5/21
Kewal Singh				✓						✓		5/5/21
Mani Singh				✓				✓				10/5/21
KULJINDER SINGH	✓		✓	✓		Surg. Mask x5						24/06/21
H. Singh						Surg. Mask x5						29/06/21
B. Ramchander						Surg. Mask x5						5/07/21
A. Kuljinders						Surg. Mask x5						7/7/21
B. Ramchander						Surg. Mask x5				✓		12/7/21
M. BYTHATHA S		✓								✓		28/7/21
Joseph Smith		✓										28/07/21
J. GASQUILLE		✓	✓	✓			✓					23/08/21

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