



**RAPHANEL**  
CONTRACTING LTD

## 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
Amiel Hector				✓				✓				10/5/21
KULINDER SINGH	✓		✓	✓		Surg. Masks x5						24/08/21
H. Singh						Surg. Masks x5						29/06/21
B. Ramchander						Surg. Mask x5						5/07/21
A. Kulzinskas						Surg. Masks x5						7/7/21
B. Ramchander						Surg. Masks x5						12/7/21
M. BYTHATHA S		✓								✓		28/7/21
Joseph Smith		✓							✓			28/07/21
S. GASVILLE		✓	✓	✓			✓					23/08/21
SURGIT SINGH				✓								02/09/21
RUPINDER SINGH				✓								2.9.21

PAGE 10

Page -

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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# RAPHAEL CONTRACTING LTD

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

<b>Title: (RCL 75) – ETHICAL TRADING</b>	<b>Date: 07/09/2021</b>
<b>Location: Hilton Hotel, Victoria Square, Woking</b>	<b>Start Time: 07:30</b>
<b>Duration (Minutes) 30 mins</b>	<b>End Time: 08:00</b>
<b>Presenters name: Jason Wray</b>	<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
S. SINGH BURMI	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
K. O'MALLEY	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
A. STATTS	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
K KULSINSKAS	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
M BYTAUTAS	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.

<b>No. Attended</b> 13	<b>Duration</b> 30 mins	<b>Total Time</b> 6 ½ hours	<b>Employer Reference</b> 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. 75 ETHICAL TRADING

Raphael Contracting Ltd has adopted a formal ethical trading policy. Ethical trade – or ethical sourcing means that we will support business practices that promote more socially and/or environmentally responsible trade and that we have a responsibility for the rights of the workers in our supply chain. These rights are set out in the Ethical Trading Initiative (ETI) Base Code, which contains provisions based on the principles set out below.

### Why have we bothered?

There are lots of reasons why it makes good business sense to source ethically. For example, some companies have found that the increased communication with suppliers entailed in implementing an ethical sourcing strategy can help build trust among suppliers and so increase efficiency in their supply chain. Trading ethically can be a source of market differentiation with our customers. 'Conscientious consumers' are growing in number, prompting many small companies to market themselves and/or their products as 'ethical' or 'fairly traded'.

### What does our ethical trade policy cover?

adoption of the ETI Base Code;  
get management and staff buy-in;  
find out as much as possible about our suppliers and their ethical and environmental policies;  
communicate regularly with our suppliers and work with them to make sure they improve over time; and make sure our buying practices (e.g., lead times, pricing) don't constrain suppliers' ability to comply.

### ETI Base Code principles

- *Employment is freely chosen*
- *Freedom of association and the right to collective bargaining are respected*
- *Working conditions are safe and hygienic*
- *Child labour shall not be used*
- *Living wages are paid*
- *Working hours are not excessive*
- *No discrimination is practised*
- *Regular employment is provided*
- *No harsh or inhumane treatment is allowed*

### Where can I find ethical manufacturers / sub-contractors / suppliers?

**Initial 'ethical' screening** – all of our suppliers will be questioned on their ethical stance.

**Look for trade union membership** - this should at least mean that workers have the space to bargain for their rights with management.

**Check for SA8000 certification** - manufacturers who want to provide a public report of their good labour practices can obtain SA8000 certification. A list of SA8000-certified manufacturers can be found at [www.sa-intl.org](http://www.sa-intl.org).

**So what can I do to get information on my suppliers' labour practices?** If you have the resources, it makes sense to visit the supplier in person and inspect the workplace/s yourself. Find out who your suppliers' other customers are, they may share information.

**Ethical trade is...***about workers' rights*

**Ethical trade does not...***address organic, environmental, food safety or other concerns*

**Ethical trade should be...***about 'continuous improvement' – in other words, helping suppliers improve over time*

**Ethical trade is not...***about expecting 100% compliance from your suppliers overnight*

**Ethical trade should be...***integrated into the way you operate your business*

**Ethical trade does not...***necessarily involve passing on a premium to consumers*

**Ethical trade should...***involve communicating your ethical trade policy to your suppliers and colleagues*

**Ethical trade should not...***involve companies making claims to their customers that cannot be backed up by evidence*

Major source: [www.ethicaltrade.org](http://www.ethicaltrade.org)

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 115 of 141
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# RAPHAEL CONTRACTING LTD

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

<b>Title: (RCL 49) – SLIPS, TRIPS &amp; FALLS</b>	<b>Date: 10/09/2021</b>
<b>Location: Hilton Hotel, Victoria Square, Woking</b>	<b>Start Time: 07:30</b>
<b>Duration (Minutes) 30 mins</b>	<b>End Time: 08:00</b>
<b>Presenters name: Jason Wray</b>	<b>Presenters Signature:</b>

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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
G. MAXWELL	Raphael Contracting / Formwise / Bluestone	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk

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**Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS**

**Fact:** Approximately 25% of accidents at work are attributed to slips, trips, and falls.

**WHY DO THEY OCCUR?**

- Most injuries from slips, trips and falls occur because of poor housekeeping
  - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

**Q:** Name five hazards in your workplace that are caused by poor housekeeping.

**WHAT CAN YOU DO ABOUT IT?**

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

**Questions for you:**

- Q:** Why should you ensure that good housekeeping standards exist in your workplace?
- Q:** What hazards are posed by rubbish in your workplace?
- Q:** What precautions can you take to make your workplace safer for everybody?

**REMEMBER:** If you ignore it, you condone it

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 68 of 141
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