



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

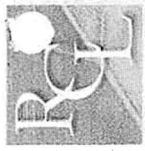
Title: <u>Climate Change</u>	Date: <u>4.10.21</u>
Location: <u>Knightsbridge 25 Cannon Street</u>	Start Time: <u>7:30</u>
Duration (Minutes) <u>30min</u>	End Time: <u>8:00</u>
Presenters name: <u>A. Kulsinskis</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>Joseph Smith</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
2	<u>R. RAMA.</u>	<u>R.C.L.</u>	 I confirm that I have understood the Tool Box Talk
3	<u>A. STATTIS</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
4			 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
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 <u>3</u>	Duration <u>30min</u>	Total Time <u>1.5 hours</u>	Employer Reference <u>2453745</u>
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
Joseph Smith						✓	✓				Joseph Smith	28/09/21
Mindangos Bepantay						✓	✓				Bepantay	28/09/21
Joe Bepantay						✓	✓				Bepantay	28/09/21
K. KULSINSKAS						✓	✓				K. Kulsinsk	28/09/21
Surjit Singh Bawa						✓	✓				Surjit Singh	28/09/21
Balbir Singh						✓	✓				B Singh	28/09/21
PUSHPINDER SINGH						✓	✓				P Singh	28/09/21
JASON WREAN						✓	✓				J Wrean	28/09/21



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 74) – GREEN PURCHASING	Date: 06/10/2021
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
K. 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 BASQUILLE	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
M. WALSH	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 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. 74 GREEN PURCHASING

Environmentally responsible, sustainable or "green" procurement is the selection of products and services that minimise environmental impacts. Raphael Contracting Ltd have adopted a green purchasing policy, which is important for the following reasons:

- Green procurement of products and services raises environmental awareness, which in turn moves more people to buy more environmentally sound products.
- Green procurement has potentially direct environmental benefits. Fewer emissions, less waste and more efficient resources use.
- An increase in demand for greener products and services improves the market position of suppliers.
- Demand for green products acts as an incentive for technological development towards greener products.

Greener purchasing aims to avoid unnecessary purchasing by:

- Reviewing the actual need of the product.
- Seeking alternative goods and services.
- Purchasing a greener variant with comparable if not better performance than a conventional choice.

Green claims – "sustainable forests", "recyclable", "earth friendly"

An increasing number of products falsely claim that they are "environmentally friendly". It is important to verify claims made by the manufacturer and supplier.

- Ensure you have written documentation that backs up the claims of the supplier.
- Ask when was their documentation and process last reviewed and to what standard or accreditation.
- Can you get a copy of their environmental report or technical data?

Environmental Purchasing Criteria for products and services

- Is it essential to buy the product - can it be leased or rented?

Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy

- Does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 113 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Food

- Can organically grown produce be purchased?
- Has the food been genetically modified?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Supplier Environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?

Purchasing - Decision Making

To implement an effective Environmental Purchasing Policy we need to use a step-by-step approach to increase our purchase of greener goods and services. It is important for us to raise awareness with both current and new suppliers and link with other organisations in the same sector.

Here are some things that we will do:

- Focus on products or services within Raphael Contracting that have the greatest environmental impact, since it will not be possible to purchase a green alternative for every product or service that we buy
- Examine products that are highly visible within the company; for example, timber, stationery, or office electrical equipment.
- Integrate reused, refurbished, remanufactured and recycled-content products into our operations wherever possible.
- Use greener products available through our existing suppliers, such as energy saving office equipment and biodegradable cleaning products.
- Support local businesses by purchasing at least a portion of your recycled products from local suppliers where they exist.
- Actively encourage suppliers to provide products and services that have a minimum adverse environmental impact, requesting suppliers to identify harmful processes and materials in their manufacturing processes. Seek suppliers that are working towards the phase out of such practices.
- Set targets and dates to achieve changes in purchasing practice.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 114 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 73) – POLLUTION CONTROL	Date: 07/10/2021
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
K. 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 BASQUILLE	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
K O'MALLEY	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. WALSH	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 06	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 73 POLLUTION CONTROL

SOURCES OF POLLUTION

- Pollution can affect the air, land or water courses such as streams
- Smoke, fumes, dust, exhaust emissions and vapours all pollute the air
- Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land
- In some cases, land pollutants can enter waterways directly or via the surface drains and pollute domestic water supplies many miles away
- Excessive noise levels are also regarded as a form of pollution
- Work with asbestos, lead and radiation are other sources of pollution for which strict control measures must be in place

CONTROL OF POLLUTION

- Always use harmful substances with care and dispose of used and empty containers in the proper manner
- Store bulk quantities of substances such as diesel, oils, greases, etc. on a hard standing to avoid seepage of leaks and spills into the ground. You may also need to consider bunded storage, depending on the size of the containers
- If practical, create a bund wall around the hard standing to prevent spillages reaching the surrounding land
- Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces – allow exhaust emissions to disperse
- Do not leave engines of plant running when they are not being used
- Electrically powered plant and equipment is more environmentally friendly
- Engine driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids
- Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly water courses
- Reduce noise levels arising out of your work activities where possible
- If you are aware of any leak or spillage of any substance which you believe could result in pollution, inform your supervisor immediately

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 112 of 141
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