

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						✓	✓				J. Smith	28/09/21
Mindangas Bystander						✓	✓				B. Bystander	28/09/21
Joe Bystander						✓	✓				J. Bystander	28/09/21
K. KULSINSKAS						✓	✓				K. Kulsinsk	28/09/21
Surjit Singh Bann						✓	✓				S. Singh	28/09/21
Balbir Singh						✓	✓				B. Singh	28/09/21
RESHMINDEE SINGH						✓	✓				R. Singh	28/09/21
JASON WICK						✓	✓				J. Wick	28/09/21

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 20) – HAND PROTECTION	Date: 12/10/2021
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
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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Toolbox Talk No. 20 HAND PROTECTION

Minor accidents are normally ignored and people just go back to work, but there are some long-term consequences that affect everyone. Hand injuries fall in to this category and preventative measures must be taken. The person that does not wear gloves can run the risk of:

- ✓ Personal injury
- ✓ Irritant dermatitis
- ✓ Allergic dermatitis
- ✓ Loss of earnings due to time off work

Gloves can protect your hands from:

- ✓ Cuts & Abrasion Hazardous Materials
- ✓ Cold Skin Disease
- ✓ Oil Steel
- ✓ Resins Wet & dry cement
- ✓ Bricks & Blocks Wood
- ✓ Scaffolding Petrol and Diesel
- ✓ Tar

Common reasons for gloves not being worn:

- ✓ Never have worn gloves
- ✓ Hands have to be tough for trade
- ✓ Need to feel the job
- ✓ Can't wear them for all tasks – keep taking them off
- ✓ Don't like the gloves provided
- ✓ Make hands smell
- ✓ Lack of grip
- ✓ Don't fit properly
- ✓ Don't keep hands warm

Important features of gloves:

- ✓ Cut protection
- ✓ Chemical protection
- ✓ Comfort
- ✓ Good fit
- ✓ Feeling
- ✓ Grip

Good gloves practice:

Always use the **Right Glove For The Job!**

- ✓ Find a glove that can be worn for the whole task and keep them on!
- ✓ Make sure the glove fits properly!
- ✓ Replace the gloves when worn out or damaged!
- ✓ Never put dirty hands in a glove!

WHAT IS THE RIGHT GLOVE FOR THE JOB?

JOB: Labouring, road building, fencing, joinery

HAZARD: Cuts, grazes, splinters, chemicals (lime, chromate's, phenols, mineral oils), risk of dermatitis, cold weather.

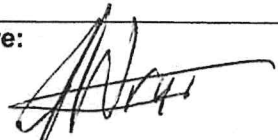
GLOVE MUST PROVIDE: Grip, dexterity, chemical protection and warmth.

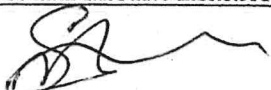
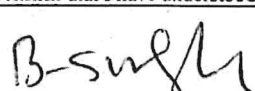
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 06) – WELFARE ARRANGEMENTS	Date: 13/10/2021
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
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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
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Toolbox Talk No. 6 WELFARE ARRANGEMENTS

GENERAL WELFARE

- The CDM 2015 Regulations outline the welfare requirements on site
- Sufficient toilets, wash basins, drying spaces and rest areas must be provided to cope with the number of operatives on site
- Toilets and wash basins must be properly maintained and kept clean – hot and cold water must be provided, preferably running water
- If you change out of 'street' clothes into working clothes, a changing area should be provided with storage facilities for your 'street' clothes
- Rest areas should include one or more rest rooms which must be arranged so that non-smokers are protected from the effects of cigarette smoke. They may also need to be heated, depending up on the time of year.

OPERATIVES' RESPONSIBILITIES

- Site staff should expect to use welfare facilities without finding them dirty, vandalised or covered in graffiti – leave them as you wish to find them
- Use the appropriate rest area depending upon whether you are a smoker or not
- Tell your supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused

FOOD SAFETY

- Larger sites may provide hot or cold food facilities as part of welfare arrangements
- All food must be stored, handled and prepared in hygienic conditions
- Anyone preparing food for others must observe good standards of personal hygiene, not smoke in food preparation areas and report certain illnesses
- Where a cooker or microwave oven is provided for you to prepare your own food, ensure the food is thoroughly cooked – undercooked food can lead to food poisoning
- Dispose of food waste safely, do not encourage rats or other vermin

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