



## 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. Mask x5						24/06/21
H. Singh						Surg. Mask x5						29/06/21
B. Ram Shander						Surg. Mask x5						5/07/21
A. Kuljinskas						Surg. Mask x5						7/7/21
B. Ramchand						Surg. Mask x5						12/7/21
M. BYTHANTAS		✓								✓		28/7/21
Joseph Smith		✓							✓			28/07/21

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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 25) – LADDER SAFETY	Date: 05/08/2021
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
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
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.

<b>No. Attended</b> 05	<b>Duration</b> 30 mins	<b>Total Time</b> 2 ½ hours	<b>Employer Reference</b> 2453745
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## Toolbox Talk No. 25 LADDER SAFETY

Step ladders and ladders are rarely used as pieces of access equipment on site by Raphael Contracting Limited or our sub-contractors, but they are often misused. Should we be required to use them at some time, it is essential safe working practices are followed if accidents are to be avoided.

- Most accidents occur because the ladder has not been secured and the top or bottom starts slipping.
- Climbing a ladder carrying a load, over-reaching or over-balancing all make an unsecured ladder more unstable.
- Ladders which are placed or set on an uneven or unstable base also contribute to many accidents.

### DO

- ✓ Ensure your footwear is free from excessive mud or grease before you climb the ladder.
- ✓ Ensure that ladders are properly stored and inspected.
- ✓ Make sure they are suitable for the purpose/use.
- ✓ Ensure there are no damaged, loose or missing parts and that rungs and steps are free from mud, grease, etc.
- ✓ Check for splits or cracks in the stiles and rungs.
- ✓ Get help in placing the ladder if necessary. Check to ensure it has been placed the correct way up.
- ✓ Ensure the ladders are set on a firm base.
- ✓ Ensure the ladder projects at least 1050mm above the landing place.
- ✓ Ensure extension ladders have the correct overlap.
- ✓ Secure ladder at top – If the ladder cannot be tied at the top and if using for a short period have someone 'foot' ladder at bottom.
- ✓ Ensure method of raising materials and tools leaves hands free.
- ✓ When ladders are finished with, either board them up or remove them to stop children playing on them.
- ✓ Think about what you are doing – a scaffold may be safer! Podium steps and scaffold towers have generally replaced ladders on our sites. Should a ladder or step ladder be the only way to gain access a specific method statement and risk assessment must be produced which must be signed off by Raphael's Director for Safety as well as the main contractor's Project Manager.
- ✓ Work may only be carried out from a ladder when the job is of short duration and can be done safely.

### DON'T

- ✗ Over-reach when using ladders.
- ✗ Never attempt to repair damaged ladders.
- ✗ Use ladders for run ups.
- ✗ Drop ladders.

### Questions for you:

- Q: What would you do if you found a defective ladder?**  
**Q: What is the correct way to climb a ladder?**

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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 21) – MANUAL HANDLING	Date: 04/08/2021
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
E AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox
S. SINGH BURMI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox
Balbir. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox

Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors.

No. Attended 05	Duration 30 mins	Total Time 2 ½ hours	Employer Reference 2453745
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## Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

### Before Manual Handling

#### PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
7. Is there a clear walkway with good lighting to the work area?

#### Q: What checks should you carry out before lifting?

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

#### Q: What PPE should you wear and why?

### Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

#### Q: Describe how you would lift an object safely.

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

#### Q: What checks should you carry out before moving off with a load?

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

#### Q: When two or more people are lifting a load, what should happen?

#### Q: What should you first consider before manual handling?

#### Q: What should you do to help support your spine?

#### Q: Name two hazards when lifting and carrying.

**REMEMBER: You only have one back, look after it!**

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