



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand Arm vibration (HAV)	Date: 11.04.22
Location: Cannon Street	Start Time: 14:00
Duration (Minutes) 30min	End Time: 14:30
Presenters name: A. Kulsinskis	Presenters Signature:

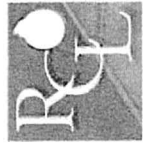
	Candidate's Name	Name of Employer	Candidate's Signature
1	S. SIMONOVIC	RCL	 I confirm that I have understood the Tool Box Talk
2	R. RAMA.	RCL	 I confirm that I have understood the Tool Box Talk
3	BERNARDO R.	RCL	 I confirm that I have understood the Tool Box Talk
4	G. DIACONU	RCL	 I confirm that I have understood the Tool Box Talk
5	V. MONACU	RCL	 I confirm that I have understood the Tool Box Talk
6	L. NEAGU	RCL	 I confirm that I have understood the Tool Box Talk
7	THEODORIDIS	RCL	 I confirm that I have understood the Tool Box Talk
8	A. LIOLIOS	RCL	 I confirm that I have understood the Tool Box Talk
9	E. AMONING	RCL	 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 9	Duration 30min.	Total Time 4.5h.	Employer Reference 2453745
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DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

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		
J. WRAY	✓						✓					21/03/22
E. AMANINIS	✓			✓			✓					21/03/22
I. MAMUYENKO	✓						✓					13/04/22
M. MAMEGI	✓			✓			✓					13/04/22


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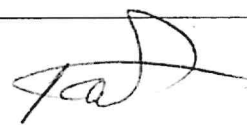
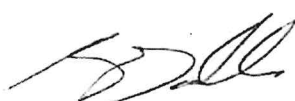
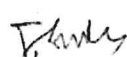


RAPHAEL

CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 03) – BENEFITS OF SAFETY	Date: 11/04/2022
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Jason Wray	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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
J. SMITH	Raphael Contracting Ltd	 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
03

Duration
30 mins

Total Time
1 ½ hours

Employer Reference
2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	



Toolbox Talk No. 3 BENEFITS OF SAFETY

BE SAFE BE SURE

- For years the construction industry has had a poor safety record with far too many accidents and too much ill health
- Too many accidents are caused by people knowingly working or behaving in an unsafe manner
- With care, most accidents are totally and easily preventable
- When working, be aware of the safety of others as well as yourself. You have a legal duty to do so

WHAT YOU MUST DO:

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
- Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay
- Be aware of how the job you are doing could affect other people around you
- Stay away from work if you know that you are not fit through illness, drink, drugs or for any other reason
- Ask your supervisor if you have any doubts on safety issues
- Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay

THE COST OF ACCIDENTS

- A poor safety record could result in your company being fined and suffering increased insurance premiums
- It may reduce the company's chances of winning further contracts
- Money lost in these ways cannot be used elsewhere, the company could be forced out of business
- Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work
- The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime

THE BENEFITS OF SAFETY

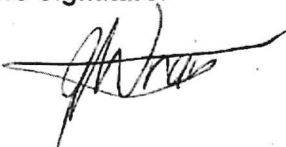
- Fewer accidents resulting in less pain and suffering
- Individuals have less time off with possible loss of income
- Less disruption to the job as a whole with less inconvenience for individuals and their companies
- Fewer accidents investigations, fines and insurance premium increases; more money available for other things
- Higher employee morale and a more contented workforce

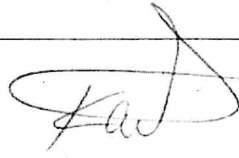

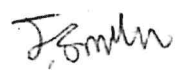
DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 8 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title:(SRM) – CERTIFIED TIMBER & TIMBER CONTAINING PRODUCTS	Date: 12/04/2022
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Jason Wray	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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
J. SMITH	Raphael Contracting Ltd	 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
03

Duration
30 mins

Total Time
1 ½ hours

Employer Reference
2453745

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: Certified timber & timber-containing products

What?

- The UK consumes approximately 17 million cubic metres of timber and 75% is imported from abroad
- It is legal requirement to demonstrate where all timber supplied has been purchased from. It applies to all timber/timber-containing products procured to facilitate construction, including both permanent and temporary works. Packaging and scaffolding timber products are exempt if not procured directly for the project.
- To ensure the forests, their inhabitants and wildlife are not being harmed by logging operations, international certification schemes have been set up to responsibly source timber products. The UK government recognise the following schemes:
 - Forest Stewardship Council (FSC)
 - Programme for the Endorsement of Forest Certification (PEFC)

However, this project is aiming for FSC 'Full' Project Certification and therefore only FSC can be used (no PEFC).

- Timber products are only considered certified if they are purchased and arrive directly to site from a certified supplier. This is referred to as full chain of custody.
- The delivery note/ticket is the key piece of evidence to demonstrate if each timber product is certified. A supplier being certified does not mean every product they supply is certified.



Why?

- **Avoid environmental harm:** to preserve forests, their inhabitants and wildlife for future generations
- **Avoid prosecution:** certification schemes help demonstrate the timber has been legally sourced
- **Public relations:** responsibly sourcing timber creates a positive image for the company and industry
- **Avoid delays:** using non-certified timber may lead to delays whilst it is investigated and replaced

This project only accepts timber or timber-containing products that are certified as:

- ✓ FSC 100%
- ✓ FSC Mix 70% (or above)
- ✓ FSC Mix Credit

This project does not accept timber or timber-containing products that:

- ✗ Has not arrived directly from an appropriately certified supplier
- ✗ Makes an FSC claim below the threshold for labelling e.g. FSC Mix 65% (see acceptable claims above)
- ✗ Makes no claim or any other claim other than FSC (PEFC is not acceptable on this project)

Refer overleaf for guidance on how to achieve this.

When ordering or accepting timber/timber-containing products

DO

- ✓ Ensure orders are only made to companies with valid certification and the need for a valid FSC claim is clearly stated on purchasing documentation (e.g. FSC Mix 70%)
- ✓ Ensure each delivery ticket is checked as follows:
 - Does the ticket demonstrate the timber has arrived direct to site from a certified supplier (full chain of custody)? Is the site address listed?
 - Does **each** timber-containing product on the ticket make an acceptable FSC claim? Each product must claim certification
 - Where a certification claim is made, is the supplier's chain of custody (COC) number stated? E.g. CU-COC-000000
 - Does the ticket list the quantity and dimensions of the timber supplied such that a volume could be calculated?
 - Does the ticket include the date of delivery and a unique reference number?
- ✓ Reject or quarantine any material that does not appear to be compliant with the above – consult an SRM representative if unsure
- ✓ File the delivery note and maintain records of all deliveries

DO NOT

- × Order or accept timber products that will not, or has not, arrived directly from a certified supplier – this includes any off-site fabrication works by uncertified sub-contractors
- × Sign for timber deliveries without fully checking the delivery note
- × Assume certification logos or physical product markings demonstrates compliance

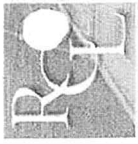
Questions:

1. How is certified timber identified when it is delivered to site?
2. What should be done if the timber arriving to site does not appear to be certified?

Example Delivery Note

Delivery notes may come in various formats but must include each of the below:

Certified supplier name & address	<div style="border: 1px solid black; padding: 5px;"> THE BEST TIMBER SUPPLIER CO. LTD. 32 Best Forest Jungle, SS12 1LL Telephone: 000 0000 0000 Fax: 000 0000 0000 E-mail: info@TheBestTimberSupplier.co.uk Website: www.TheBestTimberSupplier.co.uk </div>								
Site address	DELIVERY TO: The Best Client Ltd 32 Best Yard Jungle, EE7 4FF Contact No: 000 0000 0000								
Date & unique identified	Date: 01/12/2040	Delivery Advice: 1213T	Your Ref: 1212102129328						
Product description with dimensions and quantity	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Qty:</th> <th style="text-align: left;">Description:</th> <th style="text-align: left;">Cumulative Qty:</th> </tr> </thead> <tbody> <tr> <td>160</td> <td>Softwood Ply 2440 x 1220 x 18 mm FSC Mix 70%</td> <td>8.57 m³</td> </tr> </tbody> </table>			Qty:	Description:	Cumulative Qty:	160	Softwood Ply 2440 x 1220 x 18 mm FSC Mix 70%	8.57 m ³
Qty:	Description:	Cumulative Qty:							
160	Softwood Ply 2440 x 1220 x 18 mm FSC Mix 70%	8.57 m ³							
Certification claim made for each timber product listed	Where FSC Timber is specified, then our chain of Custody Registration Number is CU-COC-000000 Where PEFC Timber is specified, then our chain of Custody Registration Number is CU-PEFC-000000								
Supplier chain of custody certificate reference	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;">Received by:</div> <div style="border: 1px solid black; padding: 5px; width: 45%;">Print name:</div> </div>								
Company Reg. No: 000000 VAT Reg. No: 000 0000 00									



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		
K. Omalley				✓						✓		29/10/21
Surjit Singh				✓						✓		09/12/21
B. Singh				✓						✓		09/12/21
J. BASQUILLE				✓						✓		25/01/22
J. SMITH				✓						✓		25/01/22
Surjit Singh				✓						✓		27/01/22
K. KULSINSKAS				✓						✓		27/01/22
J. SMITH				✓				✓				27/01/22
B. SINGH			✓							✓		27/01/22
K. KULSINSKAS				✓						✓		11/03/22
Surjit Singh		✓								✓		14/03/22

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RAPH A

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No.21	Date: 04/04/22
Title: MANUAL HANDLING	Start Time: 7:30
Location: HOXTON HOTEL	End Time: 8:00
Duration (Minutes) 30min.	Presenters Signature:
Presenters name: S. SIMONOVIC	

	Candidate's Name	Name of Employer	Candidate's Signature
1	BERNARDO R.	RCL	I confirm that I have understood the Tool Box Talk
2	Ernest Amanning	RCL	I confirm that I have understood the Tool Box Talk
3	Theodoridis	RCL	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
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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	Duration	Total Time	Employer Reference
3	30min	1 1/2 h.	2453745



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!