



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. Orvalley				✓						✓		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. KULSINKAS				✓						✓		27/01/22
J. SMITH				✓				✓		✓		27/01/22
B. SINGHA			✓							✓		27/01/22
K. KULSINKAS				✓						✓		24/02/22
Surjit Singh		✓								✓		11/03/22
										✓		14/03/22

SITE: 21 MOORFIELDS

[illegible]

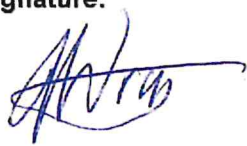
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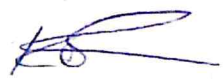


DOCUMENT REFERENCE:	SIT-FM-008	1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 04/02/2016	Page 1 of 1
DOCUMENT OWNER:	DAS				



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 39) – SITE HOUSEKEEPING & WASTE DISPOSAL	Date: 29/03/2022
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
E. AMANING	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
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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. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:


- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.




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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 38) – SAFE STACKING	Date: 31/03/2022
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
E. AMANING	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
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Toolbox Talk No. 38 SAFE STACKING

Many accidents occur when materials are removed from stacks, in particular when this is done by hand. Care taken when material is stacked initially can help prevent many of these.

1. When handling materials wear protective clothing, i.e. safety helmet, gloves and steel-toed boots.
2. Only stack material in authorised areas, NEVER near doorways, access ways, or on fire escape routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.
6. When handling materials by hand, check weight if in doubt ASK.
7. If material is being lowered by machine, keep hands clear of load and / or any obstruction.

SHEET MATERIAL

- Stack flat where possible. If corners are sharp – PROTECT (examples – reinforcements mesh, steel sheets).

PIPES AND TUBES

- Where small diameter stack in racks or stillages, if large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and “a rolling tube damages toes”.

BRICKS / BLOCKS / PALLETED MATERIALS

- Take care, ensure level base and restrict height of stack – many of these are removed by hand.
- If banding is damaged or materials are displaced in the pack do not stack other material on top.
- Leave sufficient space between different materials for safe removal.

TIMBER

- Racks are best for small sized timbers – saves space.
- Joists and larger timbers should be placed on bearers and cross packing should be used to level the stack.
- Try to keep different lengths in separate stacks.

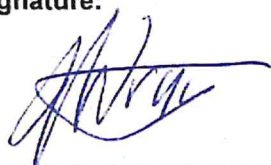
LARGE PREFABRICATED PANELS – FLOORS /WALLS

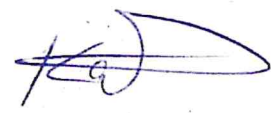

- Stack flat or store secured in designated racks. DO NOT lean against parts of the building or against temporary structures.
- If stacked vertically, use suitable racks to prevent collapse. Material stacked vertically against walls can collapse whilst being removed or may overload walls etc.

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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM SAFETY ALERT – MALICIOUS INTENT	Date: 01/04/2022
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. 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 02	Duration 30 mins	Total Time 1 hour	Employer Reference 2453745
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21 MOORFIELDS SAFETY ALERT – Malicious Intent

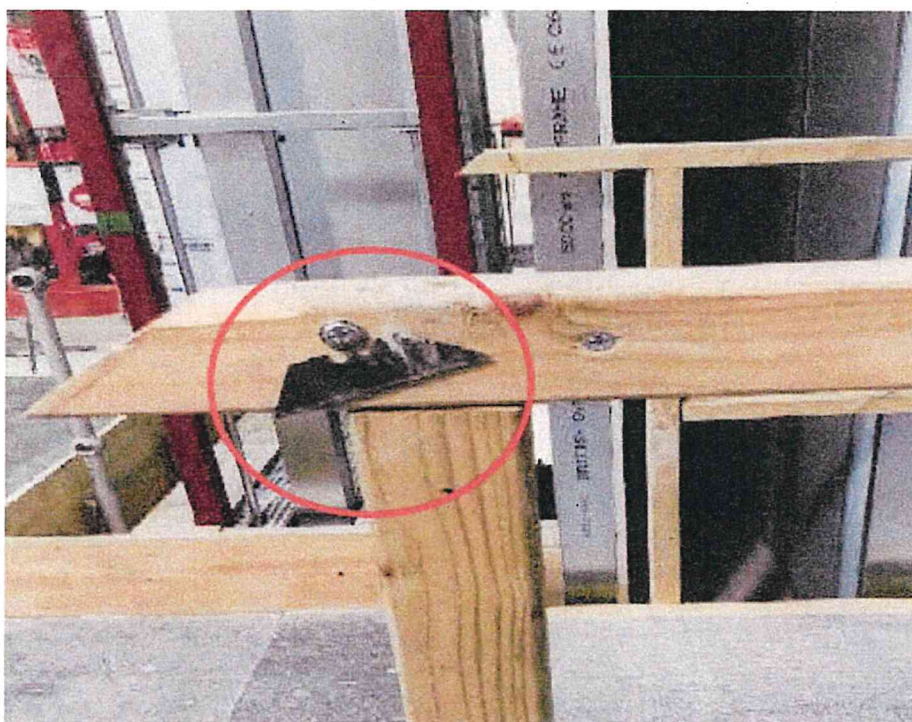
Target Audience: 21 Moorfields: SRM Team, site operatives, supervision, and management.

A Stanley-Blade was found secured to a temporary handrail

This could not have been placed inadvertently and SRM believe it had been positioned with malicious intent to purposely cause injury.

Key Factors

- The Stanley-Blade has been deliberately secured to the handrail
- The Stanley Blade has been positioned with the corner of the cutting edge exposed.



Any site operative using the handrails could potentially receive serious injury.

Please ensure the following:

- ✓ Stay vigilant.
- ✓ Report any suspicious behaviour to SRM.
- ✓ Always wear your minimum **Cut Level 3 Gloves** on site to provide improved protection.
- ✓ Ensure any used blades are appropriately disposed of away from the work face.

This Safety Alert should be shared with site operatives at the next opportunity, DABs or TBT