

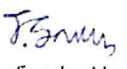


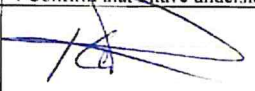




RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-35) – PORTABLE ELECTRICAL TOOLS	Date: 01/06/2022
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. KULSINSKAS	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
E. AMANING	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
C. SANDERS	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

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 hour

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 No. 35 PORTABLE ELECTRICAL TOOLS

ONLY 110V electric tools or battery operated tools are to be used on site unless agreed by site management.

- Always use tools via an RCD (Residual Current Device) or with a 110-volt transformer, centre-tapped to earth.

EQUIPMENT USER CHECKLIST (includes extension leads, associated plugs and sockets)

1. Check for damage (i.e. apart from light scuffing) to cable sheath.
2. Check plug for damage (i.e. casing cracked, pins bent)
3. Ensure that there are no inadequate joints in cable (i.e. taped joints).
4. Ensure outer sheath of cable is effectively secured where it enters plug or equipment.
5. Check that the equipment has not been subjected to conditions for which it is not suitable (i.e. wet or excessively contaminated).
6. Check for damage to external casing of equipment, loose parts or screws.
7. Check for evidence of overheating (burn marks or discolouration).
8. Check that it has been tested and inspected within the last three months.
9. Ensure cable is long enough to reach work area.

IF ANY FAULT IS DISCOVERED DO NOT USE THE EQUIPMENT– ADVISE YOUR SUPERVISOR WHO WILL ARRANGE FOR QUARANTINE AND REPAIR.

Q: What are two things you should check before using a portable electric tool?

Use of Portable Electric Tools

1. Only use the equipment for its designed purpose.
2. Ensure switches are working correctly, before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools from the power supply when not in use.
5. A competent electrician should regularly inspect electric power tools.

Q: If drilling, when should you wear eye protection?

Q: How often should electrical power tools be inspected?

Hazards

1. Keep power cables off the floor. They may be damaged or trip somebody up.
2. Electrical tools often present a noise hazard, wear ear protection.
3. Water conducts electricity, keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn, or damaged bits and accessories.
6. Where eye protection, to protect from swarf and dust.

Q: What are three potential hazards when using portable electric tools?

Questions for you:

Q: What voltage tools should be used on site?

Q: Who should inspect and maintain portable electric tools?

REMEMBER: Look after your tools and they will look after you!

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 52 of 141
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**Q-Mark Fire Door Installation,
Q-Mark Fire Door Maintenance,
Q-Mark Fire Stopping Installation.**



Record of Training Operatives


Certified Company Name: <u>RAPHAEL CONTRACTING LTD.</u>		Company Cert. No.:
Approved Installer/ Maintainer Name: <u>MARK ROBINSON</u>		
FD Installer (FDI) No:	FD Maintainer (FDM) No.:	FS Installer (FSI) No.:

Records must be maintained to show that any operatives undertaking tasks on behalf of the BM TRADA Approved Installer or Approved Maintainer have first been trained and approved by them to a satisfactory level of competency & further periodic reviews of competency should be made. Approved Tasks have been categorised as follows:



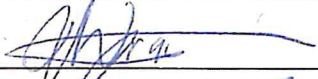


Under supervision (US); Surveying (S); Fire Door Installation (FI);
Fire Door Maintenance ART implementation (ART); Plugging/labelling (P);
Fire Stopping Installation group A (A), group B (B), group C (C), group D (D).

Operative Name	Initials	Date Trained (each scheme)		Approved Tasks (tick boxes for each scheme)				Date of Last Review
PAUL HAUGH	PH	FDI	31-05-22	US <input checked="" type="checkbox"/>	S <input checked="" type="checkbox"/>	FI <input checked="" type="checkbox"/>	P <input checked="" type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
JASON WRAY	JW	FDI	31-05-22	US <input checked="" type="checkbox"/>	S <input checked="" type="checkbox"/>	FI <input checked="" type="checkbox"/>	P <input checked="" type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
CHRIS SANDERS	CS	FDI	31-05-22	US <input checked="" type="checkbox"/>	S <input checked="" type="checkbox"/>	FI <input checked="" type="checkbox"/>	P <input checked="" type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
KIRAN O'MALLEY	KOM	FDI	31-05-22	US <input checked="" type="checkbox"/>	S <input checked="" type="checkbox"/>	FI <input checked="" type="checkbox"/>	P <input checked="" type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
AURIS KOLSKAS	AK.	FDI	01-06-22	US <input checked="" type="checkbox"/>	S <input checked="" type="checkbox"/>	FI <input checked="" type="checkbox"/>	P <input checked="" type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
		FDI		US <input type="checkbox"/>	S <input type="checkbox"/>	FI <input type="checkbox"/>	P <input type="checkbox"/>	
		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	
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		FDM		US <input type="checkbox"/>	S <input type="checkbox"/>	ART <input type="checkbox"/>	P <input type="checkbox"/>	
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		FSI		US <input type="checkbox"/>	S <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/>	

Toolbox Talk Attendance Register

Details of what was covered in this training: - CHECK STRUCTURAL OPENING AND SURROUNDING AREA - GONE THROUGH SHADBOLT FITTING INSTRUCTIONS - MASTIC INSTALL & WHAT MASTIC CAN BE USED FOR WHICH DOOR TYPE - INSTALLATION OF INTUMESCENT STRIPS - INSTALLATION OF IRONMONGERY.		
Training conducted by: (Approved Installer/ Approved Maintainer)	Name: MARK ROBINSON	Signature: 
Date of training:		31/05/22.

Attended by:

Name	Signature	Approved
Chris Sanders		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Kieran O'Malley.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
JASON WRAY		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PAUL HAUGH		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Auris Kulsinskas		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
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		Yes <input type="checkbox"/> No <input type="checkbox"/>



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	✓						✓				<i>[Signature]</i>	21/03/22
E. AMANIN	✓			✓			✓				<i>[Signature]</i>	21/03/22
I. MAULIYENKO	✓						✓				<i>[Signature]</i>	13/04/22
M. MANESI	✓			✓			✓				<i>[Signature]</i>	13/04/22
C. SANDERS	✓						✓				C.S.S.	25/04/22
K. O'MALLEY	(BELT TOOL LANYARD)						✓				<i>[Signature]</i>	17/05/22
C. SANDERS	(BELT TOOL LANYARD)						✓				C.S.S.	17/05/22
J. BETHENIE	✓						✓				<i>[Signature]</i>	24/05/22
C. SANDERS		✓		✓			✓				C.S.S.	27/05/22
J. WRAY			✓							✓	<i>[Signature]</i>	30/05/22

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