



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Urinating in Showers	Date: 01/08/22
Location: Hoxton Hotel, Sheperd's Bush	Start Time: 13.30am
Duration (Minutes) 10 Mins	End Time: 13.40am
Presenters name: Mark Robinson	Presenters Signature: MJ Robinson

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. MIRANI	S. Khan	R.C.L.
2	A. Wilson		Al
3	RAMA	R.C.L.	
4	A. Lielius	R.C.L.	
5	Stephen B. F.		
6	B. BARNARD	R.C.L.	
7	S. SIMONSON	R.C.L.	
8	NATWARLAL	R.C.L.	
9			
10			
11			
12			
13			
14			
15			

#### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration 10 Mins	Total Time	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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**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		
K.KULSINSKAS						✓				✓		29/06/22
Chris Sanders						✓	✓				C.S	29/06/22
E. A maning						✓	✓				Amce-1.	29/06/22
K. O'valley				✓						✓		12/07/22
I. GIRBU (Asia)		✓	✓				✓					25/07/22
B. STINGER		✓					✓					29/07/22

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# RAPHAEL CONTRACTING LTD

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

Title: (RCL- 77) - SAVING PAPER	Date: 02/08/2022
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
D. SANDERS	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
J. BASQUILLE	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
I. GIRBV	RCL / ASSA ABLOY	 I Confirm that I have understood the Toolbox Talk
V. KASSA	RCL / ASSA ABLOY	 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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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	







# RAPHAEL

CONTRACTING LTD

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

Title: (RCL- 77) – SAVING PAPER	Date: 02/08/2022
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
D. RAWLINGS	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
O. STRINGER	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
B. STRINGER	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
S. DAVEY	RCL / STAFFORD BRIDGE	 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  
04

Duration  
30 mins

Total Time  
2 hours

Employer Reference  
2453745

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**Toolbox Talk No. 77 SAVING PAPER**

**Minimising your paper use is easy....**

Minimising your paper use is the easiest way to reduce your impact on the environment, and save money at the same time! **Use the following tips to help you cut your paper use by up to 20%.**



- **Does it have to be printed?** If it is an email or a document that can be stored electronically it is better not to print it. Printing just causes clutter and wastes money, paper and trees.
- **Email.** Sending emails rather than letters saves money, time and paper.
- **Printing e-mails.** If you have to print e-mails, select all the e-mails by holding down Control whilst clicking to select them. Then click File-Print and make sure that Start each item on a new page is not ticked.
- **Printing long documents.** You can often fit two pages onto one A4 sheet. Try clicking File-Print-Properties-Features and choosing 2 pages per sheet.
- **Margins.** You can reduce margins on word under File-Page Setup- reducing them to 2cm and click 'default'. This will reduce the amount of paper used for large documents.
- **Font Size.** Using a smaller font size will also reduce paper used for large documents.
- **Both sides.** If you only use one side of paper you are only using half the product you paid for! Click File-Print-Properties-Features and select Two-Sided.
- **Use Scrap.** Paper already used on one side can be used to print internal documents if your printer does not support double-sided printing, as well as for making notes.
- **Sign up to the Mailing Preference Service.** Go to [www.mpsonline.org.uk](http://www.mpsonline.org.uk) to reduce the amount of junk mail you receive

**So, what kind of printing culprits are in your office...?**

✓**The Pointless Printer** - prints everything just because they like to have a hard copy of all documents, even emails.

✓**The Competitive Printer** - the bigger the pile of what they perceive to be "crucial" documents, the more important they think they look.

✓**The 'Old School' Printer** – feels they can't possibly comment on an email request without printing it off to read it, and thinks it is impossible to edit documents by looking at them on screen – can only do so by printing off and writing amends on the paper copy.

✓**The Hasty Printer** - presses the 'P' button before checking quantity or length of document, seeing 20 copies of a 200-page document come out of the printer in the middle of the office while they stand and roll their eyes at it, like it's the printer's fault!

✓**The Sneaky Printer** - acutely aware they are over-printing but can't live without their paper – makes pre and post-work dashes to the printer to grab copious amounts of what is possibly personal printing before anyone sees them.

✓**The Pedestal Printer** – double-sided, recycled paper. Only prints what is essential and likes to share their documents with the rest of their team.

**You know who you are.....!**

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