



**TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET**

N: 86 Title: DUST CONTROL FROM TOOLS		Date: 13/09/2022
Location: Repton Gardens		Start Time: 7:30
Duration (Minutes): 30 min		End Time: 8:00
Presenters name: J. Simonovic		Presenters Signature:

Candidate's Name	Name of Employer	Candidate's Signature
1. D. Raschke	REL	
2. B. Davis	CITY SITE	
3. J. Duggan	OSP	
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Grant Claim Information

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

No. Attended
3

Duration
30 min

Total Time
1 1/2 h.

Employer Reference
2453745

Toolbox Talk No. 86 DUST CONTROL FROM TOOLS (EG CIRCULAR BENCH SAWS)

Wood dust can cause serious respiratory diseases including asthma, and dermatitis. Wood dust includes dust from hardwood, softwood, and composite boards such as MDF. Exposure to substances which cause occupational asthma should be prevented, or if that is not reasonably practicable, control exposure to prevent workers from developing asthma. This applies to short-term high as well as long-term exposures. If an individual develops occupational asthma, exposure must be controlled to prevent triggering further attacks. Suitable levels are likely to be well below any exposure limit.

Engineering controls (extraction) are recommended to control dust from mechanical saws. You need also to control exposure to noise. The dust is combustible - build-up on ledges etc can result in dust explosions. Extraction helps to reduce this risk.

Access

✓ Restrict access to those staff who need to be there.

Design and equipment

✓ The cutting action creates coarse and fine dust, and tends to blow the dust into the workshop. Fit extraction to control dust.

✓ Enclose the saw casing as much as possible to contain dust and reduce the amount of extraction needed.

✓ Fit dust extraction beneath the machine table, and to the top guard as well, if possible.

✓ Always confirm that the extraction is turned on and working at the start of work.

✓ Keep extraction ducts short and simple - avoid long sections of flexible duct, it is easily damaged.

✓ Have a supply of clean air coming into the workshop to replace extracted air. You can recirculate filtered air to the workshop.

✓ Adjust the top guard downwards as close as possible to the workpiece.

✓ Keep the extraction slot and top guard free of chipings to allow effective dust capture.

Maintenance

✓ Keep equipment in effective and efficient working order.

✓ Repair faulty extraction systems immediately.

Examination and testing

✓ At least once a week, check that the extraction system and gauge work properly, with no dust leaks.

Cleaning and housekeeping

✓ Clean the machinery and work area every day. Regular cleaning will help you find dust leaks.

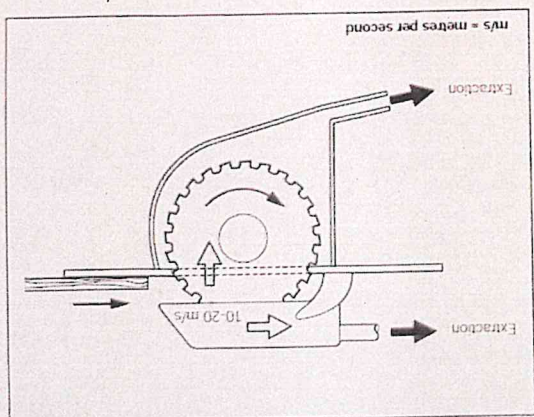
✓ Clean general workshops at least daily. Remember to clean overhead beams, heating pipes and light fittings to reduce the risk of secondary dust explosion.

✓ Use a Type H vacuum cleaner fitted with a HEPA filter to clear up dust.

✗ Don't clean up with a brush or with compressed air.

✓ Shovel large spills carefully to avoid stirring up dust.

✓ Dispose of wood dust waste by incineration or in a skip.



Personal protective equipment (PPE)

- ✓ Respiratory Protective Equipment (RPE) is recommended for all cutting, maintenance and cleaning operations
- ✓ Use FFP3 standard of dust mask – this will filter even the finest MDF dusts, if worn and fitted properly.
- ✓ Replace RPE filters as recommended by your supplier.
- ✓ Keep RPE clean and store it away from dust.
- ✓ Skin creams are important for skin protection and help in washing contamination from the skin. These are not 'barrier creams'. After work creams help to replace skin oils.
- X Never allow compressed air use for removing dust from clothing.

Supervision

- ✓ Check that the extraction is working properly; PPE is being used properly; and the rules on personal hygiene are being followed.
- ✓ Ensure the health surveillance programme is being carried out for everyone that needs it.
- ✓ Ask your workers to check their skin for dryness or soreness every six months. If these effects appear, check the proper use of skin creams and PPE.
- ✓ Ensure that Fit Testing is carried out and recorded for all that need to wear RPE (dust masks)

Employee checklist

- ✓ Always follow the standard operating procedures.
- ✓ Is the extraction switched on and working properly, with the guard properly adjusted?
- ✓ Look for signs of leaks, wear and damage.
- ✓ If you find any problems, tell your supervisor. Don't just carry on working.
- ✓ Co-operate with health surveillance schemes.
- ✓ Use, maintain and store your PPE in accordance with instructions.
- ✓ Clear up sawdust regularly.
- ✓ Wash your hands before and after eating, drinking, smoking and using the lavatory.
- ✓ Never use solvents to clean your skin.
- ✓ Use skin creams provided as instructed.

Questions

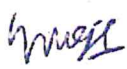
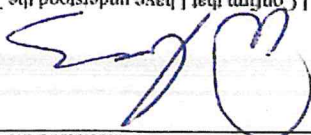
- ? Do your workers know that wood dust can cause asthma, cancer and dermatitis?
- ? What are the early signs of asthma?
- ? How do you keep dust exposures low?
- ? How can you check if the extraction is working?
- ? How do you use and look after PPE and RPE?
- ? What to do if something goes wrong with your PPE or equipment?

<http://www.hse.gov.uk/woodworking/wood-dust-exposure.htm>

This short film on dust control and housekeeping is great to show - if you have a lap top on site.

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

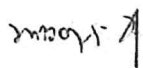
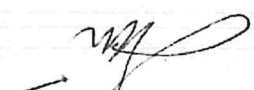
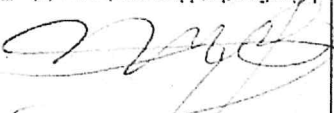
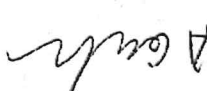
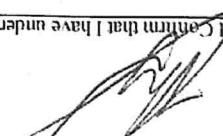
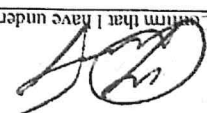
Title: (RCL-10) FIRE PRECAUTIONS & EQUIPMENT		Date: 12/09/2022
Location: 21 MOORFIELDS		Start Time: 07:30
Duration (Minutes) 30 mins		End Time: 08:00
Presenter's name: Jason Wray		Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. SMITH	RAPHAEL CONTRACTING LTD	
K. O'MALLEY	RAPHAEL CONTRACTING LTD	
E. AMANING	RAPHAEL CONTRACTING LTD	
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
D. CONYERS	RAPHAEL CONTRACTING LTD	
D. SANDERS	RAPHAEL CONTRACTING LTD	
J. BASQUILLE	RAPHAEL CONTRACTING LTD	

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	N/A	07/02/2014	Page 2 of 1
DOCUMENT OWNER:	DAS	LAST REVISION DATE:		NEXT REVIEW DATE:				

No. Attended	14	Duration	30 mins	Total Time	7 hours	Employer Reference	2453745
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors.

M.A. HOQUE	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk	
R. WADE	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk	
M. BALC	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk	
O. SLAV	RAPHAEL CONTRACTING LTD / MSG	I Confirm that I have understood the Toolbox Talk	
I. ARSENIIE	RAPHAEL CONTRACTING LTD / APPEX	I Confirm that I have understood the Toolbox Talk	
A. CULACOV	RAPHAEL CONTRACTING / ASSA ABLOY	I Confirm that I have understood the Toolbox Talk	
I. GIRBY	RAPHAEL CONTRACTING / ASSA ABLOY	I Confirm that I have understood the Toolbox Talk	

Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:

- Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?
- Q. On discovering a fire, how do you:
- raise the alarm?
 - call the fire brigade?

Everyone should know the:

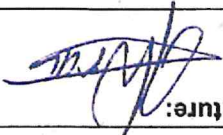
- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

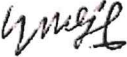
Good practice on site to reduce the risk of fire and get out safely:

- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	LAST REVISION DATE:	Oct-2021	Page 16 of 141
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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-12) SITE SIGNAGE	Date: 15/09/2022
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
J. SMITH	RAPHAEL CONTRACTING LTD	
K. O'MALLEY	RAPHAEL CONTRACTING LTD	
E. AMANING	RAPHAEL CONTRACTING LTD	
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
D. SANDERS	RAPHAEL CONTRACTING LTD	
J. BASQUILLE	RAPHAEL CONTRACTING LTD	
O. SLAV	RAPHAEL CONTRACTING LTD / MSG	

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	LAST REVISION DATE:	07/02/2014	DOCUMENT OWNER:	Page 2 of 1
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No. Attended	15	Duration	30 mins	Total Time	7 1/2 hours	Employer Reference	2453745
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Grant Claim Information Note: Claims can only be made for your employees or labour-only sub-contractors.

R. ARSENE	RAPHAEL CONTRACTING LTD / APPEX	I Confirm that I have understood the Toolbox Talk
R. OLEJNICZAK	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
G. GAVRIUT	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
A. FLORIAN	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
O. OLATUNBOSUN	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
M.A. HOQUE	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
M. BALC	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk
R. WADE	RAPHAEL CONTRACTING LTD / OSP	I Confirm that I have understood the Toolbox Talk

There are four types of safety sign, each of which has a basic colour:

RED, YELLOW, BLUE OR GREEN.

Prohibition Signs: Ban certain actions. They have a white background with a red circular band and crossbar, e.g. No Smoking.	 No smoking
Warning Signs: Have a black triangle on a yellow background, with the symbol or text in black, e.g. Caution, risk of electric shock.	 Caution slippery surface
Mandatory Signs: Give instructions. They have a blue background, with the symbol or text in white. e.g. Head Protection must be worn.	 Hard hat area
Safe Condition Signs: Are square or rectangular in shape, with a green background and the symbol or text is in white. e.g. First Aid or direction signs.	 Emergency exit

GET TO KNOW THESE SIGNS AND UNDERSTAND WHAT THEY MEAN!



RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

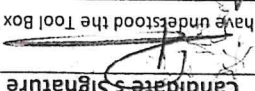
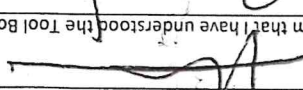
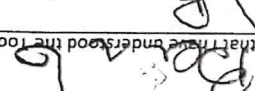
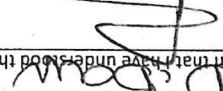
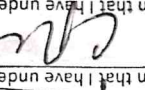
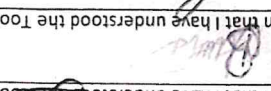
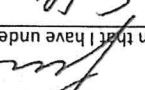
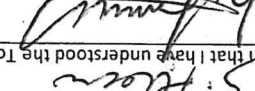
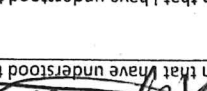
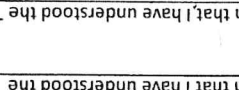
OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
D. BLATUNBOYEN	✓	✓	✓				✓					13/09/22
I. ARSENIĆ	✓	✓					✓					13/09/22
R. WANE	✓	✓					✓					13/09/22
R. OCEJNICAK	✓	✓	✓	✓			✓					14/09/22
K. KUSINSKA	✓	✓		✓						✓		14/09/22
G. SAVRILUT	✓	✓		✓			✓					14/09/22
R. OCEJNICAK	✓	✓		✓			✓					14/09/22
W. MADYNSKY	✓	✓		✓			✓					20/09/22
V. HADLYMA	✓	✓		✓			✓					20/09/22
O. OLATUNBOYEN	✓			✓			✓					20/09/22
Sergii Vilkov	✓						✓					20/09/22
Morici Burauskas	✓	✓	✓				✓					20/09/22

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DOCUMENT REFERENCE:	SIT-FM-008	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS	LAST REVISION DATE:			04/02/2016	

**TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET**

Title: Dust control from tools		Date: 15.09.22
Location: Hoxton Hotel		Start Time: 08:30
Duration (Minutes) 30min		End Time: 09:00
Presenters name: A. Kulis, Alaska		Presenters Signature: 

	Candidate's Name	Name of Employer	Candidate's Signature
1	R. Rama	RCL	
2	N. Jagatia	RCL	
3	G. J. J. J.	RCL	
4	D. Bar	RCL	
5	M. W. W.	RCL	
6	R. G. G. G.	RCL	
7	V. M. M. M.	RCL	
8	A. Kidanir	RCL	
9	S. H. H. H.	RCL	
10	L. J. J. J.	RCL	
11			
12			
13			
14			
15			

Grant Claim Information

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

No. Attended
10

Duration
30 min

Total Time
5h

Employer Reference
2453745