



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 36 Title: <u>SAFE USE OF HAND TOOLS</u>	Date: <u>27/09/22</u>
Location: <u>Repton Gardens</u>	Start Time: <u>730</u>
Duration (Minutes) <u>30min</u>	End Time: <u>800</u>
Presenters name: <u>S. SIMONOVIC</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>D. RASCICIC</u>		 I confirm that I have understood the Tool Box Talk
2	<u>SATISH GADAR</u>		 I confirm that I have understood the Tool Box Talk
3	<u>ION PRAGUS</u>		 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
8			I confirm that I have understood the Tool Box Talk
9			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 <u>3</u>	Duration <u>30min</u>	Total Time <u>1 1/2 h.</u>	Employer Reference <u>2453745</u>
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### Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, ~~tape measures~~, ~~sledge hammers~~, ~~hand saws~~, ~~cat's paws~~, ~~chisels~~, ~~punches~~ and ~~pipe wrenches~~, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. ~~If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.~~
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

### **CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.**

#### **THE BASIC RULES ARE:**

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. ~~Don't use a file without a handle.~~
7. ~~Don't use a chisel or screwdriver as a pry bar.~~

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 53 of 141
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**RAPHAEL**  
CONTRACTING LTD

## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

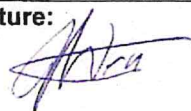
SITE: REPTON GARDENS



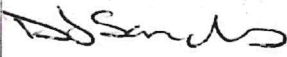
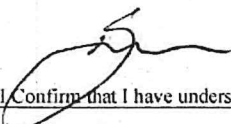
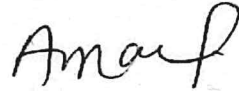

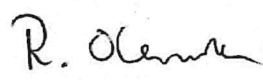
OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
BRADLEY DAVIS		✓		✓							<i>Bradley Davis</i>	06/09/22
ION DRAOIS				✓							<i>Draois</i>	06/09/22
DANIEL RASERCH	✓			✓							<i>Draois</i>	13/09/22
ION DRAOIS	✓										<i>Draois</i>	15/09/22
SATISH GAZAR	✓	✓		✓							<i>Satish Gazar</i>	16/09/22
MANSUKHLAL BHANTI	✓	✓		✓							<i>M. Bhanti</i>	28/09/22
ION DRAOIS				✓							<i>Draois</i>	29/09/22



# RAPHAEL CONTRACTING LTD

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

Title: (RCL- 22) ELECTRICITY ON SITE	Date: 27/09/2022
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	 I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	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
R. OLEJNICZAK	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk

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	

Y. HUDYMA	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
W. MADYNSKYJ	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
O. SHWUMANSKIY	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
K. STALNIONIS	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
I. ARSENIE	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
S. GEDEGAUDAS	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
S. VILKLOV	RAPHAEL CONTRACTING LTD / APPEX	 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**  
**15**

**Duration**  
**30 mins**

**Total Time**  
**7 ½ hours**

**Employer Reference**  
**2453745**

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				NEXT REVIEW DATE:	07/02/2014	





**Toolbox Talk No. 22 ELECTRICITY ON SITE**

**Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.**

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

**If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:**

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

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