



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>ISO14001 - Environmental Management System</u>	Date: <u>2.11.22</u>
Location: <u>Hoxton Hotel</u>	Start Time: <u>7:30</u>
Duration (Minutes) <u>30min</u>	End Time: <u>8:00</u>
Presenters name: <u>A. Kulsinskas</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>A. P. Galar</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
2	<u>N. JAFARIA</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
3	<u>R. Ramesh</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
4	<u>B. RAMCHAND</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
5	<u>A. Bulicenu</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
6	<u>G. Diaconu</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
7	<u>M. BHANJI</u>	<u>R.C.L.</u>	 I confirm that I have understood the Tool Box Talk
8	<u>S. HIRANI</u>	<u>R.C.L.</u>	 I confirm that I have understood the Tool Box Talk
9	<u>D. RASCICU</u>	<u>R.C.L.</u>	 I confirm that I have understood the Tool Box Talk
10	<u>A. Wilson</u>	<u>Ren</u>	 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

10

Duration

30min

Total Time

5h.

Employer Reference

2453745

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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: PLUMSTEAD LIBRARY

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		
L. Farrell	✓	✓	✓	✓			✓				<i>L. Farrell</i>	11.08.22
B. Ramchande				✓		✓				✓	<i>B. Ramchande</i>	12.08.22
Stephen B I				✓						✓	<i>Stephen B I</i>	16.08.22
A. Wren		✓				✓				✓	<i>A. Wren</i>	17.08.22
V. Maksimuk		✓	✓	✓		✓	✓				<i>V. Maksimuk</i>	01.09.22
R. Cozart	✓	✓		✓	✓	✓	✓				<i>R. Cozart</i>	08.09.22
A. Kulsinskas				✓						✓	<i>A. Kulsinskas</i>	15.09.22
L. Farrell		✓		✓		✓					<i>L. Farrell</i>	27/09/22
G. Diacov		✓		✓		✓				✓	<i>G. Diacov</i>	01/11/22
A. Bulicov		✓		✓						✓	<i>A. Bulicov</i>	01/11/22
Alex. Galy		✓		✓						✓	<i>Alex. Galy</i>	03/11/22
R. Rama				✓		✓				✓	<i>R. Rama</i>	04/11/22
B. Ramchande				✓						✓	<i>B. Ramchande</i>	04/11/22
M. Bhanu				✓						✓	<i>M. Bhanu</i>	04/11/22

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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		
CRISTIAN MANEA	✓	✓	✓	✓			✓				<i>[Signature]</i>	10/10/22
ZHURU KOSTADINOV	✓	✓	✓	✓			✓				<i>[Signature]</i>	10/10/22
H. PAPARILZ	✓	✓	✓	✓			✓				<i>[Signature]</i>	10/10/22
S. Simeonovic	✓						✓				<i>[Signature]</i>	20/10/22
Joseph Smith				✓						✓	<i>[Signature]</i>	24/10/22
E. Amaning				✓						✓	<i>[Signature]</i>	24/10/22
Pavel Dobric				✓						✓	<i>[Signature]</i>	27/10
Edward Chirilov				✓						✓	<i>[Signature]</i>	27/10
S. Simeonovic		✓		✓						✓	<i>[Signature]</i>	27/10
S. Simeonovic		✓								✓	<i>[Signature]</i>	3/11/22
TOM ARSENIE		✓		✓							<i>[Signature]</i>	4/11/22

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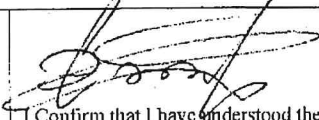
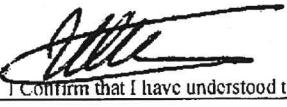
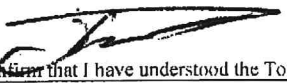
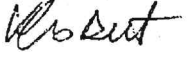
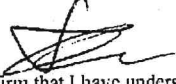
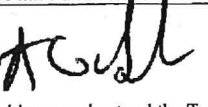

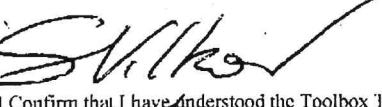
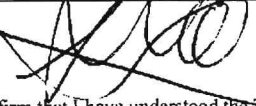
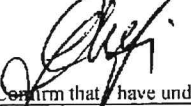
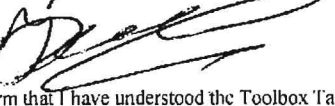
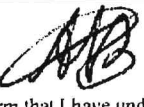
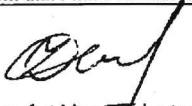
RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 08) ACCIDENT REPORTING AND INVESTIGATION	Date: 31/10/2022
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
D. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S. SIMONOVIC	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
S. GAJJAR	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

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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	

O. SLAV	RAPHAEL CONTRACTING LTD / MCG	 I Confirm that I have understood the Toolbox Talk
O. SHUMANSKIY	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
G. VLADUT	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
F. MANEA	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
I. ARSENIU	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
A. LEOGAN	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
D. GEORGIU	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
E. CHIRILOV	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
V. ANDRONIC	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
P. DOBIC	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
20

Duration
30 mins

Total Time
10 hours

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 2 of 1
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Toolbox Talk No. 8 ACCIDENT REPORTING AND INVESTIGATION

ACCIDENT REPORTING

Health and safety law requires that the following types of accident are reported to the HSE:

- Fatalities and major accidents
- Injuries resulting in more than 7 days off work or inability to carry on with normal work
- Dangerous occurrences

By receiving such accident reports, the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.

- All persons on site must ensure that all accidents, no matter how minor, are recorded in the site Accident Book (BI 510)
- In the future you may want to establish a link between a current health problem and a previous accident to claim compensation
- Accidents to members of the public arising out of site activities must also be reported

ACCIDENT INVESTIGATION

- Your employer has a duty to thoroughly investigate all accidents to establish the cause and prevent re-occurrence
- The HSE will also investigate fatalities and other serious accidents

If you are involved in an investigation:

- ✓ Listen carefully to the questions and remain calm
- ✓ State honestly what you saw or heard
- ✓ Do not be afraid to say when you do not know an answer

Remember that the reason for the investigation is to prevent the accident happening again

COMMON CAUSES OF ACCIDENTS:

- People not thinking about what they are doing
- People not following instructions
- People not following training they've been given
- Unsafe manual handling, loading, stacking and storing
- Overloading of working places, scaffolding and hoists, etc.
- Incorrect use of plant and machinery
- Use of faulty equipment with improvised repairs
- Illegal removal of guards and barriers
- Failure to use protective safety equipment
- Ignoring safety signals, signs and warning devices

Q: What are the causes of accidents in the work place?

THE COST OF ACCIDENTS TO YOU

- Pain, suffering and continuing disability
- Loss of earnings and extra expense due to disability
- Incapacity for the job and your leisure activities
- Unable to support family and possible family break-up

Q: What could the cost of an accident be to you?

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ACCIDENT PREVENTION

- Don't remove guards from machines
- Don't handle substances without knowing the hazards
- Don't use machines if not trained and follow instructions
- Always comply with safe working practices
- Wear and use PPE correctly, don't abuse it
- Don't direct compressed air at yourself or others, it kills
- Never mess around while working
- Never use defective equipment or machinery
- Help to keep the workplace clean and tidy
- Wash and dry hands to remove substances from skin
- Report unsafe conditions to your supervisor
- Use correct tools and equipment for the job
- Obey safety rules and signs
- Don't leave tools lying about where they can fall

- Q: Before using substances what must you find out?
- Q: Why shouldn't you mess around on site?
- Q: How could an accident affect you and your family?
- Q: Why shouldn't you remove guards from machinery?

REMEMBER:

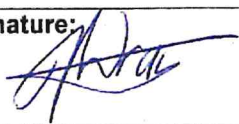
Unsafe People create Unsafe Conditions!



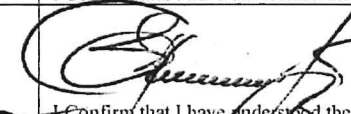


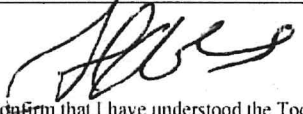
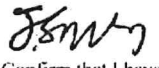
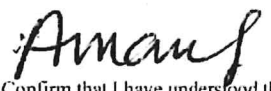
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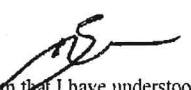
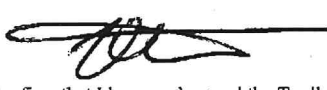


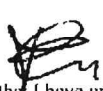
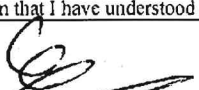
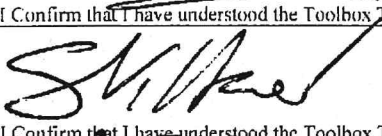
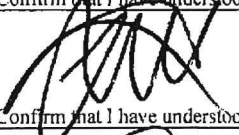

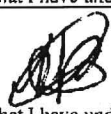
RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 22) ELECTRICITY ON SITE	Date: 04/11/2022
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
D. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S. SIMONOVIC	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
S. GAJJAR	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
H. MANILAL	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

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V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	 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
G. VLADUT	RAPHAEL CONTRACTING LTD / OSP	 I Confirm that I have understood the Toolbox Talk
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V. ANDRONIC	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
P. DOBIC	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
21

Duration
30 mins

Total Time
10 hours

Employer Reference
2453745

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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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