



Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:

- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 56 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

No. 39	Date: 12/12/22
Title: SITE HOUSEKEEPING AND WASTE DISPOSAL	
Location: Repton Gardens	Start Time: 730
Duration (Minutes) 30min	End Time: 800
Presenters name: S. SIMONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D. RASCICLAL	RCL	 I confirm that I have understood the Tool Box Talk
2	S. HIRANI	RCL	 I confirm that I have understood the Tool Box Talk
3	B. RAMA	RCL	 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 3	Duration 30min	Total Time 1 1/2 h.	Employer Reference 2453745
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BPSS* Guidelines for subcontractors – BAM Construct UK Ltd

***Her Majesty's Government Baseline Personnel Security Standard (BPSS)** Enclosed: *HMG Baseline Personnel Security Standard (BPSS) - Guidance for Parliament's contractors*

The following guidelines must be followed in order to gain the BPSS check for your employees. Parliamentary passes will not be given until the following process has been completed. Please use the **subcontractor security tracker template, [enclosed]** we have provided to maintain an accurate record of documents collected.

Stage 1:

Open the **Verification Record [VR] [enclosed]** and complete for each employee who requires a pass. All sections must be completed and the below steps will support this process:

- **Right to work (RTW)** - Take a copy of their passport and driving license using the **ID Certification form [enclosed]**. Please forward a copy of this to myself to check, you should keep a copy of this on your system until BAM are audited and require it. It is crucial that they sign the ID certification form. You are to then compare the signature on an official document, (passport / driving license) against the one signed on the ID certification form.
- **Proof of address (POA)** - If the employee does not hold a driving license, or the address doesn't match what you hold for them then they must present a utility bill, council tax bill or paper bank statement, which is within 3 months of date. These cannot be an online bill, it must be a paper copy.
- **National Insurance number** - Make a note of the employees NI number on the tracker. No checks are needed to be done with this but it must be available.
- **3 years of employment history checks** - If an employee has been employed by you for over three years, a signed contract will suffice. If not, employment history must be sought by obtaining references from past employers on headed paper.

Submit the completed VR form only to Bam Construct UK Ltd via Michelle Davis, clearancehop@bam.co.uk. The RTW, POA, NI number should be retained confidentially by you and available for audit.

Stage 2:

1. Once all of the above is completed, give the **individual the Parliamentary SQ form, [enclosed]**. All sections must be completed on a computer.
2. Submit the SQ form to Bam Construct UK Ltd via Michelle Davis, clearancehop@bam.co.uk. The turnaround time to receive a pass from here is 4+ weeks.

Please store all information in relation to those being checked as we will conduct an audit imminently and every 6 months thereafter to ensure compliance.

Due to the nature of the project if you were found to be non-compliant the parliamentary passes will be revoked immediately.


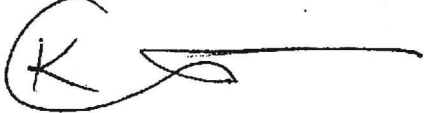



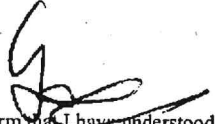


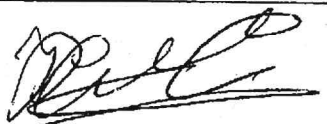
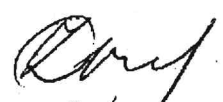
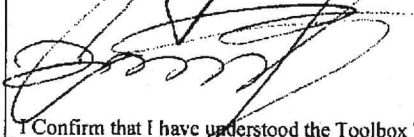
Any questions, please contact Michelle Davis, clearancehop@bam.co.uk.

SITE: 21 MOORFIELDS

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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
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. VILKOV	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. CHIRLOV	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
O. SLAV	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
18

Duration
30 mins

Total Time
9 hours

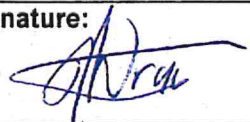
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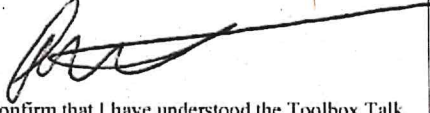



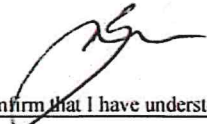
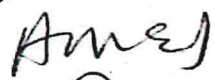
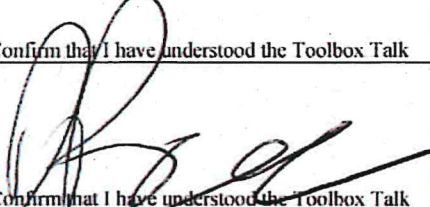
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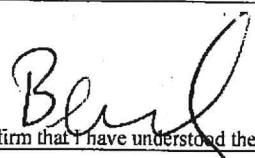

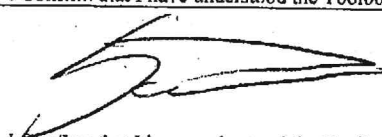

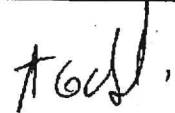
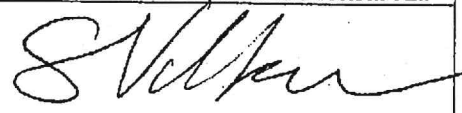
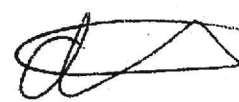
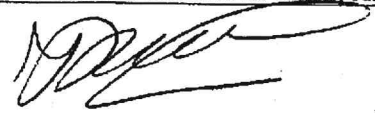
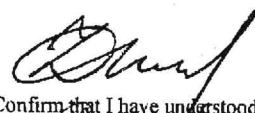
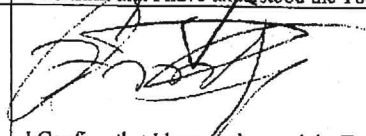


RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>RESPECTING FINISHED WORKS & PROTECTION</u>	Date: 12/12/2022
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. KULSINKAS	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. 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
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
D. BARR	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk

B. RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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No. Attended	Duration	Total Time	Employer Reference
17	30 mins	8 ½ hours	2453745

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