



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

OPERATIVE NAME	HARD HAT CHIN STRAP	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
S.GEDGOUTAS	V		V							V		21/11/22
K.OMALLEY								V				21/11/22
S.VILKOV	V									V		21/11/22
D.BARR	V			V			V					22/11/22
S.GAZIAR	V		V							V		22/11/22



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 41) – HAND ARM VIBRATION (HAV)	Date: 04/01/2023
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
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
G. DIACCONU	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I. ARSENIIE	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

Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors.

No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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Toolbox Talk No. 41 HAND ARM VIBRATION (HAV)

Fact: Regular exposure to vibration can cause a range of permanent injuries to your hands and arms.

WHAT IS HAV?

1. HAV stands for Hand-Arm Vibration.
2. HAV reaches your hands when:
 - working with hand-held power tools, or
 - hand-guided machinery, or
 - holding materials processed by machinery

Q: What does HAV stand for?

Q: How can you get HAV?

THE SOURCES OF VIBRATION

- A common cause of hand-arm vibration is the prolonged use of rotating hand tools used for cutting and gripping
- Percussive hand tools used for riveting, chipping, hammering, drilling etc. are also sources of vibration
- The use of chainsaws is also another source of hand-arm vibration

EFFECTS OF VIBRATION

Depending upon the work situation, vibration can affect the whole body or, more commonly, just the hands and arms, usually called 'hand-arm vibration'.

- The first signs of a problem may only be tingling in the affected fingers
- Exposure to vibration can lead to irritation, fatigue and loss of concentration
- The above effects are likely to affect a person's attention to safety and therefore increase the likelihood of an accident occurring
- In the longer term, damage may occur to blood vessels, nerves, muscles, tendons and body organs
- Excessive hand-arm vibration can lead to 'Vibration White Finger' resulting in damaged blood vessels, circulatory problems, pain and possibly gangrene

Health effects

1. Regular exposure can cause a range of permanent injuries to your hands and arms.
2. Known as hand-arm vibration syndrome (HAVS)
3. The injuries you could suffer include damage to your:
 - blood circulatory system (Vibration White Finger (VWF))
 - sensory nerves
 - muscles, bones, joints

Symptoms

Vibration White Finger

1. Usually set off when your hands or body get cold or wet
2. The first sign is when your fingertips become white
3. Your fingers may also become numb
4. You may get 'pins and needles'

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 58 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



5. An attack may end with the whiteness in your fingers changing to a deep red flush, which is often very painful

Sensory Nerve Damage

1. Damage to the nerves in your fingers, resulting in loss of sensitivity
2. Permanent numbness or tingling in your fingers

Damage to muscles, bones, and joints

1. Loss of strength in your hands
2. Pain in wrists and arms

Q: What symptoms should you look for?

How the Symptoms could affect you

1. **They could stop you from:**
 - working with vibrating equipment
 - working in cold or wet conditions
 - doing work requiring finger manipulation
2. **Affect your family and leisure activities, ie:**
 - Fishing
 - Swimming
 - Gardening
 - DIY
 - Watching sporting events
 - Fastening buttons or sorting coins

Q: How could HAVS affect you?

HAZARDS

1. **Many common tools and processes can cause HAVS, i.e.:**
 - Road drills
 - pedestal grinders,
 - power hammers,
 - chainsaws, and
 - riveting and chipping hammers
2. **The risk to you depends on a number of things:**
 - How high the vibration levels are
 - How long you use the equipment for
 - How tightly you have to grip the equipment
 - How cold and wet you get when using the equipment

Q: What sort of equipment can cause HAVS?

AVOIDANCE OF VIBRATION AND PROTECTING YOURSELF

1. Advances in technology are leading to newer tools being equipped or manufactured with vibration-absorbing features
2. Tell your supervisor about any tools or processes, which produce high levels of vibration
3. Co-operate with any new ways of working, introduced to reduce the risk

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 59 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



4. Keep warm at work, especially your hands
5. Wear warm gloves and extra clothing if you work in the cold.
6. Smoking affects blood flow, do not smoke, or at least cut down just before and while you are at work.
7. Exercise your hands and fingers to improve blood flow
8. Use the right tool for the job. Using the wrong tool can mean more vibration, you may have to grip the tool more tightly, or use the tool for longer
9. Do not use any more force than is necessary
10. Avoid using the equipment for long periods - short bursts are better.
11. Keep your tools and machines in good working order, badly maintained or un-repaired tools may produce more vibration
12. Do not ignore symptoms. It is important to do something about them before they become a problem. When using a tool which causes vibration, break the job up with other work activities
13. If you think you are suffering ill effects from vibration, cease the activity, speak to your supervisor and if necessary seek medical advice

Q: What can you do to protect yourselves?

Q: What should you do if you suspect you have HAVS?

REMEMBER: Prevention is better than cure!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 60 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 83) – PIGEONS & PSITTACOSIS (Parrot Fever)	Date: 05/01/2023
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
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Toolbox Talk No. 83 PIGEONS AND PSITTACOSIS (Parrot Fever)

You will have heard of Leptospirosis or Weil's disease in rats and the flu like symptoms that are an early warning sign. Other animals also may cause you to become ill and we sometimes come across pigeons at work, in cities, railway stations and so on. The biggest problem is their droppings, which are unpleasant to say the least and disgusting if you are in the wrong place at the wrong time. These droppings gradually dry up and may get turned to dust, which is then stirred up when you sweep up. This is why we insist you wear a face mask when sweeping up.

In old, deserted buildings there may be a build-up pigeon droppings and feathers, which will be unhealthy, so if you come across anything like that, tell your supervisor who will cordon it off.

As with any outdoor activity, always wash your hands before eating or smoking and don't leave clothing lying around at work. To gauge the scale of the problem, think about all the pigeons in Trafalgar Square. Tourists feed them and let them land on their heads!! If they were a serious health threat or problem, the authorities would exterminate them. Some people even keep pigeons / parrots as pets, and pigeon racing is a common hobby.

Now imagine the same number of rats!!! If you do get a bad case of flu, tell the doctor you have been working on a building site that had pigeon droppings in and around the work area.

Good hygiene will stop the illness starting and if you feel ill go to the doctor and he can test and treat it, if you are suffering from something more serious.

Psittacosis is an infection caused by *Chlamydia psittaci*, a type of bacteria found in the droppings of birds such as pigeons. When bird droppings dry and become airborne people may inhale them and get sick. Symptoms usually develop within 10 days after exposure, below are is a list of possible signs of infection:

- Classically, it presents as pneumonia with flu-like symptoms
- Fever and chills with lassitude
- It may develop mildly and insidiously or develop into overwhelming sepsis with acute respiratory failure
- Respiratory symptoms - non-productive cough, dyspnoea, sore throat, nose bleeds and, rarely, pleuritic chest pain
- Gastrointestinal symptoms occur less often
- In rare cases, the disease causes nausea and vomiting, abdominal pain, diarrhoea and jaundice
- Neurological symptoms are common - particularly severe headache and also photophobia. It may cause agitation or extreme malaise
- Dermatological manifestations - facial macular rash known as Horder spots

Treatment

Antibiotics will be subscribed; treatment is normally given for 2-3 weeks to lower the risk of relapse. Patients normally show a response within 24-72 hours.

Do you have any questions for me?

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 125 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

No. 4	Date: 03/01/23
Title: METHOD STATEMENT AND RISK ASSESSMENT	
Location: Repton Gardens	Start Time: 730
Duration (Minutes) 30min	End Time: 800
Presenters name: S. SIMONOVIC	Presenters Signature: [Signature]

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. HIRANI	RCL	S. HIRANI I confirm that I have understood the Tool Box Talk
2	D. RASCIC LAL	RCL	[Signature] I confirm that I have understood the Tool Box Talk
3			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
3			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

Important Claim information

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

No. Attended	Duration	Total Time	Employer Reference
2	30min	1h.	2453745



Toolbox Talk No. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 9 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	

Location and description of works: *SNA GING, PROTECTION*

Site Manager's Daily Sign Off

Operatives Daily Sign Off

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET