



SITE: HILTON HOTEL, WOKING

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 77) – SAVING PAPER	Date: 06/01/2022
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 09:00
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
P. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
T. LUFF	Astorbannerman / Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
A. BLANFORD	Astorbannerman / Raphael Contracting Ltd	 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 06	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 77 SAVING PAPER

Minimising your paper use is easy....

Minimising your paper use is the easiest way to reduce your impact on the environment, and save money at the same time! Use the following tips to help you cut your paper use by up to 20%.



- **Does it have to be printed?** If it is an email or a document that can be stored electronically it is better not to print it. Printing just causes clutter and wastes money, paper and trees.
- **Email.** Sending emails rather than letters saves money, time and paper.
- **Printing e-mails.** If you have to print e-mails, select all the e-mails by holding down Control whilst clicking to select them. Then click File-Print and make sure that Start each item on a new page is not ticked.
- **Printing long documents.** You can often fit two pages onto one A4 sheet. Try clicking File-Print-Properties-Features and choosing 2 pages per sheet.
- **Margins.** You can reduce margins on word under File-Page Setup- reducing them to 2cm and click 'default'. This will reduce the amount of paper used for large documents.
- **Font Size.** Using a smaller font size will also reduce paper used for large documents.
- **Both sides.** If you only use one side of paper you are only using half the product you paid for! Click File-Print-Properties-Features and select Two-Sided.
- **Use Scrap.** Paper already used on one side can be used to print internal documents if your printer does not support double-sided printing, as well as for making notes.
- **Sign up to the Mailing Preference Service.** Go to www.mpsonline.org.uk to reduce the amount of junk mail you receive

So, what kind of printing culprits are in your office...?

✓**The Pointless Printer** - prints everything just because they like to have a hard copy of all documents, even emails.

✓**The Competitive Printer** - the bigger the pile of what they perceive to be "crucial" documents, the more important they think they look.

✓**The 'Old School' Printer** – feels they can't possibly comment on an email request without printing it off to read it, and thinks it is impossible to edit documents by looking at them on screen – can only do so by printing off and writing amends on the paper copy.

✓**The Hasty Printer** - presses the 'P' button before checking quantity or length of document, seeing 20 copies of a 200-page document come out of the printer in the middle of the office while they stand and roll their eyes at it, like it's the printer's fault!

✓**The Sneaky Printer** - acutely aware they are over-printing but can't live without their paper – makes pre and post-work dashes to the printer to grab copious amounts of what is possibly personal printing before anyone sees them.

✓**The Pedestal Printer** – double-sided, recycled paper. Only prints what is essential and likes to share their documents with the rest of their team.


You know who you are.....!

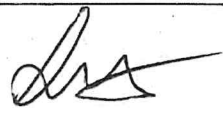
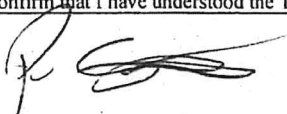
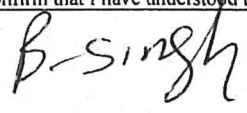
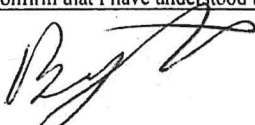
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: GOVERNMENT COVID-19 ADVICE : (1) Get vaccinated and get your booster jab (2) Wear face covering in most public indoor places & on public transport (3) Work from home if you can (4) Let fresh air in if you meet indoors Meeting outdoors is safer (5) Get tested & self-isolate if required	Date: 04/01/2022
Location: Hilton Hotel, Victoria Square, Woking	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
P. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. BYTAUTAS	Raphael Contracting Ltd	 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 04	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

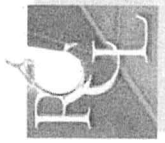
Title: <u>Back to Work 2022</u>	Date: <u>4.01.22</u>
Location: <u>Cannon Street</u>	Start Time: <u>07:30</u>
Duration (Minutes) <u>30min</u>	End Time: <u>08:00</u>
Presenters name: <u>A. Kulsinskas</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>BERNARD RANCHAND</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
2	<u>R. RAMA.</u>	<u>R.C.L</u>	 I confirm that I have understood the Tool Box Talk
3	<u>R. CANACRA</u>	<u>R.C.L</u>	 I confirm that I have understood the Tool Box Talk
4	<u>A. Liddies</u>	<u>R.C.L.</u>	 I confirm that I have understood the Tool Box Talk
5	<u>K. O'Malley</u>	<u>RCL</u>	 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>5</u>	Duration <u>30min</u>	Total Time <u>2.5h</u>	Employer Reference <u>2453745</u>
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RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 25 CANNON STREET

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		
J. Smith	✓	✓		✓			✓				J. Smith	29.09.21
J. Smith				✓			✓		✓		J. Smith	15/11/21
B. RANCHANDU				✓							B. R.	15/11/21
R. Rama				✓					✓			16/11/21
A. Kulsinskas		✓								✓		17/11/21
K. O'Malley		✓				✓						18/11/21
R. Canacian		✓	✓	✓		✓	✓				R. Canacian	22/11/21
V. Balulevicius		✓		✓			✓					23/11/21
J. Smith				✓						✓	J. Smith	03/12/21
R. Canacian				✓		✓				✓	R. Canacian	14/12/21
R. Canacian						✓	✓				R. Canacian	15/12/21
K. O'Malley				✓						✓		15/12/21
A. Kulsinskas				✓		✓				✓		6/01/22

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