



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.GEDGAUTAS	✓		✓							✓		21/11/22
K.OMALLEY								✓				21/11/22
S.VILKOV	✓									✓		21/11/22
D.BARZ	✓			✓			✓					22/11/22
S.GAJJAR	✓		✓							✓		22/11/22



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 34) – CARTRIDGE OPERATED TOOLS	Date: 09/01/2023
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
V. BALIUVICIUS	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. 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
A. LIDZIUS	RAPHAEL CONTRACTING LTD	 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
C. HART	RCL / STAFFORD BRIDGE /247 NATIONAL	 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. 34 CARTRIDGE OPERATED TOOLS

Fact: Cartridge tools are potentially lethal if misused.

Only operatives who have been adequately trained and who are in possession of a certificate of training for the type of tool being used may use a cartridge operated tool.

Before Use of Cartridge Tools

1. Check that the tool is clean and in good condition before loading and use.
2. Read maker's instructions carefully, before using a tool.
3. Load tool with barrel pointing away from you
4. Never walk around with a loaded tool, load on the job!

Q: Before using a cartridge tool what should you do?

Hazards When Using Cartridge Tools

1. Cartridge too powerful for the task.
2. Firing into structural voids.
3. Material being fired into, is too thin!
4. Changes in the consistency in the material.

Q: What is through penetration caused by?

5. Firing into hole of previously attempted fixing.
6. Trying to fix into excessively hard material.
7. Tool not being held square to surface.
8. Fixing too near edge of material.

Q: What are the main reasons for ricochets?

Safe Use of Cartridge Tools

1. Always wear PPE when using cartridge-operated tools. Safety helmet, goggles (BS EN166) and ear protection must be worn during use.
2. Hold the tool at right angles to the job when firing.
3. Check the material that the bolt is to be fired into.
4. Carry out a test fire first. Check there is nobody behind the target.
5. Allow at least 75mm from edges of concrete or brickwork.
- Q: How far from the edge of concrete should tool be?**
6. Ensure complete splinter guard is resting on work surface.
7. Never place your hand over the end of the barrel.
8. In the event of a misfire wait a minute, refire. If nothing happens, wait a further minute before unloading.
9. Do not leave tools in a loaded condition.
10. Load tool immediately prior to use.
11. Load fastener before cartridge.
12. Do not point loaded tool towards other people or your body.
13. Do not interchange cartridge or fixings from other tools.
14. Do not use cartridge tools in flammable atmosphere.
15. Ensure cartridges are dry, kept in a safe position and return cartridges not used.
16. Take care when working at heights – recoil may throw you off balance.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 50 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



Q: What should you remember regarding the splinter guard?

After Use

1. Keep tool clean and well oiled.
2. Never leave a tool loaded.
3. Cartridges must be kept under lock and key in safe place.
4. Do not leave cartridges on the floor, dispose of them properly.
5. Clean tool after use.

Q: What should you do with a tool after use?

Q: If you have a misfire what should you do?

Q: Before firing into a target what should you check for?

REMEMBER: Treat these tools like a loaded gun!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 51 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 14) – PERSONAL PROTECTIVE EQUIPMENT (PPE)	Date: 13/01/2023
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
A. KULSINSKAS	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
V. BALIUVICIUS	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. 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
J. SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A. LIDZIUS	RAPHAEL CONTRACTING LTD	 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
C. HART	RCL / STAFFORD BRIDGE /247 NATIONAL	 I Confirm that I have understood the Toolbox Talk
M. THOMAS	RCL / STAFFORD BRIDGE /247 NATIONAL	 I Confirm that I have understood the Toolbox Talk

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No. Attended 14	Duration 30 mins	Total Time 7 hours	Employer Reference 2453745
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Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 21 of 141
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