



# RAPT

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                       |                                          |
|---------------------------------------|------------------------------------------|
| Title: <u>Site Signage</u>            | Date: <u>28/2/23</u>                     |
| Location: <u>21 MOORFIELDS</u>        | Start Time: <u>07:30</u>                 |
| Duration (Minutes) <u>30 mins</u>     | End Time: <u>08:00</u>                   |
| Presenter's name: <u>Dave Sanders</u> | Presenters Signature: <u>[Signature]</u> |

| Candidate's Name | Name of Candidate's Employer         | Candidate's Signature                                                   |
|------------------|--------------------------------------|-------------------------------------------------------------------------|
| K. KULSINKAS     | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| V. BALIUVICIUS   | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| A. KULSINKAS     | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| S. SIMONOVIC     | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| D. BARR          | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| J. SMITH         | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| B. RAMCHANDE     | RAPHAEL CONTRACTING LTD              | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| E. CHIRLOV       | RAPHAEL CONTRACTING LTD / APPEX      | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| P. DOBIC         | RAPHAEL CONTRACTING LTD / APPEX      | <u>[Signature]</u><br>I Confirm that I have understood the Toolbox Talk |
| C. HART          | RCL / STAFFORD BRIDGE / 247 NATIONAL | <u>[Signature]</u><br>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

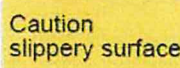
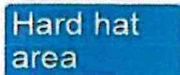
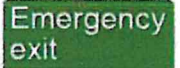
|                           |                            |                              |                                      |
|---------------------------|----------------------------|------------------------------|--------------------------------------|
| No. Attended<br><b>10</b> | Duration<br><b>30 mins</b> | Total Time<br><b>5 hours</b> | Employer Reference<br><b>2453745</b> |
|---------------------------|----------------------------|------------------------------|--------------------------------------|



## Toolbox Talk No.12 SITE SIGNAGE

There are four types of safety sign, each of which has a basic colour:

**RED, YELLOW, BLUE OR GREEN.**

|                                                                                                                                                                                             |                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Prohibition Signs:</b></p> <p>Ban certain actions. They have a white background with a red circular band and crossbar,</p> <p><b>e.g. No Smoking.</b></p>                             |       |
| <p><b>Warning Signs:</b></p> <p>Have a black triangle on a yellow background, with the symbol or text in black,</p> <p><b>e.g. Caution, risk of electric shock.</b></p>                     |      |
| <p><b>Mandatory Signs:</b></p> <p>Give instructions. They have a blue background, with the symbol or text in white.</p> <p><b>e.g. Head Protection must be worn.</b></p>                    |   |
| <p><b>Safe Condition Signs:</b></p> <p>Are square or rectangular in shape, with a green background and the symbol or text is in white.</p> <p><b>e.g. First Aid or direction signs.</b></p> |   |

**GET TO KNOW THESE SIGNS AND UNDERSTAND WHAT THEY MEAN!**

|                                        |                      |             |    |                                       |                        |                |
|----------------------------------------|----------------------|-------------|----|---------------------------------------|------------------------|----------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | TOOLBOX TALKS<br>MOB | VERSION NO: | 10 | CREATION DATE:<br>LAST REVISION DATE: | 11/08/2010<br>Oct-2021 | Page 18 of 141 |
|----------------------------------------|----------------------|-------------|----|---------------------------------------|------------------------|----------------|





# RAPT

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                                   |                                        |
|---------------------------------------------------|----------------------------------------|
| Title: <i>Environmental issues for carpenters</i> | Date: <i>2/3/23</i>                    |
| Location: 21 MOORFIELDS                           | Start Time: 07:30                      |
| Duration (Minutes) 30 mins                        | End Time: 08:00                        |
| Presenter's name: Dave Sanders                    | Presenters Signature: <i>D Sanders</i> |

| Candidate's Name | Name of Candidate's Employer         | Candidate's Signature                                                   |
|------------------|--------------------------------------|-------------------------------------------------------------------------|
| K. KULSINSKAS    | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| V. BALIUVICIUS   | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| A. KULSINSKAS    | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| S. SIMONOVIC     | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| D. BARR          | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| J. SMITH         | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| B. RAMCHANDE     | RAPHAEL CONTRACTING LTD              | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| E. CHIRLOV       | RAPHAEL CONTRACTING LTD / APPEX      | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| P. DOBIC         | RAPHAEL CONTRACTING LTD / APPEX      | <i>[Signature]</i><br>I Confirm that I have understood the Toolbox Talk |
| C. HART          | RCL / STAFFORD BRIDGE / 247 NATIONAL | <i>[Signature]</i><br>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<br>10 | Duration<br>30 mins | Total Time<br>5 hours | Employer Reference<br>2453745 |
|--------------------|---------------------|-----------------------|-------------------------------|



## Toolbox Talk No. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major cost and user of resources, so where you source your timber from is an important consideration.
- The Forestry Stewardship Council (FSC) scheme certifies that timber (both softwood and hardwood) comes from sustainable forests and not from the depletion of tropical rainforests.

### Things you can do

We are aiming for the best practical environmental option – a balance between getting the job done well and considering the environmental impact.

### You should:

- Know about the types and sources of timber.
- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well - a skip is up to 70% air.
- Aim to recycle and reduce packaging waste - at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact on global warming. Insulation delivered to site should never be thrown away.
- **WEEE** - Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- **Batteries Directive** - on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.

### Want some help?

|                                                                                                   |                                                                              |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Website lists sources of recycled building products:                                              | <a href="http://www.recycledproducts.org.uk">www.recycledproducts.org.uk</a> |
| Type in your postcode for local waste handling, recycling and re-use companies and organisations: | <a href="http://www.bremap.co.uk">www.bremap.co.uk</a>                       |
| Details on recycling:                                                                             | <a href="http://www.wrap.org.uk">www.wrap.org.uk</a>                         |
| Legal obligations with respect to waste management:                                               | <a href="http://www.netregs.gov.uk">www.netregs.gov.uk</a>                   |





## Site Manager's Daily Safe Start

|           |               |                                                                      |                                                               |             |            |                                                     |                                                                                                                                                                                                                    |
|-----------|---------------|----------------------------------------------------------------------|---------------------------------------------------------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract: | 21 MOORFIELDS | Project Manager<br>Contracts Manager<br>Site Manager<br>Site Manager | Jason Wray<br>Paul Haugh<br>Dave Sanders<br>Kes Kulsinskaskas | Date (w/c): | 27/02/2023 | Method statement (s)<br>(Title, Rev No. & Rev date) | RCL<br>21M-RCL-XX-XXX-MS-X-00001 rev P07<br>Asa Abloy<br>21M-RCL-XX-XXX-MS-X-00002 rev P02<br>Stafford Bridge / 247<br>21M-RCL-XX-XXX-MS-X-00004 rev P04<br>A S Curtis Mastic<br>21M-RCL-XX-XXX-MS-X-00006 rev P01 |
|-----------|---------------|----------------------------------------------------------------------|---------------------------------------------------------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Location and description of work: Installing remaining Skirting & Selo and Timber Door Sets to varies areas. - Installing Stafford Bridge Actuators Levels 00, 00M & 01

### Site Manager's Daily Sign Off

|           | Date       | Name         | Signature        | Hot Topics of the Day<br>(the main points you discussed) |
|-----------|------------|--------------|------------------|----------------------------------------------------------|
| Monday    | 27/02/2023 | Dave Sanders | <i>D Sanders</i> | Site Signage                                             |
| Tuesday   | 28/02/2023 | Dave Sanders | <i>D Sanders</i> | Falling Objects                                          |
| Wednesday | 01/03/2023 | Dave Sanders | <i>D Sanders</i> | Safe use of Hoop ops                                     |
| Thursday  | 02/03/2023 | Dave Sanders | <i>D Sanders</i> | Back & Air Quality                                       |
| Friday    | 03/03/2023 | Dave Sanders | <i>D Sanders</i> | Safe use of Postade signs 2nd fl                         |
| Saturday  | 04/03/2023 |              |                  |                                                          |
| Sunday    | 05/03/2023 |              |                  |                                                          |

### Operatives Daily Sign Off

| Name               | Signature          | M                                   | T                                   | W                                   | T                                   | F                                   | S                                   | S                                   | Comments                |
|--------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------|
| KES. KULSINSKAS    | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL MANAGER             |
| AURIS. KULSINSKAS  | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER / MANAGER |
| SLAV. SIMONOVIC    | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER / MANAGER |
| VEGAS. BALIUVICIUS | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER           |
| DESMOND. BARR      | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER           |
| JOE. SMITH         | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL HANDYMAN            |
| BERNADO. RAMCHANDE | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL LABOURER            |
| EDUARD. CHIRLOV    | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | APEX AGENCY CARPENTER   |
| PAVEL. DOBIC       | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | APEX AGENCY CARPENTER   |

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656



| Before starting work, STOP, THINK and CHECK<br>If the answer to any question below is NO, do not start work until the issues are resolved                                  |  | Yes | No | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|----|-----|
| <b>1. Method statements, risk assessments and permits</b>                                                                                                                  |  |     |    |     |
| Have you read and understood the method statement and risk assessment for the task?                                                                                        |  | ✓   |    |     |
| Is everyone on your team briefed on the method statement for the task?                                                                                                     |  | ✓   |    |     |
| Have you carried out your weekly toolbox talk?                                                                                                                             |  | ✓   |    |     |
| Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?                                                              |  | ✓   |    |     |
| Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?                                                                |  | ✓   |    |     |
| <b>2. Place of work</b>                                                                                                                                                    |  |     |    |     |
| Are you satisfied that your team has a safe place to work?                                                                                                                 |  | ✓   |    |     |
| Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers                                              |  |     |    | ✓   |
| Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?                                                 |  | ✓   |    |     |
| Are third parties and members of the public securely protected from falling materials?                                                                                     |  | ✓   |    |     |
| Does your team know the safe access and egress routes to their places of work?                                                                                             |  | ✓   |    |     |
| <b>3. Task specific</b>                                                                                                                                                    |  |     |    |     |
| Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?                                                                         |  | ✓   |    |     |
| Are you confident there are no health and safety risks in your work task(s)?                                                                                               |  | ✓   |    |     |
| Are you certain that the operatives you are putting to work are competent for their assigned tasks?                                                                        |  | ✓   |    |     |
| Are the team equipped with the correct PPE to carry out the task?                                                                                                          |  | ✓   |    |     |
| <b>4. Variations</b>                                                                                                                                                       |  |     |    |     |
| Have the team members changed? (If yes revise)                                                                                                                             |  |     | ✓  |     |
| Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced) |  |     | ✓  |     |
| Remember, as the supervisor YOU are responsible for the safety of YOUR team                                                                                                |  |     |    |     |