



Toolbox Talk No. 3 BENEFITS OF SAFETY

BE SAFE BE SURE

- For years the construction industry has had a poor safety record with far too many accidents and too much ill health
- Too many accidents are caused by people knowingly working or behaving in an unsafe manner
- With care, most accidents are totally and easily preventable
- When working, be aware of the safety of others as well as yourself. You have a legal duty to do so

WHAT YOU MUST DO:

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
- Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay
- Be aware of how the job you are doing could affect other people around you
- Stay away from work if you know that you are not fit through illness, drink, drugs or for any other reason
- Ask your supervisor if you have any doubts on safety issues
- Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay

THE COST OF ACCIDENTS

- A poor safety record could result in your company being fined and suffering increased insurance premiums
- It may reduce the company's chances of winning further contracts
- Money lost in these ways cannot be used elsewhere, the company could be forced out of business
- Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work
- The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime

THE BENEFITS OF SAFETY

- Fewer accidents resulting in less pain and suffering
- Individuals have less time off with possible loss of income
- Less disruption to the job as a whole with less inconvenience for individuals and their companies
- Fewer accidents investigations, fines and insurance premium increases; more money available for other things
- Higher employee morale and a more contented workforce

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Site Manager's Daily Safe Start

Contract:	21 MOORFIELDS	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskaskas	Date (w/c):	06/03/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Assta Abloy 21M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XXX-MS-X-00004 rev P04 A S Cutts Mastic 21M-RCL-XX-XXX-MS-X-00006 rev P01
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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 (the main points you discussed)
Monday	06/03/2023	Dave Sanders	<i>D Sanders</i>	Benefits of safety
Tuesday	07/03/2023	Dave Sanders	<i>D Sanders</i>	Revised wall & Area Arrangements
Wednesday	08/03/2023	Dave Sanders	<i>D Sanders</i>	Site Signage
Thursday	09/03/2023	Dave Sanders	<i>D Sanders</i>	Method statements & Risk assessments
Friday	10/03/2023	Dave Sanders	<i>D Sanders</i>	Fire escape on site
Saturday	11/03/2023			
Sunday	12/03/2023			

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS	<i>[Signature]</i>	✓	✓	✓	✓				RCL MANAGER
AURIS. KULSINSKAS	<i>[Signature]</i>	✓	✓	✓	✓				RCL CARPENTER / MANAGER
SLAV. SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓				RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS	<i>[Signature]</i>	✓	✓	✓	✓				RCL CARPENTER
DESMOND. BARR	<i>[Signature]</i>	✓	✓	✓	✓				RCL CARPENTER
JOE. SMITH	<i>[Signature]</i>	✓	✓	✓	✓				RCL HANDYMAN
BERNADO. RAMCHANDE	<i>[Signature]</i>	✓	✓	✓	✓				RCL LABOURER
EDUARD. CHIRLOV	<i>[Signature]</i>	✓	✓	✓	✓				APEX AGENCY CARPENTER
PAVEL. DOBIC	<i>[Signature]</i>	✓	✓	✓	✓				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 If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
1. Method statements, risk assessments and permits				
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?		✓		
2. Place of work				
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?		✓		
3. Task specific				
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?		✓		
4. Variations				
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				



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>method statements & Risk assessment</i>	Date: <i>09-03-2023</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> I Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
A. KULSINSKAS	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
D. BARR	RAPHAEL CONTRACTING LTD	<i>DNA</i> I Confirm that I have understood the Toolbox Talk
J. SMITH	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	RAPHAEL CONTRACTING LTD	<i>Bernardo</i> I Confirm that I have understood the Toolbox Talk
E. CHIRLOV	RAPHAEL CONTRACTING LTD / APPEX	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
P. DOBIC	RAPHAEL CONTRACTING LTD / APPEX	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
C. HART	RCL / STAFFORD BRIDGE / 247 NATIONAL	<i>[Signature]</i> 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. 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



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