



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
K. Orvalley				✓						✓		29/10/21
Surjit Singh				✓						✓		09/12/21
B. Singh				✓						✓		09/12/21
J. BASQUILLE				✓						✓		25/01/22
J. SMITH				✓						✓		25/01/22
Surjit Singh				✓						✓		27/01/22
K. KULSINSKAS				✓						✓		27/01/22
J. SMITH				✓						✓		27/01/22
B. SINGHA			✓	✓				✓		✓		27/01/22
K. KULSINSKAS				✓						✓		11/03/22
Surjit Singh		✓								✓		14/03/22

PAGE 12

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 04/02/2016	Page 1 of 1
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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 15) – HEARING PROTECTION & NOISE	Date: 08/03/2022
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 KULSINKAS	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
S. SINGH BURMI	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
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. KARDYNAL	 Formwise / Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	 Formwise / 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.

<b>No. Attended</b> 07	<b>Duration</b> 30 mins	<b>Total Time</b> 3 ½ hours	<b>Employer Reference</b> 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO:	1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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**Toolbox Talk No. 15 HEARING PROTECTION AND NOISE**

**Fact: When you're deaf, you stay deaf!**

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called “TINNITUS”.

**Hazards**

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
  2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
  3. Look out for noise hazard signs and obey them and observe hearing protection zones.
- Q: Name some noise hazards to be found on site.**

**Controlling Noise**

1. Do it a less noisy way, if possible.
  2. If shouting is necessary in order to be heard, wear ear protectors.
  3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.
- Q: When should ear protection be worn?**
4. Don't keep machinery running unnecessarily.
  5. Don't expose workmates to your noise.
  6. Move noise source away or move away from noise.
  7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.
- Q: Name two precautions you can take with machinery to reduce noise.**

**Ear Protection**

1. Cotton wool plugs are not effective!
  2. Ensure earplugs are a good fit and correctly inserted.
  3. Regularly clean re-usable earplugs.
  4. Only use disposable earplugs once.
  5. Clean your hands before touching all types of earplugs.
- Q: What should not be used instead of earplugs?**
6. The seal on the earmuff cup should fit all the way round your head.
  7. Ensure that earmuffs are worn the correct way round.
  8. Ensure earmuff seals are always in serviceable condition.
  9. Don't alter pressure of earmuffs by bending headband.
  10. If you have difficulty in wearing earmuffs, report it.
- Q: What must you ensure when wearing earmuffs?**

**Questions for you:**

- Q: How can you reduce noise levels from a machine?**
- Q: What must you remember when handling earplugs?**

**REMEMBER: Once you lose it, it's gone forever!**

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 22 of 141
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# RAPHAEL CONTRACTING LTD

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

Title: (RCL 40) – ALCCOHOL & DRUGS	Date: 10/03/2022
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
M. BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
S. SINGH BURMI	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
J. SMITH	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

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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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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**Toolbox Talk No. 40 ALCOHOL AND DRUGS**

**Alcohol and drug abuse leads to accidents.**

**ALCOHOL**

- In a high risk industry like ours, alcohol and work are not compatible.
- Alcohol is a depressant drug, which depresses parts of the brain function. When working on site you require all of your brain functions to save you from injury.
- If you are or suspected of being drunk, you won't be allowed to work, you won't be allowed on site. You may end up losing your job.
- Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work out of your system (1 pint of beer takes approximately 2 hours).

**Q: What effect can alcohol have on you?**

**WHAT EFFECT CAN ALCOHOL HAVE ON YOU?**

- 50% of all drivers killed are over the legal limit.
- If you drink, don't drive – it is illegal and dangerous
- 35% of fatal accidents are related to alcohol.
- Keep your head clear – leave your drinking sessions to social events, where you can't cause injury to yourself or others. Even better, leave drinking sessions to times when you are not working next day.
- Get a bad reputation for drinking and you may not get another job as you'll be seen as a liability.

**Q: What could be the result of being under the influence of alcohol at work?**

**DRUGS**

- You are far more likely to have an accident on site when under the influence of drugs.
- You may feel you don't have a drug problem – it's got nothing to do with you. But if you get hurt, it's a bit late to wonder what the other person was on.
- If you know somebody is on drugs, tell your supervisor – help to stamp it out.
- Signs to look for: watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it.
- All drugs can affect your ability to work safely.
- Effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision.
- If you get offered drugs say NO, you'd rather work safely!

**Q: What effect could drugs have on you and your workmates?**

**Questions for you:**

**Q: How long does a pint take to get out of your system?**

**Q: What would you do if you saw a person taking drugs?**

**REMEMBER: Drink and Drugs don't Work!**

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 57 of 141
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### TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pollution Control	Date: 9.03.22
Location: Cannon Street	Start Time: 10:00
Duration (Minutes) 30min	End Time: 10:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. Simonovic	RCL	I confirm that I have understood the Tool Box Talk
2	R. CANACRAI	R.C.L	I confirm that I have understood the Tool Box Talk
3	A. Lidzius	RCL	I confirm that I have understood the Tool Box Talk
4	V. Balinkevicius	RCL	I confirm that I have understood the Tool Box Talk
5	R. Rama	RCL	I confirm that I have understood the Tool Box Talk
6	B. Ramchande	RCL	I confirm that I have understood the Tool Box Talk
7	K. O'Malley	RCL	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

7

Duration

30min

Total Time

3.5 h.

Employer Reference

2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	