



Site Manager's Daily Safe Start

Contract:	21 MOORFIELDS	Project Manager Contracts Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskas	Date (w/c):	13/03/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Assa Abley 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
-----------	---------------	--	--	-------------	------------	---	--

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	13/03/2023	Dave Sanders		Working in finished areas
Tuesday	14/03/2023	Dave Sanders		First Aid and accident reporting
Wednesday	15/03/2023	Kes Kulsinskas		Safe use of hand tools
Thursday	16/03/2023	Dave Sanders		Alcohol and Drugs
Friday	17/03/2023	Kes Kulsinskas		Slips, Trips and Falls
Saturday	18/03/2023			
Sunday	19/03/2023			

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS		X							RCL MANAGER
AURIS. KULSINSKAS									RCL CARPENTER / MANAGER
SLAV. SIMONOVIC									RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS		X							RCL CARPENTER
JOE. SMITH									RCL HANDYMAN
BERNADO. RAMCHANDE									RCL LABOURER
EDUARD. CHIRLOV									APEX AGENCY CARPENTER
PAVEL. DOBIC									APEX AGENCY CARPENTER

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

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			



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	V		V							V		21/11/22
K.OMALLEY								V				21/11/22
S.VILKOV	V									V		21/11/22
D.BARR	V		V	V			V					22/11/22
S.GAZZAR	V		V							V		22/11/22
K.KULSINSKAS				V						V		12/12/22
V.BALIU LEVICIUS		V		V						V		20/12/22
Joseph Smith				V				V		V		04/01/22
F. AMANNING		V		V						V		13/01/22
B. RAMEHANDG		V		V					V			20/01/22
A. Kulsinskas		V		V		V						17/02/22
V. BALIU LEVICIUS		V		V								11/03/22
E. Chirilov		V		V		V						15/03/22

PAGE 06

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 15 of 141
DOCUMENT OWNER:				LAST REVISION DATE:	Oct-2021	

REMEMBER: If you know first aid, you could save a life!

4. First aiders should be easy to identify – usually a sticker on the safety helmet
 - operatives
 3. The first aid equipment provided must be appropriate for the nature of the work and the number of
 2. Someone must have responsibility for re-stocking first aid boxes
 1. First aid cover must include shift work
- Other Considerations**

1. Report all accidents and dangerous occurrences.
2. Ensure that the details are entered into the accident book.
- Q: Following an accident at work what must you do?
- Q: What should you know before an emergency arises?
- Q: What are the priorities of first aid?

Accident Reporting

If you don't, think about getting first aid training.

1. Do you know how to resuscitate and start the heart?
 2. Do you know how to stop major bleeding?
 3. Do you know how to treat scolds, burns and for shock?
- Basic First Aid May Save a Life**

1. Make the casualty safe.
2. Call for help i.e. first aider.
3. Send someone to phone for an ambulance, if required.
4. Don't move the casualty, unless they are in immediate danger.
- Q: On finding a casualty, what is the first thing to do?
5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to a casualty; moisten lips only.
8. Don't allow the casualty to smoke.
- Q: What would you do until a first aider arrived?

When First Aid is Required

1. Ensure you know where first aid equipment is kept.
2. Know whom the first-aider(s) and appointed person(s) are.
3. If you use anything from the first aid box, make sure it's replaced.
4. Keep a small first aid kit with you if you are working away from the main site.
5. Know where the phone is and understand the procedure for calling the emergency services.
- Q: What are the procedures here?

Before First Aid is Required

Fact: If you know basic first aid, you could save a life.

Toolbox Talk No. 9 FIRST AID AND ACCIDENT REPORTING



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: First Aid and Accident Reporting		Date: 14/03/2023
Location: 21 MOORFIELDS		Start Time: 07:30
Duration (Minutes) 30 mins		End Time: 08:00
Presenter's name: Dave Sanders		Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
V. BALIVICIUS	RAPHAEL CONTRACTING LTD	
A. KULSINSKAS	RAPHAEL CONTRACTING LTD	
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	
J SMITH	RAPHAEL CONTRACTING LTD	
B. RAMCHANDE	RAPHAEL CONTRACTING LTD	
E. CHIRLOV	RAPHAEL CONTRACTING LTD/APPEX	
P DOBIC	RAPHAEL CONTRACTING LTD / APPEX	
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
--------------------	---------------------	-----------------------	-------------------------------

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

REMEMBER: Drink and Drugs don't Work!

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?

Questions for you:

- Q: What effect could drugs have on you and your workmates?**
- If you get offered drugs say NO, you'd rather work safely!
 - Effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision.
 - All drugs can affect your ability to work safely.
 - Sores, ulcers, trembling, fatigue and irritability. If you see it, report it.
 - Signs to look for: watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips,
 - If you know somebody is on drugs, tell your supervisor – help to stamp it out.
 - bit late to wonder what the other person was on.
 - 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
 - You are far more likely to have an accident on site when under the influence of drugs.

DRUGS

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

WHAT EFFECT CAN ALCOHOL HAVE ON YOU?

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

ALCOHOL

Alcohol and drug abuse leads to accidents.

Toolbox Talk No. 40 ALCOHOL AND DRUGS



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ALCOHOL AND DRUGS	Date: 16/03/2023	Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes): 30 mins	End Time: 08:00	Presenters Signature: 	
Presenter's name: Dave Sanders			

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
V. BALUVICIUS	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
J SMITH	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
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
		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		