



**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 (BSEN166) 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, re-fire. 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.

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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/cj):	20/03/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Asa 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 Mastie 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	20/03/2023	Dave Sanders	<i>D Sanders</i>	Hand protection
Tuesday	21/03/2023	Dave Sanders	<i>D Sanders</i>	Cartridge operated tools
Wednesday	22/03/2023	Dave Sanders	<i>D Sanders</i>	Ethical training
Thursday	23/03/2023	Dave Sanders	<i>D Sanders</i>	Safe use of hop ups
Friday	24/03/2023	Dave Sanders	<i>D Sanders</i>	Security on site
Saturday	25/03/2023			
Sunday	26/03/2023			

### Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS	<i>[Signature]</i>	✓	✗	✓	✓	✓	✓	✓	RCL MANAGER TUE. CHS7 7013
AURIS. KULSINSKAS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER / MANAGER
SLAV. SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
JOE. SMITH	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
BERNADO. RAMCHAND	<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 SHEET 656



Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
<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				



# RAPT

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

Title: Cartridge operated tools	Date: 20/03/2023
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	 I Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	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
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**Toolbox Talk No. 87 SAFE USE OF HOP-UPS**

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The MAXIMUM SAFE WORKING LOAD must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

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# RAPT

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

Title: Safe use of hop ups	Date: 23/03/2023
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. KULSINKAS	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
A. KULSINKAS	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

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