



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

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		
J. Wray	✓						✓				<i>[Signature]</i>	21/03/22
E. AMANIN	✓			✓			✓				<i>[Signature]</i>	21/03/22
I. MATUYENKO	✓						✓				<i>[Signature]</i>	13/04/22
M. MANGESI	✓			✓			✓				<i>[Signature]</i>	13/04/22
C. SANDERS	✓						✓				C.S.S	23/04/22
K. O'MALLEY	(BELT	TOOL	LANYARD				✓				<i>[Signature]</i>	17/05/22
C. SANDERS	(BELT	TOOL	LANYARD				✓				C.S.S	17/05/22

PAGE 01



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site PPE and tidiness	Date: 17.05.22
Location: Hoxton Hotel	Start Time: 09:00
Duration (Minutes) 30min	End Time: 09:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. Lidzius	RCL	I confirm that I have understood the Tool Box Talk
2	<del>I. Neagu</del>	<del>RCL</del>	I confirm that I have understood the Tool Box Talk
3	B. Ramchande	RCL	I confirm that I have understood the Tool Box Talk
4	D. Theodoridis	RCL	I confirm that I have understood the Tool Box Talk
5	I. Neagu	RCL	I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
7			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 4	Duration 30min	Total Time 2h.	Employer Reference 2453745
-------------------	-------------------	-------------------	-------------------------------

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



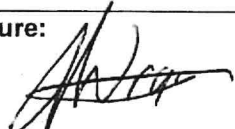
**SITE: HOXTON HOTEL**






Page -



# RAPHAEL CONTRACTING LTD

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

Title: (RCL-21) – MANUAL HANDLING	Date: 17/05/2022
Location: 21 MOORFIELDS	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
E. AMANING	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. BASQUILLE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
C. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	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 05	Duration 30 mins	Total Time 2 ½ hour	Employer Reference 2453745
--------------------	---------------------	------------------------	-------------------------------

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
--	-------------------	--------------------	--	---------------------------------	-------------



## Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

### Before Manual Handling

#### PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
7. Is there a clear walkway with good lighting to the work area?

**Q: What checks should you carry out before lifting?**

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

**Q: What PPE should you wear and why?**

### Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

**Q: Describe how you would lift an object safely.**

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

**Q: What checks should you carry out before moving off with a load?**

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

**Q: When two or more people are lifting a load, what should happen?**

**Q: What should you first consider before manual handling?**

**Q: What should you do to help support your spine?**

**Q: Name two hazards when lifting and carrying.**

**REMEMBER: You only have one back, look after it!**

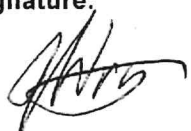
DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 29 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------



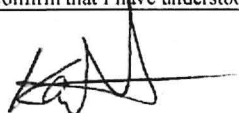




# RAPHAEL CONTRACTING LTD

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

Title: (RCL-31) – OPENINGS AND EDGES	Date: 19/05/2022
Location: 21 MOORFIELDS	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
J. SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J. BASQUILLE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
C. SANDERS	RAPHAEL CONTRACTING LTD	CS I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	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  
04

Duration  
30 mins

Total Time  
2 hours

Employer Reference  
2453745

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
--	-------------------	-------------	-----	--	---------------------------------	-------------



## Toolbox Talk No. 31 OPENINGS AND EDGES

Every year in our industry hundreds of people are killed or injured when they fall from an unprotected area or are struck by materials or tools falling from above. Over half of all accidents (1, 400) reported to the HSE are of these two types: Falls of persons and falls of materials.

The law requires that if you work where it is possible for you to fall more than 2 metres, then protection must be provided. The following list gives an idea of the required protection:-

### Scaffolds

- Double guardrails and toeboards must be provided to all working levels also secured ladders are required.

### Floors

- Protection must be provided to all floor edges, lift openings, stairways and duct openings.

### Roof

- Edge protection must be given at the eaves and gables. If the roof is of a fragile material, crawling boards or ladders must be used. Where openings or fragile skylights occur in the roof, these must be guarded or securely covered also.

### Excavations

- All excavations require warning barriers or guardrails. Where the sides are sloping, barriers may be sufficient but if sides are vertical then more adequate guarding is needed.

### Working alongside water

- Guardrails and lifelbelts are required where work is carried out alongside rivers, docks etc.

### Manholes, Road Gullies etc.

- Strong secured covers are required here as vehicles damage covers and leave traps. At times protection will need to be moved to allow work to progress but this must be done in a controlled manner so that protection is re-fixed once the work is done.
- Serious accidents have occurred where covers have been removed from openings in floors or guarding has been removed from service ducts. If you remove protection under instruction make sure it is replaced.
- Where edge protection is not practical, safety harness and restraint wire may be suitable, see you supervisor for instruction.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 45 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------