



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SITE SIGNAGE	Date: 15/06/2023
Location: Hilton - Woking	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	E. Amaning	RCL	I confirm that I have understood the Tool Box Talk
2	A.Sing	RCL	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			I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
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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 3	Duration 30min	Total Time 1.5h	Employer Reference 2453745
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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):	12/06/2023	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 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	12/06/2023	Dave Sanders		Welfare Arrangements
Tuesday	13/06/2023	Dave Sanders		Skin Protection
Wednesday	14/06/2023	Dave Sanders		Safety in the sun
Thursday	15/06/2023	Dave Sanders		Pollution control
Friday	16/06/2023	Dave Sanders		Safe use of Paslode guns
Saturday	17/06/2023	N/A		N/A
Sunday	18/06/2023	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS		V	V	V	V		/	/	RCL MANAGER
SLAV. SIMONOVIC		V	V	V	V		/	/	RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS		V	V	V	V		/	/	RCL CARPENTER
ISHPAL SAHOTA		V	V	V	V		/	/	RCL CARPENTER
BALVIR SINGH		V	V	V	V		/	/	RCL CARPENTER
DEAN CONYERS		V	X	X	X		/	/	RCL CARPENTER
JOE SMITH		V	V	V	V		/	/	RCL HANDYMAN
B RAMCHANDE		V	X	X	X		/	/	RCL LABOURER

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: Skin protection	Date: 13/06/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D 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
S. SIMONOVIC	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
I SAHOTA	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
B SINGH	BALVIN SINGH RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D CONYERS	RAPHAEL CONTRACTING LTD	D.N.A I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
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No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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Toolbox Talk No. 19 SKIN PROTECTION

Dermatitis (skin inflammation / irritation) accounts for over half all working days lost through industrial sickness. Some people are more likely to get it than others are but it is not catching. It most commonly affects the hands, forearms and legs.

Hazards to the Skin

1. Mineral oils i.e. fuel and mould oils, can give you bad skin conditions i.e. Oil Acne or even Cancer.
2. Constant skin contact with oily rags in overall pockets.
3. Chemicals, including alkalis, acids, and chromates can penetrate skin, causing ulcers and dermatitis.
4. Cement can cause chronic dermatitis. Wet cement is alkaline and can burn your skin!

Q: What hazards are there from contact with mineral oil?

5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin, leaving it open to infection.
6. Tar, pitch, and bitumen products cause blisters and oil acne. They can cause tar warts, leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods, and fungicides irritate and can lead to dermatitis.
8. Extremes of sunshine, temperature, and humidity make the skin more susceptible to dermatitis and other skin problems.
9. Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. Examples are chrome and nickel compounds, some resins, glues and hardeners, some woods and paints and some chemicals.

Q: What effect do solvents have on your skin?

Precautions to Protect Your Skin

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment e.g. gloves.
3. Keep your skin clean and use barrier cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes, keep them covered.
6. Keep your top on! Protect yourself from the sun.
7. be extra vigilant with irritant or allergic substances if you suffer from eczema or allergic rashes.

Q: What can you wear to protect your skin?

7. Don't use abrasives or solvents to clean your skin.
8. Don't let synthetic resins or glue harden on your skin.
9. Examine your skin for the appearance of warts or changes to moles.
10. Never wear oil-contaminated clothes next to your skin, change them as soon as you can!
11. If in doubt, seek medical attention.

Q: If you notice rashes or warts what should you do?

Questions for you:

Q: What should not be used to clean your skin?

Q: How can exposure to the sun affect you?


REMEMBER: If you notice any changes to your skin, see your doctor!

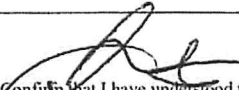
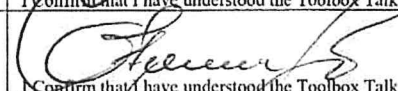
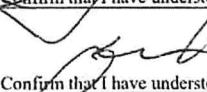
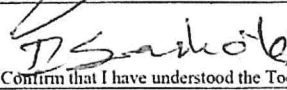
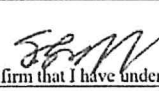
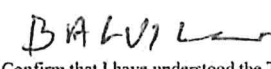
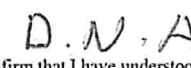
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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Pollution Control	Date: 15/06/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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Toolbox Talk No. 73 POLLUTION CONTROL

SOURCES OF POLLUTION

- Pollution can affect the air, land or water courses such as streams
- Smoke, fumes, dust, exhaust emissions and vapours all pollute the air
- Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land
- In some cases, land pollutants can enter waterways directly or via the surface drains and pollute domestic water supplies many miles away
- Excessive noise levels are also regarded as a form of pollution
- Work with asbestos, lead and radiation are other sources of pollution for which strict control measures must be in place

CONTROL OF POLLUTION

- Always use harmful substances with care and dispose of used and empty containers in the proper manner
- Store bulk quantities of substances such as diesel, oils, greases, etc. on a hard standing to avoid seepage of leaks and spills into the ground. You may also need to consider bunded storage, depending on the size of the containers
- If practical, create a bund wall around the hard standing to prevent spillages reaching the surrounding land
- Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces – allow exhaust emissions to disperse
- Do not leave engines of plant running when they are not being used
- Electrically powered plant and equipment is more environmentally friendly
- Engine driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids
- Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly water courses
- Reduce noise levels arising out of your work activities where possible
- If you are aware of any leak or spillage of any substance which you believe could result in pollution, inform your supervisor immediately

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