



METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	57 Campden Hill Road	MS REF:	002
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	01/08/23		I confirm that I have read and understood the Risk Assessment and Method Statement
2	Kieran O'Malley	01/08/23		I confirm that I have read and understood the Risk Assessment and Method Statement
3	A. Kulsinskas	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
4	E. Amanius	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
5	B. Ramchande	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
6	V. BALIULEVICIUS	14/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SUPERVISOR

Print Name: K. KULSINSKAS

Date: 01/08/2023

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: BENEFITS OF SAFETY	Date: 05/09/23
Location: BSB 57 Campden Hill Road	Start Time: 730
Duration (Minutes) 30	End Time: 800
Presenters name: K.KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	BALIULEVICIUS	RAPHAEL	 I confirm that I have understood the Tool Box Talk
3	A. Kulsinskas	RCL	 I confirm that I have understood the Tool Box Talk
4	B. RAMCHANDE	RCL	 I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
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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	Duration	Total Time	Employer Reference 2453745
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Contract:	BSB 57CHR	Site Manager:	Kes Kulsinskas	Date (w/c):	04/09/23	Method statement (s) (Title, Rev No.	Installation of Joinery Rev 002
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Location and description of works

INSTALLING JOINERY LEVEL -1

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	04/09/23	K. Kulsinskas		HEATING ON SITE (TESTING)
Tuesday	05/09/23	K. Kulsinskas		BENEFITS OF SAFETY
Wednesday	06/09/23	K. Kulsinskas		SAFE LOADING
Thursday	07/09/23	K. Kulsinskas		PERSONAL HYGIENE
Friday	08/09/23	K. Kulsinskas		SAFE USE OF HOP UPS
Saturday				
Sunday				

Operatives Daily Sign Off






[illegible]

Site Manager's Daily Safe Start





Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	04/09/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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Location and description of work: Installing temporary door sets and window boards

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	04/09/2023	Slav Simonovic		Falling Objects
Tuesday	05/09/2023	Slav Simonovic		Safe use on Hop-ups
Wednesday	06/09/2023	Slav Simonovic		Hazardous Waste
Thursday	07/09/2023	Slav Simonovic		Safe Use of Paslode Guns (3)
Friday	08/09/2023	Slav Simonovic		Podium step mk1 assembly
Saturday	09/09/2023	N/A		N/A
Sunday	10/09/2023	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	T	W	T	F	S	S	Comments
A Lidzius		✓	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
Rajesh Canacrai		✓	✓	✓	✓	✓	X	✓	✓	RCL CARPENTER
B Ramchande		✓	✓	✓	X	X	X	✓	✓	RCL LABOURER
I Andronic		✓	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
Joe Smith		✓	✓	✓	✓	X	X	✓	✓	RCL HANDYMAN
								✓	✓	
								✓	✓	

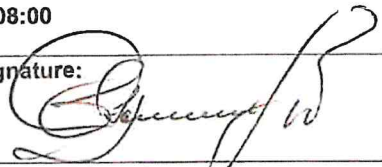
NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656


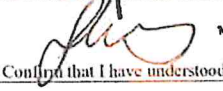


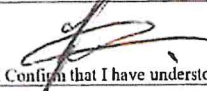
Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone 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: Safe use of hop-ups	Date: 05/09/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: S SIMONOVIC	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A LIDZIUS	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
I ANDRONIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	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. 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.

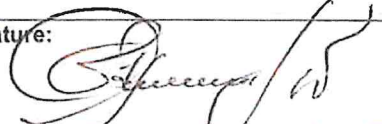
- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo 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.


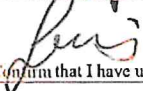
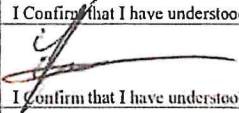
DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 130 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use on Paslode gun (3)	Date: 07/09/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: S SIMONOVIC	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A LIDZIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J SMITH	<i>DNA</i> RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
B RAMCHANDE	<i>DNA</i> RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	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. 66 SAFE USE OF PASLODE GUNS (3) - BATTERIES AND FUEL CELLS

Battery And Charging System

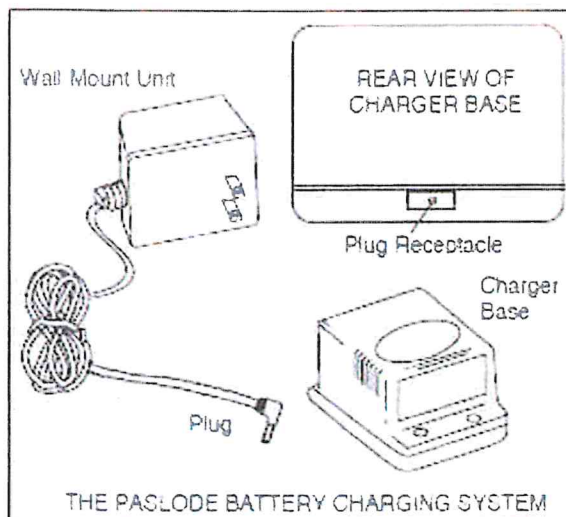
The Paslode Cordless tool comes with a rechargeable battery and its own charging system. This charging system is the only one that will work with all Paslode batteries (round or oval). It will accept either the round or oval shaped batteries. The first step in preparing a new tool for operation is to fully charge the battery. New batteries are shipped discharged and must be charged prior to first use. Batteries will take 5 minutes to 2 hours (time will be dependant on the amount of discharge within the battery) to recharge.

Important Charging Notes

	WARNING
	CHEMICAL/EXPLOSION HAZARD Read ALL instructions before charging or using battery. Failure to follow ALL instructions may result in fire, severe burns, or release of toxic materials.

Battery Disposal:

The Paslode batteries contain cadmium and must be recycled or disposed of properly. It is illegal in some areas to place a nickel-cadmium battery into the trash or solid waste stream. You may contact your local recycling center for information on where to return the spent battery or call 1-800-822-8837 for information on Ni-Cd battery recycling in your area.



Charging Instructions:

1. Remove wall mount unit with the orange label from the tool case and plug into a 120V AC outlet. Set orange charger on a stable surface and insert the wall mount unit's plug into the plug receptacle on the back of the charger (see picture). A green light indicates power is on and charging system is ready.
 2. Remove the battery from tool or case and insert terminals down into charger. The red light will come on indicating that the battery is charging and the green light will go out.
- | NOTE | |
|---|--|
| If battery is completely discharged the red light and the green light may flash back and forth for up to 20 minutes. This safety feature slowly recharges the battery until it is ready to accept the full charging current. If the red and green lights continue to flash after 20 minutes, replace the battery. | |
3. After charging, the red light will go out and the green light will come on, indicating that the battery is fully charged. The charger will keep the battery at full charge until it is removed.
 4. Unplug the wall mount unit from the charger and remove the wall mount unit from the 120V AC outlet.

Charging Times:

First charge (new battery):	2 hours
Discharged Battery	5 minutes to 2 hours

Charging Don'ts:

1. Never charge battery outdoors or in temperatures below 40°F (5°C).
2. Never allow metal objects to come in contact with battery terminals.
3. Never puncture or attempt to open battery case or cells.
4. Never store battery where it will be subjected to temperatures above 120°F (49°C).
5. Never incinerate battery.
6. Never use a defective battery charger, one that overheats and/or smokes when plugged in.
7. Never immerse the battery in water.

Charging System Accessories:

Battery Charger Kit - Part No. 900200
 Wall Mount Transformer* - Part No. 900477
 Battery Charger Base* - Part No. 900476
 Automotive Adapter* - Part No. 900507

* Cannot use with previous (gray in color) charging system components.