

Toolbox Talk No. 16 HEAD PROTECTION

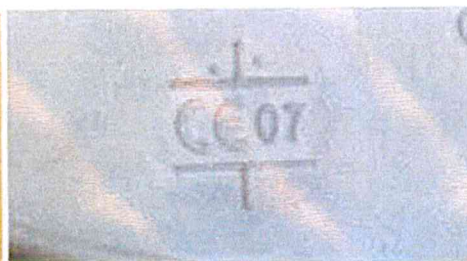
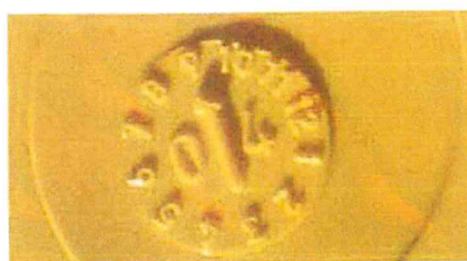
Every year in the construction industry a large number of head injuries are reported to the HSE. These are only the most serious cases, 50% are fractures of the head, many more are never reported, yet still cause much pain and suffering.

Lives have been saved by the use of safety helmets – **YOURS MAY BE NEXT**. Wearing a safety helmet can prevent most head injuries. Safety helmets are designed to a British Standard to be strong enough to prevent most falling materials damaging your brain. If your brain is damaged it is unlikely that you will be able to work as well as now. Helmets can also prevent many of the minor head injuries from bumps and scrapes that occur on building sites.

Under the Construction (Head Protection) Regulations 1989 hard hats must be worn by all persons on building and construction sites with the exception of turban-wearing Sikhs. When wearing a hard hat always check the following points:-

DO:

- ✓ Adjust the headband to suit your head size.
- ✓ Check that the outer shell and harness is in good condition, without indentation or cracks.
- ✓ Use a chin-strap where necessary to avoid the possibility of the safety helmet falling off. This applies particularly when you are working at height.
- ✓ Replace any helmet if it sustains a heavy impact, as the shell may be weakened.
- ✓ Remember helmets must be in good condition and replaced according to the manufacturer's guidelines. This is usually every two years.
- ✓ Wear the helmet the right way round - it affords little or no protection when worn back to front. Safety comes before fashion
- ✓ Keep a supply of helmets for visitors on site. These should be checked before each issue
- ✓ Wear a chin strap if you have to bend forward or down, or look up, or work in a windy location
- ✓ Wear the helmet so that the brim is horizontal when the head is upright, i.e. do NOT wear it sloping to the back or the front as this may significantly reduce the protection it can provide
- ✓ Check the manufacturing date on your helmet, generally they expire after 3 years



DON'T:


- ✗ Store materials in your helmet: it is designed to fit on your head - not for mixing cement or carrying nails!
- ✗ Apply paint or solvents to the helmet or stick labels to it - these may chemically weaken the shell and cause rapid deterioration. The manufacturer can add your company logo for you if you wish
- ✗ Store a plastic helmet in heat or direct sunlight (such as in the rear window of a car). Excessive heat and ultraviolet rays in the sunlight will quickly weaken the plastic

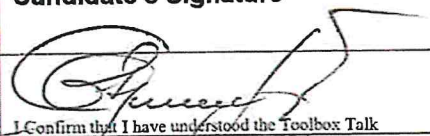
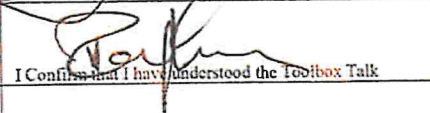


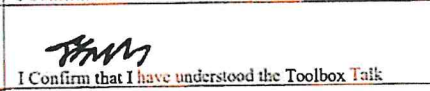
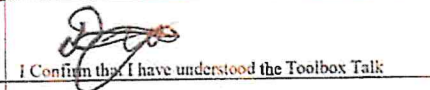
DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 23 of 141
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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use & maintenance of chain mortisers	Date: 05/10/2023
Location: 84 MOORGATE	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
S SIMONAVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD <i>DNA</i>	 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
I DRAGUS	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

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. 68 SAFE USE & MAINTENANCE OF CHAIN MORTISERS

General Safety Guidelines

1. Only use this tool to cut holes in wood.
2. This tool is for cutting holes in flat-surfaced wood. Never use it for cutting holes in a log.
3. Wear hearing protection. This tool generates 90-103 dB which is above the threshold for hearing protection.
4. Wear eye protection
5. The vibration level of this tool is 2.5 m/s² or less
6. Handle the cutter chain carefully; it is very sharp.
7. Place the workpiece on wood blocks or short beams to prevent the cutter chain from hitting the ground, floor, etc., causing damage to the cutter chain.
8. Check the cutter chain carefully for cracks or damage before operation. Replace cracked or damaged cutter chain immediately.
9. Secure the tool to the workpiece firmly.
10. Inspect for and remove nails or foreign matter from the workpiece before operation.
11. Do not operate the tool with the safety cover open.
12. Do not wear gloves during operation.
13. Keep hands away from moving parts.
14. Remove the tool from the workpiece after operation to keep it from falling off and possibly causing injury.
15. Do not abuse the lead. Never yank the lead to disconnect it from the receptacle. Keep lead away from heat, oil, water and sharp edges.
16. PROPER EARTHING. This tool should be earthed while in use to protect the operator from electric shock.
17. Replace or repair damaged or worn lead immediately.
18. Prevent unintentional starting. Ensure the switch is in the off-position before connecting to power source and/or battery pack, picking up or carrying the tool. Carrying power tools with your finger on the switch or energising power tools that have the switch on invites accidents.
19. Remove any adjusting key or wrench before turning the power tool on. A wrench or a key left attached to a rotating part of the power tool may result in personal injury.
20. Do not overreach. Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.
21. Dress properly. Do not wear loose clothing or jewellery. Keep your hair, clothing, and gloves away from moving parts. Loose clothes, jewellery or long hair can be caught in moving parts.
22. If devices are provided for the connection of dust extraction and collection facilities, ensure these are connected and properly used. Use of dust collection can reduce dust-related hazards.






DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 104 of 141
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Site Manager's Daily Safe Start







Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	02/10/2023	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	02/10/2023	D Sanders		Site Signage
Tuesday	03/10/2023	D Sanders		Head Protection
Wednesday	04/10/2023	D Sanders		Hand Protection
Thursday	05/10/2023	D Sanders		Safe use & Maintenance on chain mortisers
Friday	06/10/2023	D Sanders		Manual Handling
Saturday	07/10/2023	N/A		N/A
Sunday	08/10/2023	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
S Simonvic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL MANGER/CARPENTER
I Sahota		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
Rajesh Canacrai		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
B Ramchande		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL LABOURER
J Smith		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
I Dragus		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER


NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET556

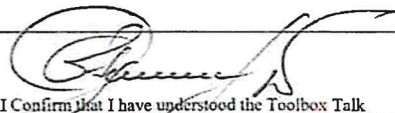

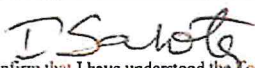

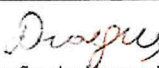
Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?	✓			
Is everyone 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: Head Protection	Date: 03/10/2023
Location: 84 MOORGATE	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
S SIMONAVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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I DRAGUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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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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SITE: 57 CAMPDEN HILL ROAD

[illegible]



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. Amanuel	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	A. LIDZIUS	13/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
8	J. GUSTAVAS	25/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
9	D. MARCIULAITIS	25/09/23		I confirm that I have read and understood the Risk Assessment and Method Statement
10	A. MAKABAYSKAS	25/09/23		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)



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>SAFE ACCESS TO BASEMENT</u>	Date: <u>03-10-23</u>
Location: BSB 57 Campden Hill Road	Start Time: <u>800</u>
Duration (Minutes) <u>30</u>	End Time: <u>830</u>
Presenters name: K.Kulsinskas	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	A.Kulsinskas	RCL	I confirm that I have understood the Tool Box Talk
2	V.Baliulevicius	RCL	I confirm that I have understood the Tool Box Talk
3	K.OMalley	RCL	I confirm that I have understood the Tool Box Talk
4	A.Lydzius	RCL	I confirm that I have understood the Tool Box Talk
5	B.Ramchande	RCL	I confirm that I have understood the Tool Box Talk
6	<u>A MARCIULAKITIS</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk
7	<u>V GUSTAVIN</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk
8	<u>AMAKARANSKAS</u>	<u>RCL</u>	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

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



Site Manager's Daily Safe Start

Contract:	BSB 57CHR	Site Manager:	Kes Kulsinskas	Date (w/c):	02-10-23	Method statement (s) (Title, Rev No.)	Installation of Joinery Rev 002	
Location and description of works. Fitting Joinery to levels : GF, L-1, L-2 & L-3								
Site Manager's Daily Sign Off								
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday	02-10-23	K. Kulsinskas		GENERAL DUTIES				
Tuesday	03-10-23	K. Kulsinskas		RESPONSIBILITIES				
Wednesday	04-10-23	K. Kulsinskas		BENEFIT OF SAFETY				
Thursday	05-10-23	K. Kulsinskas		METHOD STATEMENT				
Friday	06-10-23	K. Kulsinskas		WELFARE ARRANGEMENTS				
Saturday								
Sunday								
Operatives Daily Sign Off								
Name	Signature	M	T	W	T	F	S	Comments
K. Kulsinskas		✓	✓	✓	✓	✓	✓	
A. Kulsinskas		✓	✓	✓	✓	✓	✓	
V. Baliulevicius		✓	✓	✓	✓	✓	✓	
K. O'malley		✓	✓	✓	✓	✓	✓	
A. Lydzius		✓	✓	✓	✓	✓	✓	
B. Ramchande		✓	✓	✓	✓	✓	✓	
D. MARCINIAUS		✓	✓	✓	✓	✓	✓	
V. BURBAYNOS		✓	✓	✓	✓	✓	✓	
A. MAKEPANSKAS		✓	✓	✓	✓	✓	✓	