






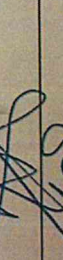
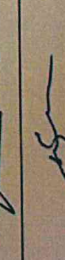


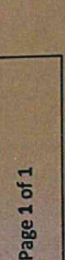


## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 57 CAMPDEN HILL ROAD

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
K. O'Malley				✓		✓				✓		15/09/23
A. Liozins		✓				✓				✓		15/09/23
A. Kulsinskis		✓				✓				✓		19/09/23
V. BALIULEVICIUS				✓		✓				✓		21/09/23
D. MARCINIUS												02/10/23
V. GOSFORAS	✓	✓	✓	✓			✓					02/10/23
A. MARCINIAKAS	✓	✓	✓	✓		✓						03/10/23
B. RAMCHINDAS				✓		✓						05/10/23
K. KULSINSKAS				✓	✓	✓		✓				16/10/23
A. Kulsinskis												23/10/23
K. O'Malley				✓		✓						26/10/23
V. BALIULEVICIUS												31/10/23

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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>POLLUTION CONTROL</u>	Date: <u>07/11/23</u>
Location: <u>BSB 57 Campden Hill Road</u>	Start Time: <u>730</u>
Duration (Minutes) <u>30</u>	End Time: <u>800</u>
Presenters name: <u>K.Kulsinskas</u>	Presenters Signature: _____

	Candidate's Name	Name of Employer	Candidate's Signature
1	A.Kulsinskas	RCL	
2	V.Baliulevicius	RCL	
3	K.OMalley	RCL	
4	A.Lydzius	RCL	
5	B.Ramchande	RCL	
6	<u>A MAKARANSKAS</u>	<u>RCL</u>	
7	<u>V. GUSTASOVIUS</u>	<u>RCL</u>	
8			
9			
10			
11			
12			
13			
14			
15			

### 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):	06/11/23	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 + BASEMENT							
Site Manager's Daily Sign Off							
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)		
Monday		06/11/23	K. Kulsinskas		FOLING OBJECTS		
Tuesday		07/11/23	K. Kulsinskas		POLLUTION CONTROL		
Wednesday		08/11/23	K. Kulsinskas		NEEDLESTICK INJURIES		
Thursday		09/11/23	K. Kulsinskas		HAND ARM VIBRATION		
Friday		10/11/23	K. Kulsinskas		ALCOHOL AND DRUGS		
Saturday							
Sunday							
Operatives Daily Sign Off							
Name	Signature	M	T	W	T	F	S
K. Kulsinskas		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Kulsinskas		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
V. Balulevicius		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
K. Omalley		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Lydzius	DNA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Ramchande	DNA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMAKSINSKAS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
V. GUSTAVIS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>





# RAPT

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

Title: Woodworking Machines	Date: 07/11/2023
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
R CANACRAI	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
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
S SIMONOVIC	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
D MARCIULAITIS	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. 33 WOODWORKING MACHINES

The most common woodworking machines used on site – portable bench saws and hand held electric planes, **electric routers**, circular saws, jig saws, chop saws, drills, chain morticer, paslode gun and compressed air nail guns.

- Ensure that all equipment is inspected and any faults found are reported, also ensure the equipment is cleaned regularly.
- Make sure you have received adequate training if using any wood working machinery as failure to follow this advice could lead to death or serious injury.
- Bench circular saws, planing machines and vertical spindle moulding machine have long been recognised as the main source of woodworking machine accidents.

### Remember the following control measures:

1. No person should use any woodworking machine unless trained to do so.
2. No person under 18 years of age may operate woodworking equipment unless approved training has been completed or being adequately supervised by an experienced person.
3. Ensure there is sufficient clear and unobstructed space around the machine.
4. Ensure work area is tidy and kept clear of sawdust or offcuts
5. Inspect equipment for faults/damage before use.
6. Use only approved equipment if competent in their use and ensure familiarity with machinery and electrical isolation controls.
7. Where necessary use a dust mask to prevent inhalation of dust.
8. Warning signs must be displayed if appropriate.
9. Use hearing protection if noise levels excessive and advise others to wear hearing protection.
10. Ensure that appropriate guards are in place and adjusted correctly for the work to hand.
11. Hold material flat on table against fence.
12. Use push sticks of suitable length and always use a push-stick when using a circular saw.
13. Ensure that all emergency stop controls or mechanisms are in place and working correctly.
14. Ensure there is adequate lighting.
15. Ensure blades and cutters are sharp and free from defects.
16. Ensure riving knife and guard is always in position before use.
17. Do not force material through the machine.
18. Do not use electrical machines in wet or damp conditions.
19. Do not make adjustments with the machine running.
20. Ensure material is well supported before using ripsnorter.
21. Operators should not wear any items of loose clothing which could become caught in moving parts of power tools.
22. Report any defect to your supervisor – do not use defective equipment.

### On completion

1. Switch off machine immediately after use. All tools which have exposed cutters should be switched off and held until they have stopped moving before being set down.
2. Switch off extraction system.
3. Tidy up. Clean work area, machinery and equipment used. Use vacuum cleaner where necessary. Do not sweep.

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4. Reset/isolate machinery.

**Horseplay**

Horseplay at a woodworking machine caused a 19-year-old employee to lose his fingers on a saw when another employee pushed him against the bench. The 19-year-old's left-hand fingers were amputated disabling him for life. This type of activity is totally unacceptable in any work area, but is criminal where dangerous equipment such as circular saws and planing machines are working. Horseplay among employees can result in serious consequences as this case has highlighted and a majority of these accidents result in amputations. Under Health and Safety law, it is the duty of every employee while at work to take reasonable care for the health and safety of himself and of other people who may be affected by his acts or omissions.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 49 of 141
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# RAPT

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

Title: Personal Hygiene and Presentation	Date: 09/11/2023
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
R CANACRAI	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
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
S SIMONOVIC	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
D MARCIULAITIS	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.90 PERSONAL HYGIENE AND PRESENTATION

Good personal hygiene all boils down to common sense. A daily shower, followed by clean clothing, and frequent washing of hands, particularly before eating or smoking, goes a long way in keeping you healthy and safe.

Good personal hygiene is one of the most effective ways to protect ourselves, and others from illness. This means washing your hands, especially, but also your body. Good habits can help control body odour and bad breath. Here are some basic tips for good personal hygiene:

### HAND WASHING

What is on your hands gets ingested. How many times have you seen fellow workers smoke a cigarette while their hands were covered with paint or grease? How about the workers who eat their lunch without washing their hands? Not one of us would intentionally eat paint, or dip our cigarette into the paint bucket. Even so, that is basically what is happening when you eat your sandwich or smoke a cigarette without washing your hands. In addition to tobacco, smokers may be inhaling toxic substances that have been placed on the cigarette from their hands.



You should always wash your hands:

- After using the toilet.
- Before making or eating food.
- After handling dogs or other animals
- If you have been around someone who is coughing or has a cold.

### BAD BREATH

- Good dental hygiene includes regular brushing and flossing. Bad breath can be caused by diseases of the teeth, gums and mouth, such as infections.



- Most people have bad breath first thing in the morning because saliva is not made while you sleep. Some foods that can cause bad breath include garlic and onion.
- Smoking, drinking coffee and dehydration can also cause bad breath
- Mouth washes, mouth sprays and flavoured chewing gum can make your breath smell better for a while, but if you have a health problem in your mouth, you need to see your dentist.

### BODY ODOUR

Body smells are caused by a number of factors working in combination, including:

- Chemicals in sweat. Including pheromones, which are made by the body and sexually attract (or repel) other people.
- Wastes excreted through the skin, such as metabolised alcohol.



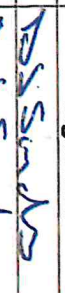




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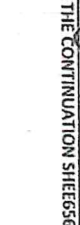


## Site Manager's Daily Safe Start

<b>Contract:</b>	<b>84 MOORGATE</b>	<b>Contracts Manager</b> Site Manager	<b>Paul Haugh</b> Dave Sanders	<b>Date (w/c):</b>	<b>06/11/2023</b>	<b>Method statement (s)</b> (Title, Rev No. & Rev date)	<small>RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev 001</small>
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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	06/11/2023	D Sanders		Construction waste management			
Tuesday	07/11/2023	D Sanders		Woodworking Machines			
Wednesday	08/11/2023	D Sanders		Material handling and housekeeping			
Thursday	09/11/2023	D Sanders		Personal Hygiene and presentation			
Friday	10/11/2023	D Sanders		Plaster and plaster board			
Saturday	11/11/2023	N/A		N/A			
Sunday	12/11/2023	N/A		N/A			

Operatives Daily Sign Off										
Name	Signature	M	T	W	T	F	S	S	Comments	
S Simonovic		✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER	
I Sahota		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	
Rajesh Canacrai		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	
B Ramchande		✓	✓	✓	✓	✓	✓	✓	RCL LABOURER	
J Smith		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	
D Marculaitis		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	
I Dragus		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	
A Lidzius		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER	

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



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
<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					