



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Tethering of tools	Date: 19/04/2023
Location: Hilton - Woking	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B.Ramchende	RCL	 I confirm that I have understood the Tool Box Talk
2	E. Amaning	RCL	 I confirm that I have understood the Tool Box Talk
3			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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12			I confirm that I have understood the Tool Box Talk
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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 2	Duration 30min	Total Time 1 hour	Employer Reference 2453745
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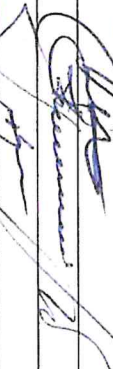
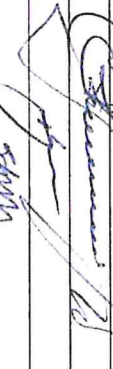
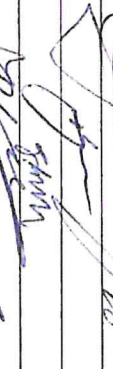
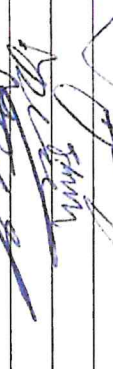
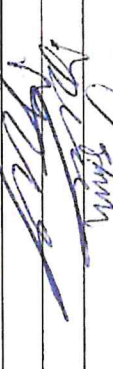
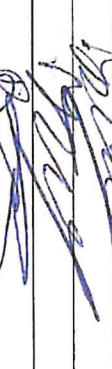
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Site Manager's Daily Safe Start

Contract:	21 MOORFIELDS	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskaskas	Date (w/c):	17/04/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL Z1M-RCL-XX-XXX-MS-X-00001 rev P07 Asa Abley Z1M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / ZAT Z1M-RCL-XX-XXX-MS-X-00004 rev P04 A.S. Cutts Mastic Z1M-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							Hot Topics of the Day (the main points you discussed)	
	Date	Name	Signature					
Monday	17/04/2023	Dave Sanders						Falling Objects
Tuesday	18/04/2023	Dave Sanders						Tethering of tools Plaster and Plasterboard
Wednesday	19/04/2023	Dave Sanders						Foxes
Thursday	20/04/2023	Dave Sanders						Climate Change
Friday	21/04/2023	Dave Sanders						
Saturday	22/04/2023							
Sunday	23/04/2023							

Operatives Daily Sign Off										
Name	Signature	M	T	W	T	F	S	S	Comments	
KES. KULSINSKAS		✓	✓	✓	✓	✓			RCL MANAGER	
SLAV. SIMONOVIC		✓	✓	✓	✓	✓			RCL CARPENTER / MANAGER	
VEGAS. BALUVICIUS		✓	✓	✓	✓	✓			RCL CARPENTER	
JOE SMITH		✓	✓	✓	✓	✓			RCL HANDYMAN	
PAVEL DOBIC		✓	✓	✓	✓	✓			APEX AGENCY CARPENTER	
EDUARD. CHIRLOV		✓	✓	✓	✓	✓			APEX AGENCY CARPENTER	
B. RAMCHANDIE		✓	✓	✓	✓	✓				

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET56

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				



Toolbox Talk No.91 FALLING OBJECTS

- A 1lb (450gram) tool dropped just 10 feet would hit you with a mass equivalent to 21 stone (135 kg) in under 1 second!
- In the UK, 'being struck by falling objects' was the highest cause of fatalities in the workplace (21 deaths) in 2011-2012, according to the HSE. It also contributed to 10% or 2,347 non-fatal but major workplace injuries in the same time period.

A dropped tool can cause:

- Severe equipment damage (not just the dropped tool but everything it hits on the way down).
- Costly downtime / project overruns.
- Litigation from death or serious injury of colleagues and co-workers.
- Reputational damage of both contractor and client.

WHAT YOU NEED TO DO:

- You need to minimise the risk of being injured by a falling object
 - You need to minimise the risk of tools dropping from height
 - You need to minimise the likelihood of something dropping off the scaffolding edge
- Good housekeeping and neat and tidy working are paramount to avoiding falling objects.**
 - Clean up your own work areas as you do the job.
 - Storage areas are designated for materials and tools – please use them**
 - It is mandatory for all operatives on site to wear hard hats**
 - Where practicable and a requirement, all tools will be tethered and / or stored in tool belt or bucket.**
 - Only take a minimal amount of tools and materials (only what you need) onto a scaffold / tower platform.**
 - Fewer tools and materials on the scaffold platform means less likelihood of something falling
 - More space for working means that objects are less likely to be accidentally kicked or nudged off
 - All fixed scaffolds are fitted with toe boards to prevent falling objects**
 - No large tools e.g. skillsaws / chopsaws are to be taken onto scaffolding – any cutting must be done in designated work / storage areas at ground level**
 - Heavy tools falling could cause a serious injury to someone below
 - Place materials and tools well back from the edges of platforms**
 - **All working platforms are close -boarded – check for gaps at the start of the day and move the boards closer, if required** - Ensure that smaller items cannot fall through gaps e.g. screws

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FALLING OBJECTS	Date: 17/04/2023
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Presenter's name: Dave Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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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
J SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
P DOBIC	RAPHAEL CONTRACTING LTD /APPEX	 I Confirm that I have understood the Toolbox Talk
E. CHIRLOV	RAPHAEL CONTRACTING LTD/APPEX	 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. 78 PLASTER AND PLASTERBOARD

Since 1 April, 2009, in England and Wales, if you send waste containing any amount of plaster or plasterboard to landfill it will go to a separate storage area in the landfill designated for high sulphate waste. This means it will cost you extortionate amounts of money to dispose of it and it won't be long before landfills are full to capacity anyway and disposal at landfill will not be an option.

What you must do

- Make sure that you set aside a dry storage area for bagged plaster mix. This will reduce wastage and may save you money.
- Do not wash mixed or dry plaster into drains or surface waters as this can cause water pollution.
- You can recycle clean, uncontaminated plasterboard. Speak to your supplier for more information.
- Allow wet, mixed plaster to go off before disposal. You must not dispose of liquid wastes to landfill.
- You must separate plaster, plasterboard and other gypsum products from your general wastes, as they contain high levels of sulphate.

Good practice

In England and Wales the Environment Agency and WRAP have developed a Quality Protocol for producing and using products made from gypsum from waste plasterboard. Uses include:

- as a raw material in the manufacture of new gypsum-based products
- as a soil treatment agent
- as an additive in cement clinker.

If you follow the protocol, the gypsum will no longer be classified as waste, so it can be used without waste management controls.

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RAPT

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