

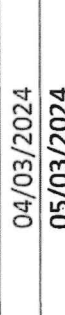




Site Manager's Daily Safe Start

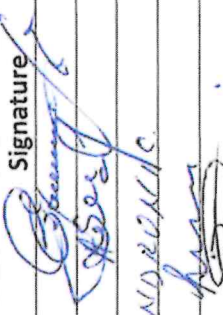
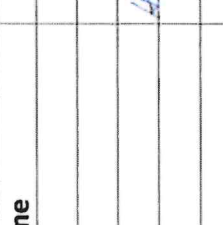
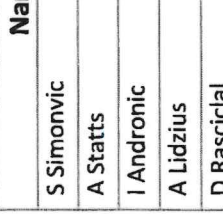

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	04/03/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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Location and description of work: Installing temporary door sets and window boards

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	04/03/2024	D Sanders		Lead
Tuesday	05/03/2024	D Sanders		Needlestick injuries
Wednesday	06/03/2024	D Sanders		Security on site
Thursday	07/03/2024	D Sanders		Slips falls and trips
Friday	08/03/2024	D Sanders		Asbestos
Saturday	09/03/2024	N/A		N/A
Sunday	10/03/2024	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
S Simonvic		X	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
A Statts		✓	✓	✓	✓	X	✓	✓	RCL CARPENTER
I Andronic		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
A Lidzius		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
D Rasciall		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Smith		✓	X	✓	✓	✓	✓	✓	RCL CARPENTER
J Kidecha		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
K O'Malley		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Basquille		✓	✓	X	X	X	✓	✓	RCL CARPENTER


K. KULSINSKAS

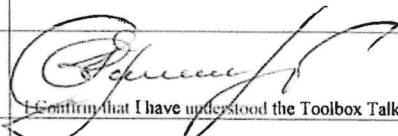
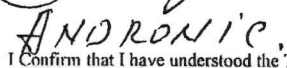
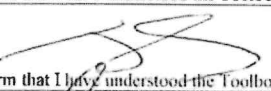
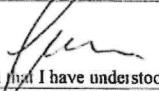
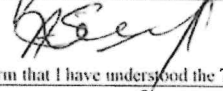
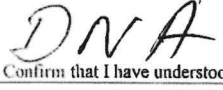
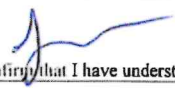
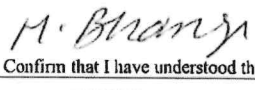
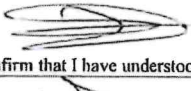
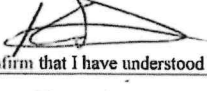

Have the team members changed? (If yes revise)			✓
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)			✓
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Needlestick injuries	Date: 05/03/2024
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 SIMONOVIC	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
J BASQUILLE	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
A STATTS	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
J KIDECHA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
M BHANJI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D RASCICLAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	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

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



Toolbox Talk No. 45 NEEDLESTICK INJURIES

WHAT IS A NEEDLESTICK INJURY?

An accidental puncture of the skin by a hypodermic needle

IF YOU FIND A NEEDLE:

- It has probably been used by a drug user and may be contaminated by infected blood
- Do not touch it or move it, unless you have to because of the situation at the time
- Leave a responsible person to safeguard it whilst you report the matter to your supervisor
- If you have a site nurse, she or he should be informed
- If you do not have a nurse on site, the local Council's Environmental Health Department should be informed
- If you must move the syringe or needle:
 - Carry it with the needle pointing downwards
 - Do not wrap it in paper or put it into a litter bin
 - If available, place it in a clear glass bottle or jar
 - Dispose of it safely through the site nurse, local police or Council's Environmental Health Department
 - Wash your hands thoroughly

IF YOU SHOULD PRICK YOUR SKIN


- Do not panic
- Gently squeeze the area around the wound to encourage bleeding
- **Do not suck the wound**
- Wash the site of the injury thoroughly with soap and water at the first opportunity
- Obtain medical assistance as soon as possible from either the site nurse or the nearest hospital with an Accident and Emergency Department
- If you can do so safely, take the syringe or needle with you
- If dealt with properly and promptly, the risks of a resulting health problem are small
- Think about the consequences of not acting promptly and possibly being off work for several weeks while you recover

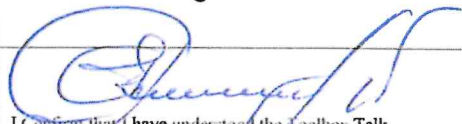

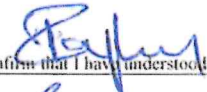



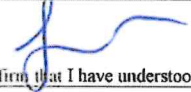


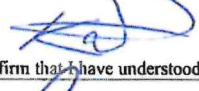

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Slips ,falls and trips	Date: 07/03/2024
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 SIMONOVIC	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
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
A STATTS	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
J KIDECHA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
M BHANJI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D RASCICLAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K.KULSINSKAS SAHOLA	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



Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

Q: Why should you ensure that good housekeeping standards exist in your workplace?

Q: What hazards are posed by rubbish in your workplace?

Q: What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it

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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site quiet Times	Date: 04.03.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Nunes	RCL	I confirm that I have understood the Tool Box Talk
2	A.Makarauskas	RCL	I confirm that I have understood the Tool Box Talk
3	V.Gustainis	RCL	I confirm that I have understood the Tool Box Talk
4	I.Neagu	RCL	I confirm that I have understood the Tool Box Talk
5	D.Marciulaitis	RCL	I confirm that I have understood the Tool Box Talk
6	B.Ramchande	RCL	I confirm that I have understood the Tool Box Talk
7	G.Diaconu	RCL	I confirm that I have understood the Tool Box Talk
8	A.Fediuk	RCL	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 8	Duration 30min	Total Time 4h	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand arm vibration	Date: 05.03.24
Location: Millennium Bridge House	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	D.Nunes	RCL	 I confirm that I have understood the Tool Box Talk
2	A.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
3	V.Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
4	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
5	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
6	B.Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
7	G.Diaconu	RCL	 I confirm that I have understood the Tool Box Talk
8	A.Fediuk	RCL	 I confirm that I have understood the Tool Box Talk
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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 8	Duration 30min	Total Time 4h	Employer Reference 2453745
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RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

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		
D. Marciulaitis	✓					✓	✓					15.02.24
D. Nunes	✓			✓		✓	✓					15.02.24
G. Diaconu	✓				✓		✓					15.02.24
I. Neagu	✓					✓	✓					15.02.24
A. Fediuk	✓	✓	✓	✓			✓					15.02.24
A. Makarouskas						✓				✓		20.02.24
D. Marciulaitis				✓	✓					✓		21.02.24
B. Ramchande						✓				✓		26.02.24
A. Fediuk		✓		✓						✓		27.02.24
V. Gustavins		✓								✓		07.03.24

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