













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. Marcialetis | ✓ | | | | | ✓ | ✓ | | | |  | 15.02.24 |
| D. Nunes | ✓ | | | ✓ | | ✓ | ✓ | | | |  | 15.02.24 |
| G. Diacoru | ✓ | | | | ✓ | | ✓ | | | |  | 15.02.24 |
| I. Neagu | ✓ | | | | | ✓ | ✓ | | | |  | 15.02.24 |
| A. Edrik | ✓ | ✓ | ✓ | ✓ | | | ✓ | | | |  | 20.02.24 |
| A. Makaronskas | | | | | | ✓ | | | | ✓ |  | 21.02.24 |
| D. Marcialetis | | | | ✓ | ✓ | | | | | ✓ |  | 26.02.24 |
| B. Ranchande | | | | | | ✓ | | | | ✓ |  | 27.02.24 |
| A. Feduk | | ✓ | | ✓ | | | | | | ✓ |  | 07.03.24 |
| V. Gustinis | | ✓ | | ✓ | | | | | | ✓ |  | 15.03.24 |
| V. Gustinis | | | | ✓ | | ✓ | | | | ✓ |  | 15.03.24 |
| D. Marcialetis | | ✓ | | | | ✓ | | | | ✓ |  | 15.03.24 |

DOCUMENT REFERENCE:
DOCUMENT OWNER:

SIT-FM-008
DAS

VERSION NO:

1.3

CREATION DATE:
LAST REVISION DATE:


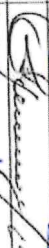

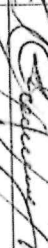


07/02/2013
22/11/2018



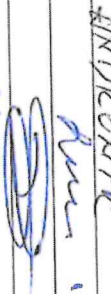






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Site Manager's Daily Safe Start

| | | | | | | | |
|------------------|--------------------|--|-----------------------------------|--------------------|-------------------|--|---|
| Contract: | 84 MOORGATE | Contracts Manager Site Manager | Paul Haugh Dave Sanders | Date (w/c): | 11/03/2024 | Method statement (s) (Title, Rev No. & Rev date) | <small>RCL B4M-RCL-ZZ-ZZ-MS-A-00001 rev C01</small> |
|------------------|--------------------|--|-----------------------------------|--------------------|-------------------|--|---|

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 | 11/03/2024 | D Sanders |  | General site Health and Safety Foot and Ankle Protection Woodworking machines Site Housekeeping and Waste Disposal | | | | | | | |
| Tuesday | 12/03/2024 | D Sanders |  | | | | | | | | |
| Wednesday | 13/03/2024 | S Simonovic |  | | | | | | | | |
| Thursday | 14/03/2024 | D Sanders |  | | | | | | | | |
| Friday | 15/03/2024 | S Simonovic |  | Construction waste management N/A | | | | | | | |
| Saturday | 16/03/2024 | S Simonovic |  | | | | | | | | |
| Sunday | 17/03/2024 | N/A | | N/A | | | | | | | |

| Operatives Daily Sign Off | | | | | | | | | | | |
|---------------------------|---|---|---|---|---|---|---|---|----------------------|--|--|
| Name | Signature | M | T | W | T | F | S | S | Comments | | |
| S Simonovic |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL MANGER/CARPENTER | | |
| A Statts |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| I Andronic |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| A Lidzius |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| D Rascial |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| J Smith |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| K Kulsinskas |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| K O'Malley |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |
| R Canacrai |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | RCL CARPENTER | | |

[illegible]

If the answer to any question below is NO, do not start work until the issues are resolved

Have you read and understood the method statement and risk assessment for the task?

Have you carried out your weekly toolbox

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?

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?

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

✓
✓



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|----------------------------------|---------------------------|
| Title: Foot and Ankle Protection | Date: 12/03/2024 |
| 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 |
| K KULSINSKAS | 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 |
| 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 |
| I SAHOTA | 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

Toolbox Talk No. 17 FOOT AND ANKLE PROTECTION

Fact: Every year people sustain foot injuries from falling objects or slipping and tripping.

Large numbers of major injuries to feet and ankles are reported to the HSE every year, but sensible, robust, safety footwear will reduce this unnecessary loss of time and considerable pain which follows these injuries. Under the Personal Protective Equipment at Work Regulations 1992, your employer must provide you with protective footwear, where you are exposed to the risk of foot injury. If you are self-employed you must provide your own safety footwear.

You have a legal obligation to wear equipment provided for your safety.

The two main causes of foot injuries are:

- Treading on sharp objects, such as nails, which pierce the soles of the foot.
- Objects dropping causing crush injuries.

Other Potential Hazards

1. Stacked material falling onto feet.
2. Spatter and sparks from welding and cutting.
3. Slippery floor surfaces.
4. Poor housekeeping presents slip and trip hazards.

Q: What are the two main causes of foot injuries? And what hazards could you encounter in your workplace?

5. Poor and badly worn footwear offers little ankle support.
6. Worn soles can affect your grip.
7. Incorrect footwear for the job could promote an injury i.e. open fronted boots for welding.

Q: How can worn footwear affect you?

Foot and Ankle Protection

Totally unsuitable footwear, such as trainers, or sandals, which offer no protection are not permitted on construction sites.

Suitable safety boots, shoes and trainers:

1. High leg lace-up boots provide support and may prevent a twisted ankle.
2. In wet conditions or when working with concrete Wellington boots may be the best bet.
3. Steel toecaps are required for toe protection.
4. Made of strong material such as leather or rubber to support and prevent twisted ankles

Q: What must you ensure when issued with safety footwear?

5. Where nails and other sharp objects may be present, steel mid-sole protection will be required.
6. Ensure that the footwear fits you and is fit for the job.
7. Take care of any footwear issued to you.
8. Ensure any damaged, lost, or worn footwear is replaced immediately.
9. Badly worn soles can increase your chances of slipping.

Q: If your footwear is damaged what should you do?

Q: How can worn footwear contribute towards you having an accident?

Q: In a workplace littered with slip and trip hazards, describe the features you would like to see in a boot?

REMEMBER: Wear and protect!

| | | | | | | |
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|---|---------------------------|
| Title: Site Housekeeping and waste disposal | Date: 14/03/2024 |
| 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 |
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| 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 |
| 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 |
| I SAHOTA | RAPHAEL CONTRACTING LTD | I Confirm that I have understood the Toolbox Talk |
| M. WALLSH | 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. 72 CONSTRUCTION WASTE MANAGEMENT

Some facts:

- The construction industry generates 3 tonnes of waste for every person in the country and produces 24% of all waste arising - 13 million tonnes are unused building products.
- Timber is a renewable building material and the northern hemisphere forest area is increasing at a faster rate than it is used. Up to 7.5 million tonnes of wood waste go to landfill in UK.
- A sheet of ply takes 24 times more energy to travel here from Indonesia than from Sweden.

Q: What is waste? A: Waste is 'any substance or object that the holder discards, or intends to discard'.

You have a Duty of Care to know what is in your waste, that the person you are giving it to is licensed to carry it and that it is disposed of in a licensed site.

- **SUB-CONTRACTORS** - who give waste to a main contractor, are still responsible for those wastes under the Duty of Care.
- **MOVING WASTE** - if you transport your own waste, you need to be registered as a waste carrier with your Environmental Regulator. (RCL are a registered Waste Carrier)
- **HAZARDOUS WASTE** – most building sites need to be registered if they produce hazardous waste. (The main contractor will do this)

Types of waste

There are three main types of construction waste distinguished by their environmental impact. Each is sent to a different type of landfill site.

- **Inert waste** - includes set concrete, bricks, glass, tiles, sub-soil (but not topsoil).
- **Non-hazardous waste** – includes untreated timber, tanalised timber, sheet timber, ironmongery, packaging, insulation, empty tins and tubes, lath and plaster, PVA, water-based glues, paints and mastics.
- Plasterboard waste has disposal problems because when mixed with other biodegradable wastes (like food)
- it can produce hydrogen sulphide, a major part of acid rain. It needs to be segregated and either recycled or sent to landfill mono cells that do not take biodegradable wastes.
- **Hazardous waste** - includes solvent-based paint, resins, coal-tar products (e.g. some roofing felts), solvent-based mastics and glues, asbestos, forms of preservative-treated timber (e.g. creosote), resin-based flooring, sealants.
- On some sites, waste is segregated into different skips so it can be easily recycled. There are now standard colour-coded signs for waste and skips as follows:

| | | | | | | | | | | | |
|------|-------|-------|------|--------|-------|-------|------|-----------|-------|-----------|--------|
| Wood | Green | Metal | Blue | Gypsum | White | Inert | Grey | Packaging | Brown | Hazardous | Orange |
|------|-------|-------|------|--------|-------|-------|------|-----------|-------|-----------|--------|

Like to know some more?

- The waste hierarchy defines a number of methods of waste disposal from least to most harmful to the environment. The order is **reduce, re-use, recycle, landfill**.
- Landfill tax is paid to HMRC for each tonne of waste sent to landfill. The rate is reviewed annually. Until April 2010, Inert waste costs £2.50 per tonne. Non-hazardous waste is £40.00 per tonne and will rise £8 / year until 2013.
- European waste codes (EWC) are standard codes for all types of waste based on their source. In construction, they begin with 17. Examples are 17 01 01 concrete and 17 02 01 wood. If a code has an asterisk against it, this refers to the hazardous nature of the waste.
- Waste transfer notes are a form that should be filled in and accompany any load of waste leaving site (listing the EWC).

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