

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)		✓	

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):	01/05/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Asse Ablou 21M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XXX-MS-X-00004 rev P04 A.S Cutts Mastic 21M-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

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	01/05/2023	N/A	N/A	NO TOPIC DISCUSSED BANK HOLIDAY
Tuesday	02/05/2023	Dave Sanders	<i>D Sanders</i>	Skin protection
Wednesday	03/05/2023	Dave Sanders	<i>D Sanders</i>	Safety alert podium steps
Thursday	04/05/2023	Dave Sanders	<i>D Sanders</i>	Openings and edges
Friday	05/05/2023	Dave Sanders	<i>D Sanders</i>	Needlestick injuries
Saturday	06/05/2023	N/A		
Sunday	07/05/2023	N/A		

Operatives Daily Sign Off

Name	Signature	Operatives Daily Sign Off							Comments
		M	T	W	T	F	S	S	
KES. KULSINSKAS	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	RCL MANAGER
SLAV. SIMONOVIC	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	RCL CARPENTER
JOE SMITH	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
B RAMCHAND	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	RCL LABOURER
ANDY CUTTS	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	MASTIC
CHRIS HART	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	SB/247
TONY ROLLANSON	<i>[Signature]</i>	N/A	✓	✓	✓	✓	✓	✓	SB/247



Toolbox Talk No. 19 SKIN PROTECTION

Dermatitis (skin inflammation / irritation) accounts for over half all working days lost through industrial sickness. Some people are more likely to get it than others are but it is not catching. It most commonly affects the hands, forearms and legs.

Hazards to the Skin

1. Mineral oils i.e. fuel and mould oils, can give you bad skin conditions i.e. Oil Acne or even Cancer.
 2. Constant skin contact with oily rags in overall pockets.
 3. Chemicals, including alkalis, acids, and chromates can penetrate skin, causing ulcers and dermatitis.
 4. Cement can cause chronic dermatitis. Wet cement is alkaline and can burn your skin!
- Q: What hazards are there from contact with mineral oil?**

5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin, leaving it open to infection.
6. Tar, pitch, and bitumen products cause blisters and oil acne. They can cause tar warts, leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods, and fungicides irritate and can lead to dermatitis.
8. Extremes of sunshine, temperature, and humidity make the skin more susceptible to dermatitis and other skin problems.
9. Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. Examples are chrome and nickel compounds, some resins, glues and hardeners, some woods and paints and some chemicals.

Q: What effect do solvents have on your skin?

Precautions to Protect Your Skin

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment e.g. gloves.
3. Keep your skin clean and use barrier cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes, keep them covered.
6. Keep your top on! Protect yourself from the sun.
7. be extra vigilant with irritant or allergic substances if you suffer from eczema or allergic rashes.

Q: What can you wear to protect your skin?

7. Don't use abrasives or solvents to clean your skin.
8. Don't let synthetic resins or glue harden on your skin.
9. Examine your skin for the appearance of warts or changes to moles.
10. Never wear oil-contaminated clothes next to your skin, change them as soon as you can!
11. If in doubt, seek medical attention.

Q: If you notice rashes or warts what should you do?

Questions for you:

- Q: What should not be used to clean your skin?**
- Q: How can exposure to the sun affect you?**

REMEMBER: If you notice any changes to your skin, see your doctor!

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SKIN PROTECTION	Date: 02/05/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINSKAS	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
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
B RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A CUTTS	MASTIC	 I Confirm that I have understood the Toolbox Talk
C HART	SB/247	 I Confirm that I have understood the Toolbox Talk
T ROLLANSON	SB/247	 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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Toolbox Talk No. 31 OPENINGS AND EDGES

Every year in our industry hundreds of people are killed or injured when they fall from an unprotected area or are struck by materials or tools falling from above. Over half of all accidents (1, 400) reported to the HSE are of these two types: Falls of persons and falls of materials.

The law requires that if you work where it is possible for you to fall more than 2 metres, then protection must be provided. The following list gives an idea of the required protection:-

Scaffolds

- Double guardrails and toeboards must be provided to all working levels also secured ladders are required.

Floors

- Protection must be provided to all floor edges, lift openings, stairways and duct openings.

Roof

- Edge protection must be given at the eaves and gables. If the roof is of a fragile material, crawling boards or ladders must be used. Where openings or fragile skylights occur in the roof, these must be guarded or securely covered also.

Excavations

- All excavations require warning barriers or guardrails. Where the sides are sloping, barriers may be sufficient but if sides are vertical then more adequate guarding is needed.

Working alongside water

- Guardrails and lifelines are required where work is carried out alongside rivers, docks etc.

Manholes, Road Gullies etc.

- Strong secured covers are required here as vehicles damage covers and leave traps. At times protection will need to be moved to allow work to progress but this must be done in a controlled manner so that protection is re-fixed once the work is done.
- Serious accidents have occurred where covers have been removed from openings in floors or guarding has been removed from service ducts. If you remove protection under instruction make sure it is replaced.
- Where edge protection is not practical, safety harness and restraint wire may be suitable, see you supervisor for instruction.

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: OPENINGS AND EDGES	Date: 04/05/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINSKAS	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
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C HART	SB/247	 I Confirm that I have understood the Toolbox Talk
T ROLLANSON	SB/247	 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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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WOK104

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		
A. Kulsinkas	✓	✓		✓			✓					13/04/23
B. Ramchande		✓		✓			✓				B. Ramchande	13/04/23
E. Amaning		✓		✓			✓				A. Amaning	13/04/23
A. Kulsinkas			✓						✓			24/04/23
E. Amaning				✓	✓	✓				✓	A. Amaning	25/04/23
E. Amaning						✓				✓	B. Amaning	04/05/23



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SECURITY ON SITE	Date: 04/05/2023
Location: Hilton - Woking	Start Time: 08:30
Duration (Minutes) 30min	End Time: 09:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	E.Amaning	RCL	 I confirm that I have understood the Tool Box Talk
2			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
7			I confirm that I have understood the Tool Box Talk
8			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 1	Duration 30min	Total Time 30min	Employer Reference 2453745
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