

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FIRST AID AND ACCIDENT REPORTING	Date: 10/05/2023
Location: Hilton - Woking	Start Time: 09:30
Duration (Minutes) 30min	End Time: 10:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
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### **Grant Claim information**

Note: Claims can only be made for your employees or labour-only sub-contractors

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i	No. Attended	Duration	Total Time	Employer Reference
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DOCUMENT REFERENCE: SIT-FM-007 DOCUMENT OWNER: DAS	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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SITE: WOKI04

	DATE	13/04/23	13/04/23	13/04/23	24/04/23	25/04/23	04/05/23	10/5/23	11.5:23			
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	OPERATIVE NAME	A. Kulsinskas	B. Ramchande	E. Amaning	A. Kulsinskas	E. Amaning	E. Amaning.	E. Amaming	A. Kulsinekas			

Page 1 of 1
07/02/2013 22/11/2018
CREATION DATE: LAST REVISION DATE:
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VER
SIT-FM-008 VER

CHRIS HART			
TONY BOLLANSON / / SB/247			
OTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEE656		8	
Before starting work, STOP, THINK and CHECK	Yes	N <sub>O</sub>	N/A
If the answer to any question below is NO, do not start work until the issues are resolved			
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?	<b>&gt;</b> /		
Have you carried out your weekly toolbox	>	and the second contribution	
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		7	>
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)		•	



			Site Manag	nager's Daily Safe Start	Safe St	art		#2 26
Contract:	21 MOORFIELDS	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskas	Date (w/c):	08/05/2023	023	Method statement (s)  (Title, Rev No. & Rev  date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Assa Abloy 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
Location and descri	ption of work: Installi	ng remaining Skirting 8	ל Selo and Timber Do	oor Sets to varies ar	as Installing	Stafford B	Location and description of work: Installing remaining Skirting & Selo and Timber Door Sets to varies areas Installing Stafford Bridge Actuators Levels 00, 00M & 01	101
			Site N	Site Manager's Daily Sign Off	n Off			
							Hot Topics of the Day	the Day
		Date	4	Name	Signature	ıre	(the main points you discussed)	on discussed)
Monday		08/02/2023		N/A	N/A		NO TOPIC DISCUSSED BANK HOLIDAY	BANK HOLIDAY
Tuesday		09/05/2023		Dave Sanders	255	( )	TETHERING OF TOOLS	OF TOOLS
Wednesday		10/05/2023		Dave Sanders	2550	18	SCAFFOLD AND WORKING AT HEIGHTS	KING AT HEIGHTS
Thursday		11/05/2023		Dave Sanders		5	ELECTRICITY ON SITE	ON SITE
Friday		12/05/2023		Kes Kulsinskas	SAX	1	WORKING IN PUBLIC	I PUBLIC
Saturday		13/05/2023		N/A				
Sunday		14/05/2023		N/A				
			ado Obe	Operatives Daily Sign Off	Off			
Mama	9	Signature		M T M	T	s s	Comments	ents
KFS. KULSINSKAS		Las	N	> > N/N	>	/	RCL MANAGER	
SI AV SIMONOVIC		( Alman	N	N/A /	>	/	RCL CARPENTER / MANAGER	~
VEGAS. BALIUVICIUS	S	THE CONTRACT	Z	N/A / <	>	/	RCL CARPENTER	
KEIRAN O'MALLY			Z	N/A /	× >	/	RCL CARPENTER	
LIDZIUS ARUNAS		A Lake	Z	N/A /	>	/	RCL CARPENTER	
JOE SMITH		June 1	Z	> > N/A	>	1 1	RCL HANDYMAN	
B RAMCHANDE		900	Z	N/A / V	>	/ /	RCL LABOURER	
ANDY CUTTS			Z	N/A X X	×	/ /	MASTIC	





#### Toolbox Talk No.92 TETHERING OF TOOLS

### Can I use my own tethers?

Possibly the single biggest issue is not the lack of a tool tether but the prevalence of so called 'self-tethering' (normally with rope, key rings or taped lanyards). These are just three of the types of self-tethering that widely continue to be in use:



These tethers are perfectly legal but could also cause incidents because they:

- are not standardised
- are not certified
- · have no mechanism for traceability or inspection.

### Examples of good tethers:



Wrist lanyard



Retractable / rotating lanyard



Webbing lanyard



For power tools, loop prevents battery detaching



Belts, pouches and tool holders

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010 Oct-2021	Page 137 of 141	
DOCUMENT OWNER:	MOB	72		LAST REVISION DATE:	Oct-2021		ı



# RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: TETHERING OF TOOOLS	Date: 09/05/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:
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Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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K. KULSINSKAS	RAPHAEL CONTRACTING LTD	Leonling that I have understood the Yoolbox Talk
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	1 Constrin that I have understood the Toolbox Talk
J SMITH	RAPHAEL CONTRACTING LTD	I Confirm that they's understood the Toolbox Talk
L ARUNAS	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
B RAMCHANDE	RAPHAEL CONTRACTING LTD	I Commission University the Toolbox Talk
A CUTTS	MASTIC	I Confirm that I have understood the Toolbox Talk
C HART	SB/247	1 Confirm that I have understood the Toolbox Talk
T ROLLANSON	SB/247	1 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	Duration	Total Time	Employer Reference
10	30 mins	5 hours	2453745
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#### Toolbox Talk No. 22 ELECTRICITY ON SITE

Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

- 1. Doing electrical work i.e. installations or repairs to an electrical system.
- 2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

- 1. All metal parts designed to carry current (conductors) need to be properly insulated.
- 2. If the insulation is vulnerable it has to be additionally protected sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
- 3. NOTE: Sometimes conductors are made safe by 'placing out of reach'. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not 'out of reach' any more. Take special care in such cases.
- 4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
- 5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
- 6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:

- Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
- 2. Ensure cables are not hung from nails etc which may cause insulation damage.
- 3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
- 4. Do not carry our any alterations or makeshift repairs.
- 5. Disconnect equipment when not in use.
- 6. Lighting is a heat source locate lights and switch off to reduce possibility of burns or fire.
- 7. Observe notices warning of live conductors.
- 8. Explain permit to work system where applicable.
- 9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
- 10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
- 11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

OCUMENT REFERENCE: TOOLBOX TALKS OCUMENT OWNER: MOB	1 10 1	REATION DATE: AST REVISION DATE:	11/08/2010 Oct-2021	Page <b>30</b> of <b>141</b>	1000
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Title: ELECTRICITY ON SITE	Date: 11/05/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:
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