

WK 1 24-25



RAPHAEL  
CONTRACTING LTD

**RCL TRAINING AND DEVELOPMENT PLAN  
SHORT TRAINING SESSION ATTENDANCE SHEET**

Title: Hand Protection	Date: 02/04/2024
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
V BALIULEVICIUS	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
J SMITH	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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	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. 20 HAND PROTECTION

Minor accidents are normally ignored and people just go back to work, but there are some long-term consequences that affect everyone. Hand injuries fall in to this category and preventative measures must be taken. The person that does not wear gloves can run the risk of:

- ✓ Personal injury
- ✓ Irritant dermatitis
- ✓ Allergic dermatitis
- ✓ Loss of earnings due to time off work

### Gloves can protect your hands from:

- ✓ Cuts & Abrasion Hazardous Materials
- ✓ Cold Skin Disease
- ✓ Oil Steel
- ✓ Resins Wet & dry cement
- ✓ Bricks & Blocks Wood
- ✓ Scaffolding Petrol and Diesel
- ✓ Tar

### Common reasons for gloves not being worn:

- ✓ Never have worn gloves
- ✓ Hands have to be tough for trade
- ✓ Need to feel the job
- ✓ Can't wear them for all tasks – keep taking them off
- ✓ Don't like the gloves provided
- ✓ Make hands smell
- ✓ Lack of grip
- ✓ Don't fit properly
- ✓ Don't keep hands warm

### Important features of gloves:

- ✓ Cut protection
- ✓ Chemical protection
- ✓ Comfort
- ✓ Good fit
- ✓ Feeling
- ✓ Grip

### Good gloves practice:

Always use the **Right Glove For The Job!**

- ✓ Find a glove that can be worn for the whole task and keep them on!
- ✓ Make sure the glove fits properly!
- ✓ Replace the gloves when worn out or damaged!
- ✓ Never put dirty hands in a glove!

### WHAT IS THE RIGHT GLOVE FOR THE JOB?

**JOB:** Labouring, road building, fencing, joinery

**HAZARD:** Cuts, grazes, splinters, chemicals (lime, chromate's, phenols, mineral oils), risk of dermatitis, cold weather.

**GLOVE MUST PROVIDE:** Grip, dexterity, chemical protection and warmth.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 28 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------



# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand arm vibration	Date: 04/04/2024
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: S. Simonovic <i>D. Sander</i>	Presenters Signature: <i>D. Sander</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
<i>S. SIMONOVIC</i>	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	<i>DNA</i> I Confirm that I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
J SMITH	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	<i>ANDRONIC</i> I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	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. 41 HAND ARM VIBRATION (HAV)**

**Fact:** Regular exposure to vibration can cause a range of permanent injuries to your hands and arms.

**WHAT IS HAV?**

1. HAV stands for Hand-Arm Vibration.
2. HAV reaches your hands when:
  - working with hand-held power tools, or
  - hand-guided machinery, or
  - holding materials processed by machinery

**Q:** What does HAV stand for?

**Q:** How can you get HAV?

**THE SOURCES OF VIBRATION**

- A common cause of hand-arm vibration is the prolonged use of rotating hand tools used for cutting and gripping
- Percussive hand tools used for riveting, chipping, hammering, drilling etc. are also sources of vibration
- The use of chainsaws is also another source of hand-arm vibration

**EFFECTS OF VIBRATION**

Depending upon the work situation, vibration can affect the whole body or, more commonly, just the hands and arms, usually called 'hand-arm vibration'.

- The first signs of a problem may only be tingling in the affected fingers
- Exposure to vibration can lead to irritation, fatigue and loss of concentration
- The above effects are likely to affect a person's attention to safety and therefore increase the likelihood of an accident occurring
- In the longer term, damage may occur to blood vessels, nerves, muscles, tendons and body organs
- Excessive hand-arm vibration can lead to 'Vibration White Finger' resulting in damaged blood vessels, circulatory problems, pain and possibly gangrene

**Health effects**

1. Regular exposure can cause a range of permanent injuries to your hands and arms.
2. Known as hand-arm vibration syndrome (HAVS)
3. The injuries you could suffer include damage to your:
  - blood circulatory system (Vibration White Finger (VWF))
  - sensory nerves
  - muscles, bones, joints

**Symptoms****Vibration White Finger**

1. Usually set off when your hands or body get cold or wet
2. The first sign is when your fingertips become white
3. Your fingers may also become numb
4. You may get 'pins and needles'

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 58 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	

## Site Manager's Daily Safe Start

<b>Contract:</b>	<b>84 MOORGATE</b>	<b>Contracts Manager</b> Site Manager	<b>Paul Haugh</b> Dave Sanders	<b>Date (w/c):</b>	<b>01/04/2024</b>	<b>Method statement (s)</b> (Title, Rev No. & Rev date)	<b>RCL</b> 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
------------------	--------------------	--	-----------------------------------	--------------------	-------------------	--	--

**Location and description of work:** Installing temporary door sets and window boards

### Site Manager's Daily Sign Off

	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Hot Topics of the Day</b> (the main points you discussed)
<b>Monday</b>	01/04/2024	Bank Holiday	N/A	N/A
<b>Tuesday</b>	02/04/2024	D Sanders	<i>D Sanders</i>	Hand Protection
<b>Wednesday</b>	03/04/2024	D Sanders	<i>D Sanders</i>	Safe use of hand tools
<b>Thursday</b>	04/04/2024	D Sanders	<i>D Sanders</i>	Hand arm vibration
<b>Friday</b>	05/04/2024	D Sanders	<i>D Sanders</i>	Environmental issues for carpenters
<b>Saturday</b>	06/04/2024	N/A		N/A
<b>Sunday</b>	07/04/2024	N/A		N/A

### Operatives Daily Sign Off

<b>Name</b>	<b>Signature</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Comments</b>
S Simonvic	<i>[Signature]</i>	B/H	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
J Smith	<i>[Signature]</i>	B/H	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Sohota	<i>[Signature]</i>	B/H	✓	✓	✓	✓	✓	✓	RCL CARPENTER
V Baliulevicius	<i>[Signature]</i>	B/H	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Andronic	<i>[Signature]</i>	B/H	✓	✓	✓	✓	✓	✓	RCL CARPENTER

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656




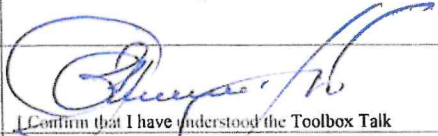
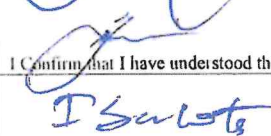
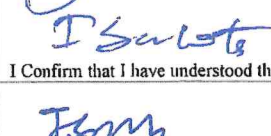
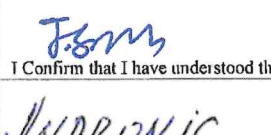

Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
<b>1. Method statements, risk assessments and permits</b>				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is 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?		✓		
<b>2. Place of work</b>				
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?		✓		
<b>3. Task specific</b>				
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?		✓		
<b>4. Variations</b>				
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: Hand Protection	Date: 02/04/2024
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
V BALIULEVICIUS	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
J SMITH	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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	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. 20 HAND PROTECTION

Minor accidents are normally ignored and people just go back to work, but there are some long-term consequences that affect everyone. Hand injuries fall in to this category and preventative measures must be taken. The person that does not wear gloves can run the risk of:

- ✓ Personal injury
- ✓ Irritant dermatitis
- ✓ Allergic dermatitis
- ✓ Loss of earnings due to time off work

### Gloves can protect your hands from:

- ✓ Cuts & Abrasion Hazardous Materials
- ✓ Cold Skin Disease
- ✓ Oil Steel
- ✓ Resins Wet & dry cement
- ✓ Bricks & Blocks Wood
- ✓ Scaffolding Petrol and Diesel
- ✓ Tar

### Common reasons for gloves not being worn:

- ✓ Never have worn gloves
- ✓ Hands have to be tough for trade
- ✓ Need to feel the job
- ✓ Can't wear them for all tasks – keep taking them off
- ✓ Don't like the gloves provided
- ✓ Make hands smell
- ✓ Lack of grip
- ✓ Don't fit properly
- ✓ Don't keep hands warm

### Important features of gloves:

- ✓ Cut protection
- ✓ Chemical protection
- ✓ Comfort
- ✓ Good fit
- ✓ Feeling
- ✓ Grip

### Good gloves practice:

Always use the **Right Glove For The Job!**

- ✓ Find a glove that can be worn for the whole task and keep them on!
- ✓ Make sure the glove fits properly!
- ✓ Replace the gloves when worn out or damaged!
- ✓ Never put dirty hands in a glove!

### WHAT IS THE RIGHT GLOVE FOR THE JOB?

**JOB:** Labouring, road building, fencing, joinery

**HAZARD:** Cuts, grazes, splinters, chemicals (lime, chromate's, phenols, mineral oils), risk of dermatitis, cold weather.

**GLOVE MUST PROVIDE:** Grip, dexterity, chemical protection and warmth.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 28 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	





## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site quiet times	Date: 02.04.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	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	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
8	D. Theodoridis	RCL	 I confirm that I have understood the Tool Box Talk
9	K. O'Malley	RCL	 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 9	Duration 30min	Total Time 4.5h	Employer Reference 2453745
-------------------	-------------------	--------------------	-------------------------------

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hand Arm Vibration (HAV)	Date: 03.04.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	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	G. Diaconu	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
8	D. Theodoridis	RCL	 I confirm that I have understood the Tool Box Talk
9	K. O'Malley	RCL	 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 9 11	Duration 30min	Total Time 5.5h	Employer Reference 2453745
----------------------	-------------------	--------------------	-------------------------------

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------

# PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

**SITE: MBHS01**

[illegible]