

Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	09/09/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
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Location and description of work: Installing temporary door sets and window boards

Site Manager's Daily Sign Off

			Hot Topics of the Day (the main points you discussed)
	Date	Name	Signature
Monday	09/09/2024	D Sanders	Asbestos
Tuesday	10/09/2024	D Sanders	Quality Management System
Wednesday	11/09/2024	D Sanders	Water Usage
Thursday	12/09/2024	D Sanders	Dust and Air Quality
Friday	13/09/2024	D Sanders	Saving Paper
Saturday	14/09/2024	N/A	N/A
Sunday	15/09/2024	N/A	N/A

Operatives Daily Sign Off

[illegible]

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

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)

✓

Remember, as the supervisor YOU are responsible for the safety of YOUR team

Yes

No

N/A



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quality Management System	Date: 10/09/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUIEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	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 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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Toolbox Talk No.89 ISO9001 QUALITY MANAGEMENT SYSTEM

Raphael Contracting has been awarded ISO9001 certification for the way it manages its business operations and customer relationships. ISO9001 certification means that Raphael Contracting has to continually find ways to improve its operational performance and customer satisfaction. This means that Raphael Contracting will have an independent auditor check its processes and results on an annual basis, according to an international standard of achievement.

ISO9001 is voluntary and there is no legal requirement to have it, but it will help us:

- To meet the requirements of main contractors / customers
- Stay 'ahead of the game' and our competitors
- Score well in tenders and secure contracts and
- Fully implement our quality policy and customer satisfaction measures
- Manage risk in operations, in contracts and in the supply chain
- To ensure compliance with legislation
- Ensure that our processes are repeatable – everyone does things the same way and uses the same forms
- Improve our efficiency, performance and hopefully our sales and profitability as well.

What is the company going to do for ISO9001?

This is set out in our quality policy and our improvement plan for the year, as a minimum we will need:

- To set an outstanding quality of service that meets and exceeds the expectations of our clients and to set the highest possible standards within Raphael Contracting Ltd. offering a joinery and carpentry installation service across the UK that is superior to our competitors.
- To put our customers first. To be resourceful and innovative in exceeding our customer needs and expectations, open to new ideas and adaptive to change. We will listen to them and endeavour to always meet their needs. To uphold, respect and continue to develop our reputation of delivering reliably for our clients without fail
- We will always remember that our customers are the very purpose of our business and that our people and standards of work are the means to satisfy those customers. Understanding what satisfies our customers and motivates our employees will be the fundamental principle behind our success as a service-led company.
- To supply the highest quality products competitively and sustainably, with due regard for their environmental impact
- To continue supporting our people, respecting their contributions and promoting their development
- To prioritise the health and safety of our people, those who may be directly affected by our work and in the local communities in which we work
- To continue to develop long term relationships with partners both within our supply chain and as part of the supply chain of others
- To identify objectives across the business aimed at continual improvement of our operational processes and enhancing customer satisfaction and to communicate these objectives throughout the organization, ensure that they are understood and review them for effectiveness and suitability. Where required, we will undertake appropriate corrective action to achieve the desired results. Objectives will be linked to achievable targets for our staff and sub-contractors.
- To deliver in the future what we have successfully achieved in the past

What do I need to do?

- Appraise yourselves of the quality policy statement
- Tell us if you have any suggestions. We need your feedback and suggestions for continual improvement
- Tell us if you notice any areas of inefficiency that could be improved
- Tell us if you get compliments ☺ (or complaints ☹)


For more information or to put forward suggestions, speak to your Line Manager in the first instance, also our IMS Manager Paul Bennett would welcome your suggestions.

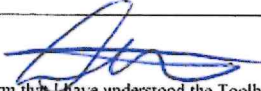
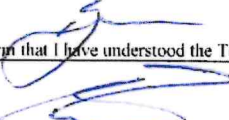
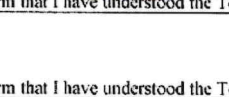
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Dust and Air Quality	Date: 12/09/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUDEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILLY	RAPHAEL CONTRACTING LTD	 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

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Toolbox Talk No. 79 DUST AND AIR QUALITY

WHAT?

Dust, emissions and odours can annoy neighbours and may cause health risks at very high concentrations

WHY?

Avoid nuisance to neighbours: Dust can settle on neighbours' properties and give rise to local dispute. Poorly controlled emissions and odours from plant or works may give rise to valid complaints.

Avoid programme delays: The Local Authority has the power to stop works if dust is causing a nuisance. Emission of dark smoke from plant and fires is illegal.

Avoid health problems: Dust may cause eye irritation or make asthma worse

Avoid impact on ecology: Dust can damage the ecology of a watercourse and affect plant growth, including crops

DO

- ✓ Keep surfaces swept and damp down with water at regular intervals
- ✓ Minimise drop heights into haulage vehicles and into conveyors
- ✓ Ensure cutting and grinding operations are adequately shielded or wetted
- ✓ Sheet lorries carrying dry materials off site
- ✓ Use the wheelwash, for appropriate vehicles, if one is provided on site
- ✓ Store fine, dry materials within buildings or provide adequate protection from the wind.
- ✓ Store bulk cement and bentonite in silos
- ✓ Position silos and stockpiles away from residential areas or watercourses.
- ✓ Clean up or damp down any spillage of dry dusty materials
- ✓ Notify your Line Manager if work activities are causing poor air quality.

DON'T

- ✗ DON'T burn materials on site without approval from your Project Manager. Permission is required first from the Environment Agency
- ✗ DON'T use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance
- ✗ DON'T leave plant running if not in use
- ✗ DON'T ignore sources of poor air quality, notify your line manager
- ✗ DON'T ignore complaints

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TRAINING AND DEVELOPMENT PLAN

Title: Start of the week highlights and plant inspection before use.	Date: 09.09.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
3	A.Lidzius	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	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
6	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
7	V.Guzauskas	RCL	 I confirm that I have understood the Tool Box Talk
8	A.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
9	D.Rascicla	RCL	 I confirm that I have understood the Tool Box Talk
10	Amaning	RCL	 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 10	Duration 30min	Total Time 5h	Employer Reference 2453745.
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TRAINING AND DEVELOPMENT PLAN

Title: PPE / dust masks	Date: 13.09.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Rascicla	RCL	 I confirm that I have understood the Tool Box Talk
2	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
3	A.Lidzius	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	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
6	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
7	V.Guzauskas	RCL	 I confirm that I have understood the Tool Box Talk
8	A.Makarauskas	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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