

[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

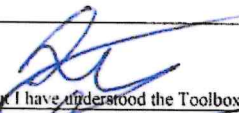

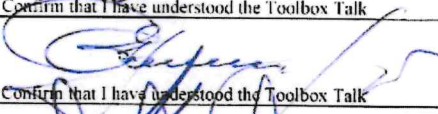
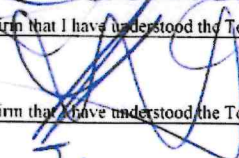

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hearing protection and noise	Date: 15/10/2024
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
K O'MALLEY	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
A. Kulsinkas	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
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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. 15 HEARING PROTECTION AND NOISE

Fact: When you're deaf, you stay deaf!

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called “TINNITUS”.

Hazards

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
3. Look out for noise hazard signs and obey them and observe hearing protection zones.

Q: Name some noise hazards to be found on site.

Controlling Noise

1. Do it a less noisy way, if possible.
2. If shouting is necessary in order to be heard, wear ear protectors.
3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.

Q: When should ear protection be worn?

4. Don't keep machinery running unnecessarily.
5. Don't expose workmates to your noise.
6. Move noise source away or move away from noise.
7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.

Q: Name two precautions you can take with machinery to reduce noise.

Ear Protection

1. Cotton wool plugs are not effective!
2. Ensure earplugs are a good fit and correctly inserted.
3. Regularly clean re-usable earplugs.
4. Only use disposable earplugs once.
5. Clean your hands before touching all types of earplugs.

Q: What should not be used instead of earplugs?

6. The seal on the earmuff cup should fit all the way round your head.
7. Ensure that earmuffs are worn the correct way round.
8. Ensure earmuff seals are always in serviceable condition.
9. Don't alter pressure of earmuffs by bending headband.
10. If you have difficulty in wearing earmuffs, report it.

Q: What must you ensure when wearing earmuffs?

Questions for you:

Q: How can you reduce noise levels from a machine?

Q: What must you remember when handling earplugs?


REMEMBER: Once you lose it, it's gone forever!

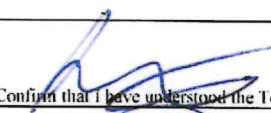
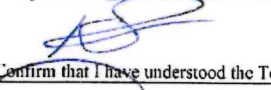

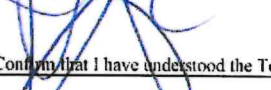
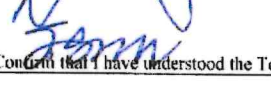
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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Manual handling	Date: 17/10/2024
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
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Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

Before Manual Handling

PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
7. Is there a clear walkway with good lighting to the work area?

Q: What checks should you carry out before lifting?

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

Q: What PPE should you wear and why?

Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

Q: Describe how you would lift an object safely.

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

Q: What checks should you carry out before moving off with a load?

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

Q: When two or more people are lifting a load, what should happen?

Q: What should you first consider before manual handling?

Q: What should you do to help support your spine?

Q: Name two hazards when lifting and carrying.

REMEMBER: You only have one back, look after it!

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 5 POINT PPE	Date: 18/10/2024
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
K O'MALLEY	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
C. POTTER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
N. POCKIN	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
L SHERWIN	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
N. NICKLESS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I. OGILVIE	1	 I Confirm that I have understood the Toolbox Talk
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HS&W Toolbox Talk – Importance of 5-Point PPE on Construction Site

Toolbox Talk Details:

Date:	17/10/2024	Talk Author:	Gabriel Alexander
Region:	London	HS&W Category:	Other

Why are we doing this talk?

We have observed poor compliance with the 5-point PPE rules. The safety of everyone on site is our top priority. We want everyone on this project to be safe and home-safe to their loved ones.

Today, we are focusing on the critical importance of 5-point Personal Protective Equipment (PPE) on construction sites. The 5-point PPE system includes hard hats, safety glasses, high visibility vests, gloves, and safety shoes. Each component plays a vital role in ensuring your safety and wellbeing while on the job.

1. Hard Hats

- **Importance:** Hard hats protect your head from falling objects, bumps, and electrical hazards. In construction, it's common for tools or materials to drop from heights, and a hard hat can prevent serious head injuries.
- **Compliance:** Always wear your hard hat on site, and ensure it fits properly. Inspect it for any signs of damage or wear before each use.

2. Safety Glasses

- **Importance:** Safety glasses shield your eyes from flying debris, dust, and chemical splashes. Eye injuries can happen quickly and can lead to permanent damage or loss of vision.
- **Compliance:** Make sure to wear safety glasses at all times on site especially when working in areas where there is a risk of eye injury. Choose glasses that fit well and are appropriate for the specific hazards of your job site.

Note:

- If your glasses fog up, there are anti-fog safety glasses available. There are also anti-fog wipes for your current glasses.
- On average, 1000 injuries to people's eyes occur every day: 75% by impact, 10% by ingress of foreign bodies like dust, and 15% by burns or chemicals. Wearing eye protection could have prevented the majority of these injuries.

3. High Visibility Vests

Process Owner: HS&W Director
Approved By: Consultation
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Document No.: 06HSW-5GU-75
Document Rev: 00
Date Approved: 27.10.2022



- **Importance:** High visibility vests ensure that you are seen by others, especially in low-light conditions or when near moving equipment. This visibility is crucial for preventing accidents and ensuring you remain safe on the site.
- **Compliance:** Always wear your high visibility vest at all times on site. It should be clean, undamaged, and worn over your clothing to maximise visibility.

4. Gloves

- **Importance:** Gloves protect your hands from cuts, abrasions, chemical exposure, and extreme temperatures. Your hands are essential tools in your work and keeping them safe is a priority.
- **Compliance:** Choose the right type of gloves for the task at hand, whether for general work or specialised tasks. Ensure gloves fit properly to allow for dexterity while providing protection.

Note: Gloves must be minimum cut level three as required in the SRM minimum standard.

5. Safety Shoes

- **Importance:** Safety shoes protect your feet from heavy objects, sharp materials, and slips or falls. Injuries to the feet can be debilitating and can lead to time off work.
- **Compliance:** Always wear safety shoes that meet industry standards. Ensure they are comfortable and provide adequate support, and check for any damage before wearing them.

Conclusion

Using the 5-point PPE - hard hats, safety glasses, high visibility vests, gloves, and safety shoes - is not just a requirement; it is essential for your safety and the safety of your coworkers. Compliance with these guidelines helps prevent injuries and creates a safer working environment for everyone. Remember, safety is a shared responsibility, and it starts with you.

Call to Action

Let's commit to wearing our PPE correctly and consistently. If you notice someone not wearing their PPE or if you have any concerns about any component of your PPE, speak up! Your safety and the safety of your team depend on it. Thank you for your attention, and let's work safely!

WARNING: Non-compliance to the PPE rules will result in disciplinary action [remember two YELLOW cards will result in a RED Card].

Distribution:	<input type="checkbox"/> Board / ELT	<input type="checkbox"/> All BUS	<input type="checkbox"/> Originating BU only
Action required:	<input type="checkbox"/> Brief	<input type="checkbox"/> Display	<input type="checkbox"/> Information only

Process Owner: HS&W Director
Approved By: Consultation
Page: Page 2 of 2

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