

Wk 33



# RAPHAEL

CONTRACTING LTD

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

Title: Openings and edges	Date: 12/11/2024
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
V BALIUIEVICIUS	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
J BASQUILLE	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
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
-------------------	---------------------	-----------------------	-------------------------------

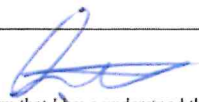

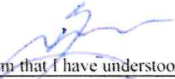
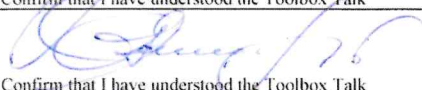




# RAPHAEL CONTRACTING LTD

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

Title: Hand and arm vibration	Date: 14/11/2024
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
V BALIUIEVICIUS	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
	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
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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 <b>3</b>	Duration 30 mins	Total Time <b>1-3</b> 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									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	11/11/2024	Method statement (s) (Title, Rev No. & Rev date)			
						RCL NG200-RCL-ZZ-MS-X-00001 REV P02			
Location and description of work: Installing temporary door sets and window boards									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		11/11/2024	D Sanders		Foot and ankle protection				
Tuesday		12/11/2024	D Sanders		Openings and edges				
Wednesday		13/11/2024	D Sanders		Wood working machines				
Thursday		14/11/2024	D Sanders		Hand and arm vibration				
Friday		15/11/2024	D Sanders		Alcohol and drugs				
Saturday		16/11/2024	N/A	/	N/A				
Sunday		17/11/2024	N/A	/	N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	RCL MANGER/CARPENTER
K O'MALLEY		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	RCL CARPENTER
S SIMONOVIC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	RCL CARPENTER
V BALIUIEVICIUS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	RCL CARPENTER
J BASQUILLE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	



## 1. Method statements, risk assessments and permits

talk?

Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?

## Are you satisfied that your team has a safe place to work?

Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?

Does your team know the safe access and egress routes to their places of work?

Are the team equipped with the correct PPE to carry out the task?

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**





## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

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		
D. Rasciclad	✓	✓	✓	✓			✓					02.09.24
A. Makarauskas		✓		✓						✓		05.09.24
A. Kulsinskas		✓		✓					✓			13.09.24
A. Makarauskas		✓		✓		✓						21.10.24
D. Rasciclad				✓		✓						21.10.24
T. Smith.		✓		✓								21.10.24
A. Kulsinskas				✓		✓						23.10.24
A. Makarauskas		✓				✓				✓		29.10.24
I. Sahota				✓	✓					✓		30.10.24
D. Rasciclad					✓		✓					30.10.24
T. Smith				✓						✓		05.11.24
A. Makarauskas				✓		✓				✓		07.11.24
I. Sahota		✓				✓				✓		14.11.24



Toolbox Talk – ENV003

Topic/subject covered:	Waste and Recycling
------------------------	---------------------

**A: Details of the briefing**

Location of briefing:	MBH - Subcontractors office	Company:	Raphael Contracting Ltd.
Name of presenter:	A. Kulsinski	Position:	Site Manager
Date:	13.11.24	Time:	11:30 am.

**B: Employee actions – Briefing/toolbox talk must be given before work starts –** Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Purpose of Briefing
<p>Construction generates waste sometimes valuable materials are thrown away</p> <p>It is important to minimise waste by, in priority order:</p> <ul style="list-style-type: none"> <li>Prevention of waste</li> <li>If it does occur preparing for reuse</li> <li>Before considering recycling</li> <li>If it cannot be recycled, then other recovery (energy recovery)</li> <li>Disposal of the waste to landfill</li> </ul> <p>There will be resource management plan (RMP) or site management plan (SWMP) in place on site to manage waste. Everyone on site must follow this plan when waste is produced.</p>
Control Measures
<ul style="list-style-type: none"> <li>Prevent: store materials neatly to avoid damage and loss</li> </ul>
<ul style="list-style-type: none"> <li>Prevent: think of ways to reduce waste</li> </ul>
<ul style="list-style-type: none"> <li>Prevent: reduce the amount of waste created on site</li> </ul>
<ul style="list-style-type: none"> <li>Prevent: Keep materials in their packaging to protect from damage</li> </ul>
<ul style="list-style-type: none"> <li>Prepare for re-use: Keep significant off-cuts for use elsewhere</li> </ul>
<ul style="list-style-type: none"> <li>Prepare for re-use: reuse materials until no longer fit for purpose (eg shuttering, fencing)</li> </ul>
<ul style="list-style-type: none"> <li>Prepare for re-use: reuse materials for alternative purposes (eg use old shuttering ply for protection).</li> </ul>
<ul style="list-style-type: none"> <li>Recycle: materials where possible</li> </ul>
<ul style="list-style-type: none"> <li>Recycle: segregate different waste types</li> </ul>
<ul style="list-style-type: none"> <li>Recycle: store waste in the appropriate skip or container until removed from site</li> </ul>
<ul style="list-style-type: none"> <li>Recycle: make sure skips are labelled clearly</li> </ul>



<ul style="list-style-type: none"> <li>Recycle: add 'housekeeping' to site checklists</li> </ul>
<ul style="list-style-type: none"> <li>Recycle: clear up when work is carried out</li> </ul>
<ul style="list-style-type: none"> <li>Don't put waste materials into the wrong waste container</li> </ul>
<ul style="list-style-type: none"> <li>Don't mix different types of waste – it prevents recycling</li> </ul>
<ul style="list-style-type: none"> <li>Don't open new cans or pallets before the ones in use are empty</li> </ul>
<ul style="list-style-type: none"> <li>Don't leave materials unprotected and where they are likely to be damaged by, for example, run or mud</li> </ul>
<ul style="list-style-type: none"> <li>Don't Burn or bury waste – it's illegal</li> </ul>
<ul style="list-style-type: none"> <li>Don't leave materials at risk from site traffic movement</li> </ul>
<b>Key Points</b>
<ul style="list-style-type: none"> <li>Avoid environmental harm: reduction, reuse and recycling waste to minimize the environmental effects of disposing waste to landfill</li> </ul>
<ul style="list-style-type: none"> <li>Reduce costs: the true cost of waste is more than just the disposal cost and is made up of the: <ul style="list-style-type: none"> <li>Original purchase price of the material</li> <li>Cost of unloading, handling, storage and transporting the material around site</li> <li>Cost of collecting the waste or damaged materials, reloading, moving and storage waste on site</li> <li>Cost of disposing waste (tipping charges, landfill taxes)</li> <li>Cost of replacing damaged and wasted materials.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Avoid costs: by focusing on resource efficiency at the start of a project to avoid generating waste in the first place</li> </ul>

**C: Employee actions – Briefing/toolbox talk must be given before work starts** – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)



Toolbox Talk – ENV003

<b>Topic/subject covered:</b>	Waste and Recycling
-------------------------------	---------------------

Location of briefing:	MBH-Subcontractors office	Company:	Raphael Contracting LTD
-----------------------	---------------------------	----------	-------------------------

We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor

[illegible]

Given by: A. Kulbinskas      Position: Site Manager      Signature: 

I confirm that the above delegates attended the above stated briefing/toolbox/training

Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – [irl.training@irlgroup.co.uk](mailto:irl.training@irlgroup.co.uk)





Briefing/Toolbox Talk Record			
Topic / Subject:	Housekeeping		
A. Location and Presenter Details			
Location of Briefing	MBH subcontractors office	Company:	Raphael Contracting LTD
Presenter:	A. Kulsinskis	Date:	15.11.24
Position:	Site Manager	Time:	08:00 am

B. Details of Briefing	
Purpose of Briefing	
The following briefing addresses the key risks and control measures needed to manage workplace housekeeping. The aim of this briefing is to ensure that all staff are fully aware of the potential risks associated with housekeeping and what they should do to minimise the chances of an accident/incident.	
Hazards	
<ul style="list-style-type: none"> <li>Waste building up in safety-critical locations, such as fire exits or walkways.</li> <li>Rubbish being left outside your premises.</li> <li>Combustible material in locations where arsonists may strike.</li> <li>Waste being left close to work activities, which may cause a fire, slip, trip, fall or serious injury.</li> </ul>	
Risk Level	
The following could occur if the risks associated with housekeeping aren't addressed:	
<ul style="list-style-type: none"> <li>Discarded or spilt liquids. Oils or fluids left unattended or spilt could cause persons to slip, resulting in a serious injury.</li> <li>Highly flammable materials. Redundant or used materials, which are not secured in metal containers or removed can increase the risk of fire or accelerate its progress. IF IN DOUBT REMOVE IMMEDIATELY.</li> </ul>	
C. Employee Actions – Briefing / TBT must be given before work starts	
Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)	
Control Measures	
<ul style="list-style-type: none"> <li>Train employees to keep their work areas clear of debris.</li> <li>Clean up after shift work or at the end of the day.</li> <li>Place warning signs when a spill occurs.</li> <li>Clean up any spills rapidly and report them to your supervisor.</li> <li>Deliveries should be stockpiled as neatly as possible.</li> <li>Buy storage bins for loose or scattered work materials and place them around your site or premises.</li> <li>If oil or fluid is used, ensure spill control supplies are placed at several locations throughout the workplace.</li> </ul>	



<ul style="list-style-type: none"> <li>• Keep office paper supplies to a minimum.</li> </ul>
<ul style="list-style-type: none"> <li>• Place flammable liquids or pressurised containers in a metal box or remove.</li> </ul>
<ul style="list-style-type: none"> <li>• Inspect the workplace at regular intervals to monitor housekeeping standards.</li> </ul>
<ul style="list-style-type: none"> <li>• Store external waste in a secure bin away from the public.</li> </ul>
<b>Key Points</b>
<ul style="list-style-type: none"> <li>• Give selected employees responsibilities to enforce housekeeping standards.</li> </ul>
<ul style="list-style-type: none"> <li>• Segregate housekeeping waste into recyclable, inert and special waste, to reduce costs on disposal.</li> </ul>
<ul style="list-style-type: none"> <li>• One of the biggest benefits is that you will have a new awareness of workplace safety.</li> </ul>
<ul style="list-style-type: none"> <li>• Take special care when disposing of wrapping and packaging materials as they are usually lightweight and therefore have the potential to become a windblown nuisance.</li> </ul>



Briefing/Toolbox Talk Record				
Topic / Subject	Housekeeping			
Location of Briefing:	MBH-Subcontractors office	Company:	Raphael Contracting Ltd.	
<p><b>We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor</b></p>				
Date	Name	Position/Role	Signature	Briefing given by
15.11.24	A. Makarauskas	Carpenter		A.K.
15.11.24	D. Rascical	Carpenter		A.K.
15.11.24	J. Smith	Carpenter	John	A.K.
15.11.24	I. Sahota	Carpenter	I Sahota	A.K.
<p><b>I confirm that the above delegates attended the above stated briefing/toolbox/training</b></p>				
Given by:	A. Kulsinskas	Position:	Site Manager	
Signature:				
<p>Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – <a href="mailto:jrl.training@jrlgroup.co.uk">jrl.training@jrlgroup.co.uk</a></p>				