



Toolbox Talk No. 82 CLIMATE CHANGE

WHAT IS IT?

- Climate change is the greatest environmental challenge facing the world today. Rising global temperatures will bring changes in weather patterns, rising sea levels and increased frequency and intensity of extreme weather.
- The main human influence on global climate is emissions of the key greenhouse gases carbon dioxide (CO₂), methane and nitrous oxide, from energy use and waste.
- In the UK, around 52% of total CO2 emissions arise from the construction and maintenance of buildings. Approximately 20% of the buildings CO2 emissions are generated during construction and materials manufacture. The remaining 80% is generated during use.
- During construction the greatest contribution is from the burning of fossil fuels such as oil used in generators, electricity and gas, transport to site and waste sent to landfill

WHY?

- **Environmentally responsible:** Raphael Contracting are committed to reducing our environmental impact. Measuring and reducing our carbon footprint is one way we can demonstrate this.
- Reduce costs: With fuel prices rising, being more energy efficient also means saving costs.
- Our clients expect it of us. Effective management of our carbon emissions will give us an edge in a
 very competitive market place. We can also benefit from the opportunity that the climate challenge
 presents by working with our suppliers to identify new ways to make us more energy efficient.
- Legal compliance: The government has introduced legislation requiring us to pay for the carbon we emit, with rewards for doing well and penalties for not. At the moment this mainly affects larger businesses, so our clients are asking us about our carbon emissions.

DO

Transport

- Consider use of public transport, cycling, walking or car sharing to get to work.
- Cut fuel consumption and emissions by limiting your speed, turning off air-conditioning, checking tyre
 pressures, and limiting your revs. Driving smarter can reduce your fuel use by up to 15%
- Consider buying a more fuel-efficient vehicle

Energy usage

- Turn off plant when not in use on site
- Keep all plant well maintained.
- Ensure doors to drying rooms are kept shut when the heating is on.
- Plan work to make efficient use of plant on site
- Only boil the amount of water that you need to make tea or coffee.

Waste

- Store materials carefully to avoid damage
- Ensure correct handling aids are used to move materials around site.
- Read the Suite Waste Management Plan / Guidance on site

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 123 of 141
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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Climate change	Date: 21/11/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
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Candidate's Name	Name of Candidate's 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

No. Attended

Duration 30 mins

Total Time 2 hours

Employer Reference 2453745



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Personal hygiene and presentation	Date: 19/11/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: K Kulsinskas	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		
K O'MALLEY	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	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745	
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Toolbox Talk No.90 PERSONAL HYGIENE AND PRESENTATION

Good personal hygiene all boils down to common sense. A daily shower, followed by clean clothing, and frequent washing of hands, particularly before eating or smoking, goes a long way in keeping you healthy and safe.

Good personal hygiene is one of the most effective ways to protect ourselves, and others from illness. This means washing your hands, especially, but also your body. Good habits can help control body odour and bad breath. Here are some basic tips for good personal hygiene:

HAND WASHING

What is on your hands gets ingested. How many times have you seen fellow workers smoke a cigarette while their hands were covered with paint or grease? How about the workers who eat their lunch without washing their hands? Not one of us would intentionally eat paint, or dip our cigarette into the paint bucket. Even so, that is basically what is happening when you eat your sandwich or smoke a cigarette without washing your hands. In addition to tobacco, smokers may be inhaling toxic substances that have been placed on the cigarette from their hands.



You should always wash your hands:

- · After using the toilet.
- Before making or eating food.
- After handling dogs or other animals
- If you have been around someone who is coughing or has a cold.

BAD BREATH

Good dental hygiene includes regular brushing and flossing. Bad breath can be caused by diseases
of the teeth, gums and mouth, such as infections.

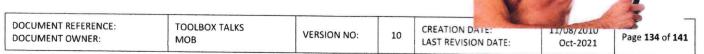


- Most people have bad breath first thing in the morning because saliva is not made while you sleep. Some foods that can cause bad breath include garlic and onion.
- Smoking, drinking coffee and dehydration can also cause bad breath
- Mouth washes, mouth sprays and flavoured chewing gum can make your breath smell better for a while, but if you have a health problem in your mouth, you need to see your dentist.

BODY ODOUR

Body smells are caused by a number of factors working in combination, including:

- Chemicals in sweat. Including pheromones, which are made by the body and sexually attract (or repel) other people.
- Wastes excreted through the skin, such as metabolised alcohol.





			Site Manag	ger's Daily Safe Start	ily Sa	afe St	art		
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):		18/11/2024	024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
Location and descrip	tion of work: fitting d	Location and description of work: fitting directional signage / fitting door sets /snagging	ting door sets /snagg	ing					
			Site Ma	Manager's Daily Sign Off	ly Sign Of	Ŧ			
								Hot Topics of the Day	of the Day
		Date		Name		Signature	ure	(the main points you discussed)	s you discussed)
Monday		18/11/2024		D Sanders	6	Ser	3	Housekeeping, keeping a clean site	eping a clean site
Tuesday		19/11/2024		K Kulsinskas	1	$\langle \rangle$		Personal hygiene and presentation	and presentation
Wednesday		20/11/2024		D Sanders	0	San	9	Dust control from tools	from tools
Thursday		21/11/2024		D Sanders	P	No.	Z	Climate change	change
Friday		22/11/2024		D Sanders	2	3	4	Hazardous waste	us waste
Saturday		23/11/2024		N/A				N/A	А
Sunday		24/11/2024		N/A		/		N/A	А
			Open	Operatives Daily Sign Off	Sign Off				
Name	a.	Signature	Σ	T	W	ц	S	Comments	nents
K KULSINSKAS		1	>)	7	7	/ /	RCL MANGER/CARPENTER	
K O'MALLEY		AR	>	7	7	7	/ /	RCL CARPENTER	
S SIMONOVIC		(Africanop .) / /	7	7	7	/ /	RCL CARPENTER	
V BALIUIEVICIUS		J. S. S.	>	_	7	>	/ /	RCL CARPENTER	
* PBASQUILLE)							

nn 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEE656		
e starting work, STOP, THINK and CHECK	Yes	No 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 vour 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 vou 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		



	Toolbox Talk – ENV001
Topic/subject covered:	Environmental Awareness

A: Details of the briefing

Location of briefing:	MBH Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsinskas	Position:	Site Manager
Date:	22.11.24	Time:	08:00 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

Caring for the environment is our moral and legal duty. It contributes to the efficient use of our resources and has the potential to enhance our reputation.

Failure to look after the environment can damage our reputation and may have financially damaging consequences to the business. Therefore, it is the responsibility of all staff and contractors to follow good environmental principles.

The briefing will detail the environmental hazards and incidents that can arise on construction sites and the control measures used to manage them.

Hazards

The following are environmental hazards:

- Litter.
- Excessive waste.
- · Incorrectly disposal of waste.
- Contamination of land or watercourses including fuel spills.
- Dust and fumes.
- Excessively polluting emissions from poorly maintained engines.
- Fire.
- Excessive use of energy.
- Wasting fuel.
- Purchasing products that are environmentally damaging when there are greener alternatives.

Risk Level

RN: BO-JRLG-EM-XX-TBT-000!	Demodes 4	Suitability: A1	Rev: C02
TN: BO-JRLG-BM-XX-FM-Z-0008 A1 C01	Page 1 of 4		Security: Public



The following are	potential a	and	cause	environmental	incidents:
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- Incorrect mixing of wastes which should be segregated.
- Failure to cover waste skips so that litter is blown around and off the site.
- Failure to maintain bunds so that oils or chemicals leak.
- An engine discharging black exhaust smoke.
- · Leaking oil from a vehicle.
- · Fire.
- Not meeting limits set within an environmental permit, e.g. keeping waste outside of the boundary
 of a permitted site, discharging sewage over and above a set limit.

Control Measures

- To the extent that it is relevant to your job role, understand waste storage, recycling, and collection rules.
- Put waste in the correct receptacles, recycling whenever the facilities allow.
- Do what you can to prevent litter on site, e.g. ensure skip lids are closed, cover loose material's, pick up litter, report major littering incidents.
- Never burn, bury or fly-tip waste it's illegal.
- If you are responsible for paperwork such as waste transfer notes, always complete these on time and compliantly.
- Avoid the purchase of unnecessarily environmentally damaging products take advice from environmental advisors/management as appropriate.
- Know where spill-absorbing and clean-up materials are located and know how to use them.
- Store materials carefully to avoid them running away, leaching or blowing away.
- If there is a spill of oil, chemicals or some other substance, take immediate action to limit its spread without putting yourself at risk. Then report it immediately to an appropriate senior manager.
- Be fire aware by removing combustible scrap and waste regularly from the work area to the proper containers.
- Follow site rules for dust suppression and wheel washing where applicable.
- Avoid unnecessary mileage, e.g. scheduling visits efficiently, sharing a vehicle where appropriate and using public transport in accordance with the company's travel policy.
- If you are responsible for the maintenance of vehicles ensure that they receive the maintenance inspections etc. required.
- Report any excessively polluting vehicles.
- Switch off lights when not in use.
- Use materials efficiently.
- Return over-ordered materials where practical.
- If you receive an environmental complaint record as many details as you can and pass it to an appropriate senior manager.

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Suggest any improvements which could be made to reduce waste, pollution or energy use.

Key Points

- All staff has a responsibility to look after the environment and to assist us in meeting our environmental objectives.
- Avoid unnecessary waste, and where something must be disposed of ensuring that you use the correct bin.
- Be aware of pollution risks including oils and chemicals which may contaminate land or watercourses, and litter that may escape from our site. Do what you can to help us to prevent these risks.
- Use energy, fuels, and materials efficiently.
- If there is an environmental incident or concern, be ready to respond without putting yourself at risk. Then **report it immediately** to a senior manager.

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)



		Toolb	oox Talk – ENV00	1			
Topic/subject covered:		Environmental Awareness					
Location of briefing:		MBH, Subcontractors Office		Company:	Raphael Contracting LTD		
		derstand of the contents of this briefing/toolbox talk. If we are unable to ca gree that we must immediately stop work and inform our line manager or supervisor					
Date	Prin	t Name	Position	/Role	Signature		
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22.11.24	D. Rasciclal		Carpenter				
-							
	- (Table 2000)						
Given by: A. Kulsinskas Position: Site Manager Signature:							
Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – irl.training@jrlgroup.co.uk							



Briefing/Toolbox Talk Record								
Topic / Subject:	Drugs and Alcohol							
A. Location and Presenter Details								
Location of Briefing	MBH, Contractors Office	Company:	Raphael Contracting LTD					
Presenter:	A. Kulsinskas	Date:	21.11.24					
Position:	Site Manager	Time:	8:00am					

B. Details of Briefing

Purpose of Briefing

The following briefing addresses the key risks associated with and control measures required for the management of drugs and alcohol. Its aim is to ensure that all staff are fully aware of the potential risks associated with drugs and alcohol and what they should be doing to minimise the chances of an accident or incident.

Hazards

- Driving under the influence of drugs and alcohol.
- Using machinery whilst under the influence of drugs or alcohol.
- Undertaking any task or activity which could cause harm to others whilst taking drugs or alcohol.

Risk Level

The following are potential incidents and health risks associated with drugs and alcohol if they aren't addressed.

Incidents

- Criminal prosecution if found guilty of attempting to drive a motor vehicle on a road or other public place if unfit to drive as a result of drugs or alcohol.
- Criminal prosecution if found guilty of production, supply or use of a controlled substance.
- Criminal prosecution if found guilty of causing death or serious injury to any person at work whilst under the influence of drugs and alcohol.

Human behaviour and health (drugs and alcohol)

- Risk to health leading to increased sickness absence.
- Psychological and emotional problems including depression.
- Risk of injury to themselves and others due to the way the person thinks, feels and perceives a situation.
- Reduced concentration and impaired judgment leading to accidents and poor performance.
- Alcohol risk of liver cirrhosis and cancers of the mouth and throat.



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					
The government's advice is not to drink or take drugs before:					
* or whilst driving					
using machinery, electrical equipment or ladders					
* any task where safety would be adversely affected by alcohol.					
 Use of prescription drugs may mean avoiding the same work activities as described above. 					
Key Points					
 Everyone should be aware of the alcohol and drugs policy of both your company and that of potential clients. 					
All staff have a duty to care for their own health and safety and that of others who they may affect.					
 If you have a problem, or you know someone who does, it's important to seek help by speaking to your manager on a confidential basis in the first instance. 					
 Follow the HSE guidance for drugs and alcohol: http://www.hse.gov.uk/alcoholdrugs/index.htm. 					



			Briefing/Toolbox	Talk Record					
Topic / Subje	Topic/Subject Drugs and Alcohol								
Location of Briefing:	MRH / on Tractors ()(7,100			Company:	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									
Date Name		Position/Role	Signatu	е	Briefing given by				
20.11.24	1. Sahota		Carpenter	ISais		A.K.			
20.11.24	D. Rasciclal		Carpenter Carpenter		-	A.K.			
20.11.24	J. Smith		Carpenter	Form		A.K.			
I confirm that the above delegates attended the above stated briefing/toolbox/training									
Given by: A. Kulsimukas			Position:	Site Mana	oger				
Signature:		A STA							
P	lease	ensure that a c Training Dep	copy of this briefing/too partment at Head Offic	olbox talk/training r e – <u>irl.training@jrl</u>	egister is	sent to the			