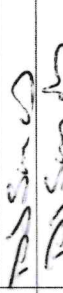



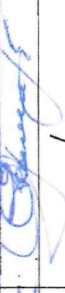


## Site Manager's Daily Safe Start

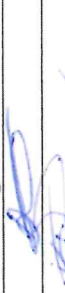

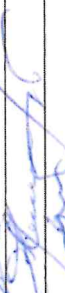

|           |        |                                   |                            |             |            |   |   |
|-----------|--------|-----------------------------------|----------------------------|-------------|------------|---|---|
| Contract: | NG 200 | Contracts Manager<br>Site Manager | Paul Haugh<br>Dave Sanders | Date (w/c): | 02/12/2024 | Method statement (s)<br>(Title, Rev No. & Rev date) | RCL<br>NG200-RCL-ZZ-MS-X-00001<br>REV P02 |
|-----------|--------|-----------------------------------|----------------------------|-------------|------------|---|---|

Location and description of work: fitting door sets /fitting joinery items & snagging

### Site Manager's Daily Sign Off

|           | Date       | Name        | Signature   | Hot Topics of the Day<br>(the main points you discussed) |
|-----------|------------|-------------|---|--|
| Monday    | 02/12/2024 | D Sanders   |  | Safe stacking  |
| Tuesday   | 03/12/2024 | D Sanders   |  | Ethical trading  |
| Wednesday | 04/12/2024 | D Sanders   |  | Water usage  |
| Thursday  | 05/12/2024 | D Sanders   |  | Saving paper   |
| Friday    | 06/12/2024 | S Simonovic |  | Climate change   |
| Saturday  | 07/12/2024 | N/A         | /   | N/A  |
| Sunday    | 08/12/2024 | N/A         | /   | N/A  |

### Operatives Daily Sign Off

| Name           | Signature   | M                                   | T                                   | W                                   | T                                   | F                                   | S                                   | S | Comments             |
|----------------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|----------------------|
| K KULSINKAS    |  | <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 BALIUIVICIUS |  | <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        |
|                |   |                                     |                                     |                                     |                                     |                                     |                                     |   |                      |
|                |   |                                     |                                     |                                     |                                     |                                     |                                     |   |                      |
|                |   |                                     |                                     |                                     |                                     |                                     |                                     |   |                      |
|                |   |                                     |                                     |                                     |                                     |                                     |                                     |   |                      |

**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**



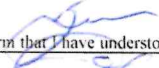
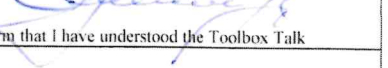




# RAPHAEL CONTRACTING LTD

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

|                             |   |
|-----------------------------|---|
| Title: Ethical Trading      | Date: 03/12/2024  |
| Location: NG200             | Start Time: 07:30   |
| Duration (Minutes) 30 mins  | End Time: 08:00   |
| Presenter's name: D Sanders | Presenters Signature:<br> |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature  |
|------------------|------------------------------|--|
| K KULSINSKAS     | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk   |
| K O'MALLEY       | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk  |
| V BALIUIEVICIUS  | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk |
| S SIMONOVIC      | RAPHAEL CONTRACTING LTD      | <br>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<br>4 | Duration<br>30 mins | Total Time<br>2 hours | Employer Reference<br>2453745 |
|-------------------|---------------------|-----------------------|-------------------------------|



## Toolbox Talk No. 75 ETHICAL TRADING

Raphael Contracting Ltd has adopted a formal ethical trading policy. Ethical trade – or ethical sourcing means that we will support business practices that promote more socially and/or environmentally responsible trade and that we have a responsibility for the rights of the workers in our supply chain. These rights are set out in the Ethical Trading Initiative (ETI) Base Code, which contains provisions based on the principles set out below.

### Why have we bothered?

There are lots of reasons why it makes good business sense to source ethically. For example, some companies have found that the increased communication with suppliers entailed in implementing an ethical sourcing strategy can help build trust among suppliers and so increase efficiency in their supply chain. Trading ethically can be a source of market differentiation with our customers. 'Conscientious consumers' are growing in number, prompting many small companies to market themselves and/or their products as 'ethical' or 'fairly traded'.

### What does our ethical trade policy cover?

adoption of the ETI Base Code;  
get management and staff buy-in;  
find out as much as possible about our suppliers and their ethical and environmental policies;  
communicate regularly with our suppliers and work with them to make sure they improve over time; and make sure our buying practices (e.g., lead times, pricing) don't constrain suppliers' ability to comply.

### ETI Base Code principles

- *Employment is freely chosen*
- *Freedom of association and the right to collective bargaining are respected*
- *Working conditions are safe and hygienic*
- *Child labour shall not be used*
- *Living wages are paid*
- *Working hours are not excessive*
- *No discrimination is practised*
- *Regular employment is provided*
- *No harsh or inhumane treatment is allowed*

### Where can I find ethical manufacturers / sub-contractors / suppliers?

**Initial 'ethical' screening** – all of our suppliers will be questioned on their ethical stance.

**Look for trade union membership** - this should at least mean that workers have the space to bargain for their rights with management.

**Check for SA8000 certification** - manufacturers who want to provide a public report of their good labour practices can obtain SA8000 certification. A list of SA8000-certified manufacturers can be found at [www.sa-intl.org](http://www.sa-intl.org).

**So what can I do to get information on my suppliers' labour practices?** If you have the resources, it makes sense to visit the supplier in person and inspect the workplace/s yourself. Find out who your suppliers' other customers are, they may share information.

**Ethical trade is...** *about workers' rights*

**Ethical trade does not...** *address organic, environmental, food safety or other concerns*

**Ethical trade should be...** *about 'continuous improvement' – in other words, helping suppliers improve over time*

**Ethical trade is not...** *about expecting 100% compliance from your suppliers overnight*

**Ethical trade should be...** *integrated into the way you operate your business*

**Ethical trade does not...** *necessarily involve passing on a premium to consumers*

**Ethical trade should...** *involve communicating your ethical trade policy to your suppliers and colleagues*

**Ethical trade should not...** *involve companies making claims to their customers that cannot be backed up by evidence*

**Major source:** [www.ethicaltrade.org](http://www.ethicaltrade.org)

|  |                      |             |    |                                       |                        |                 |
|--|----------------------|-------------|----|---------------------------------------|------------------------|-----------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | TOOLBOX TALKS<br>MOB | VERSION NO: | 10 | CREATION DATE:<br>LAST REVISION DATE: | 11/08/2010<br>Oct-2021 | Page 115 of 141 |
|--|----------------------|-------------|----|---------------------------------------|------------------------|-----------------|





## Toolbox Talk No. 77 SAVING PAPER

### Minimising your paper use is easy....

Minimising your paper use is the easiest way to reduce your impact on the environment, and save money at the same time! **Use the following tips to help you cut your paper use by up to 20%.**



- **Does it have to be printed?** If it is an email or a document that can be stored electronically it is better not to print it. Printing just causes clutter and wastes money, paper and trees.
- **Email.** Sending emails rather than letters saves money, time and paper.
- **Printing e-mails.** If you have to print e-mails, select all the e-mails by holding down Control whilst clicking to select them. Then click File-Print and make sure that Start each item on a new page is not ticked.
- **Printing long documents.** You can often fit two pages onto one A4 sheet. Try clicking File-Print-Properties-Features and choosing 2 pages per sheet.
- **Margins.** You can reduce margins on word under File-Page Setup- reducing them to 2cm and click 'default'. This will reduce the amount of paper used for large documents.
- **Font Size.** Using a smaller font size will also reduce paper used for large documents.
- **Both sides.** If you only use one side of paper you are only using half the product you paid for! Click File-Print-Properties-Features and select Two-Sided.
- **Use Scrap.** Paper already used on one side can be used to print internal documents if your printer does not support double-sided printing, as well as for making notes.
- **Sign up to the Mailing Preference Service.** Go to [www.mpsonline.org.uk](http://www.mpsonline.org.uk) to reduce the amount of junk mail you receive

### So, what kind of printing culprits are in your office...?

✓**The Pointless Printer** - prints everything just because they like to have a hard copy of all documents, even emails.

✓**The Competitive Printer** - the bigger the pile of what they perceive to be "crucial" documents, the more important they think they look.

✓**The 'Old School' Printer** – feels they can't possibly comment on an email request without printing it off to read it, and thinks it is impossible to edit documents by looking at them on screen – can only do so by printing off and writing amends on the paper copy.

✓**The Hasty Printer** - presses the 'P' button before checking quantity or length of document, seeing 20 copies of a 200-page document come out of the printer in the middle of the office while they stand and roll their eyes at it, like it's the printer's fault!

✓**The Sneaky Printer** - acutely aware they are over-printing but can't live without their paper – makes pre and post-work dashes to the printer to grab copious amounts of what is possibly personal printing before anyone sees them.

✓**The Pedestal Printer** – double-sided, recycled paper. Only prints what is essential and likes to share their documents with the rest of their team.

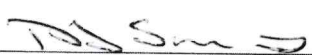
**You know who you are.....!**

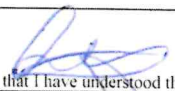

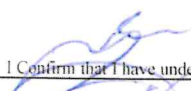
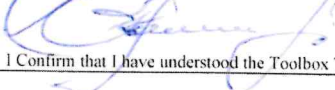
|  |                      |             |    |                                       |                        |                 |
|--|----------------------|-------------|----|---------------------------------------|------------------------|-----------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | TOOLBOX TALKS<br>MOB | VERSION NO: | 10 | CREATION DATE:<br>LAST REVISION DATE: | 11/08/2010<br>Oct-2021 | Page 117 of 141 |
|--|----------------------|-------------|----|---------------------------------------|------------------------|-----------------|



# RAPHAEL CONTRACTING LTD

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

|                             |   |
|-----------------------------|---|
| Title: Saving Paper         | Date: 05/12/2024  |
| Location: NG200             | Start Time: 07:30   |
| Duration (Minutes) 30 mins  | End Time: 08:00   |
| Presenter's name: D Sanders | Presenters Signature:<br> |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature  |
|------------------|------------------------------|--|
| K KULSINSKAS     | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk   |
| K O'MALLEY       | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk  |
| V BALIUIEVICIUS  | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk |
| S SIMONOVIC      | RAPHAEL CONTRACTING LTD      | <br>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<br>4 | Duration<br>30 mins | Total Time<br>2 hours | Employer Reference<br>2453745 |
|-------------------|---------------------|-----------------------|-------------------------------|

Toolbox Talk – ENV016

|                        |                      |
|------------------------|----------------------|
| Topic/subject covered: | Segregation of Waste |
|------------------------|----------------------|

**A: Location and Presenter Details**

|                       |                            |           |                         |
|-----------------------|----------------------------|-----------|-------------------------|
| Location of briefing: | MBH, Subcontractors Office | Company:  | Raphael Contracting LTD |
| Name of presenter:    | A. Kulsinskas              | Position: | Site Manager            |
| Date:                 | 5.12.24                    | Time:     | 8:00am.                 |

**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)

|   |
|---|
| <b>Purpose of Briefing</b>  |
| <p>Segregation wastes into hazardous/special, non-hazardous and inert for disposal can help minimise costs and maximise the opportunities for recovery and recycling.</p> <p>There is a legal requirement to take all reasonable steps to segregate dry recyclables – metal, glass, plastics, paper waste, and card and food waste (Scotland) for separate collection</p> <p>Check waste containers use standard signs to encourage segregation of waste</p>  |
| <b>Control Measures</b>   |
| <ul style="list-style-type: none"> <li>Look out for the standard signs. Where possible segregate wastes into the three different types</li> <li>Check what skips there are on site and ensure the correct wastes are placed in them</li> <li>Close lids or doors on skips to prevent waste getting wet or escaping</li> <li>Ask a line manager for advise if unsure about correct waste segregation on site</li> <li>Don't overfill skips</li> <li>Don't put liquids and flammable liquid into skips</li> <li>Don't mix non-hazardous and hazardous/special waste</li> </ul>  |
| <b>Key Points</b>   |
| <ul style="list-style-type: none"> <li>Avoid environmental harm: incorrectly disposing of waste could cause water pollution and damage habitats. Landfills and waste treatment centres are specifically designed to be able to handle specific wastes without causing environmental harm</li> <li>Avoid prosecution: it is illegal to mix different hazardous/special wastes with other waste types. It is also illegal not to take all the reasonable steps to separate dry recyclables for collection</li> <li>Reduce costs: segregating wastes can maximize recycling and can also allow certain types of waste to be recycled and reused on site</li> </ul> |



# Toolbox Talk Segregation of Waste



**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 – ENV0016   |                       |               |                         |
|--|-----------------------|---------------|-------------------------|
| Topic/subject covered:   | Segregation of Waste  |               |                         |
| Location of briefing:  | 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 |                       |               |                         |
| Date   | Print Name            | Position/Role | Signature               |
| 5.12.24  | J. Smith              | Carpenter     |                         |
| 5.12.24  | I. Sahota             | Carpenter     |                         |
| 5.12.24  | D. Pasciual           | Carpenter     |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
|  |                       |               |                         |
| Given by: A. Kulsinskas      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 – <a href="mailto:irl.training@irlgroup.co.uk">irl.training@irlgroup.co.uk</a>             |                       |               |                         |



| Briefing/Toolbox Talk Record  |                             |          |                         |
|---|-----------------------------|----------|-------------------------|
| Topic / Subject:  | Skin Protection             |          |                         |
| A. Location and Presenter Details   |                             |          |                         |
| Location of Briefing  | MBH, Subcontractors office. | Company: | Raphael Contracting LTD |
| Presenter:  | A. Kulsinskas               | Date:    | 6.12.24                 |
| Position:   | Site Manager                | Time:    | 10.00 am.               |
| B. Details of Briefing  |                             |          |                         |
| Purpose of Briefing   |                             |          |                         |
| Your skin provides a barrier to harmful substances but if it is not looked after it becomes less effective at its job. It is also vulnerable to damage and disease, and some diseases of the skin can be painful and difficult to treat. It's therefore important to treat your skin with care.   |                             |          |                         |
| Hazards   |                             |          |                         |
| Potential hazards against which skin protection is needed in the workplace are:   |                             |          |                         |
| <ul style="list-style-type: none"> <li>• Extremes of heat and cold.</li> <li>• Sharp objects, rough surfaces and projectiles.</li> <li>• Chemicals (corrosive and irritant substances, those which cause allergic dermatitis and substances which enter through the skin and cause damage to other organs).</li> <li>• Biological hazards (fungi, bacteria, blood borne pathogens and other diseases within body fluids).</li> <li>• Radiation.</li> <li>• Repeated wetting (water alone can cause dermatitis).</li> </ul>  |                             |          |                         |
| Reasons for Concern   |                             |          |                         |
| <ul style="list-style-type: none"> <li>• Contact with surfaces which are extremely hot or cold can cause burns as can corrosive substances and radioactive materials.</li> <li>• Dermatitis can be caused by direct contact with chemicals and drying of the skin due to repeated wetting or washing. Some substances cause allergic contact dermatitis which is generally incurable and which can cause a person to need to change their job.</li> <li>• The skin can develop a fungal or bacterial disease caught from contact with contaminated surfaces, fluids or from other people. This is more likely if the skin's barrier function has been damaged, e.g. due to excess wetting, dermatitis or puncture wounds.</li> <li>• Some substances cause local diseases including acne and skin cancer whilst other substances enter through the skin and then cause other damage or disease internally.</li> <li>• Skin is vulnerable to cuts, abrasion and puncture.</li> <li>• Excessive use of latex gloves can lead to latex allergy and also skin hydration leading to dermatitis.</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>• Where possible use tools to avoid direct contact of harmful substances with the skin.</li> <li>• Protective clothing and gloves should be worn in accordance with the control measures set out in your risk assessment or COSHH (hazardous substance) assessment.</li> </ul>   |                             |          |                         |

|  |
|--|
| <ul style="list-style-type: none"> <li>You may need to wear protective overalls or disposable coveralls for some tasks. If so, make sure you know how to obtain these and, where appropriate, the laundering arrangements for overalls.</li> </ul>   |
| <ul style="list-style-type: none"> <li>The type of gloves you wear depends on the hazards in your workplace.</li> </ul>  |
| <ul style="list-style-type: none"> <li>If you experience, or are in contact with extreme temperatures you must wear thermal or insulating gloves</li> </ul>  |
| <ul style="list-style-type: none"> <li>If you are working with chemicals, you must wear an impervious glove of a length and weight which is sufficient to prevent breakthrough. Don't make the mistake of wearing disposable gloves for everything just because they're convenient. They may not provide the protection you need. Check the COSHH assessment for specific advice.</li> </ul> |
| <ul style="list-style-type: none"> <li>If you are working near hazardous radiation you must use the gloves designated in your radiation protection risk assessment.</li> </ul>   |
| <ul style="list-style-type: none"> <li>If you are working with sharps you must wear cut-resistant gloves or puncture-resistant gloves as designated in the risk assessment. Cut-resistant sleeves are also sensible when working with glass and you must wear them if your employer's risk assessment tells you to do so.</li> </ul>   |
| <ul style="list-style-type: none"> <li>To avoid general mechanical damage to the hands choose suitable robust gloves which give the flexibility needed for the task.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Try to keep oils and fuels away from the skin. Use gloves and barrier creams to reduce the amount of washing needed after work and also to reduce the use of harsh cleaning substances which might otherwise be needed.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Look after your protective clothing and ask for replacements when required - your employer should advise on the wear time for gloves used with chemicals.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Protective clothing and gloves must be worn when indicated on safety signs in specific work areas.</li> </ul>   |
| <ul style="list-style-type: none"> <li>However, do not wear gloves when working with rotating machinery (unless your employer has, unusually, decided that it is safer to do so and instructed you in the safe system of work). This is because gloves becoming entangled in machines are a significant cause of injury.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Staff should be aware of dangers to others who may be in the work area. Protective clothing only protects the wearer.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Follow good hygiene practices by washing off skin contamination as quickly as possible and always washing hands before eating, drinking and smoking. Scrub under nails regularly if you are exposed to hazardous substances and biological hazards.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Remove contaminated clothing promptly.</li> </ul>   |
| <ul style="list-style-type: none"> <li>When you take off gloves which could be contaminated do so without using a bare hand in contact with the glove surface. Never use your teeth to pull off your gloves.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Use barrier creams and after work moisturisers to maintain skin condition.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Report any skin concerns promptly to a supervisor or manager and seek treatment from a pharmacist or doctor.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Attend skin checks.</li> </ul>  |
| <b>Key Points</b>  |
| <ul style="list-style-type: none"> <li>Don't take your skin for granted. It is vulnerable to damage and diseases, not all of them curable and it is not a perfect barrier, i.e. some substances can get through and into the blood stream.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Avoid contact with chemicals where it's practical, e.g. by using tools.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Use barrier creams and gloves so that general dirt and grease can be washed off more easily and with milder cleansers.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Wear the correct gloves and protective clothing for the job - check risk assessments and COSHH assessments.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Make sure you replace gloves when they are worn out - or for chemicals, when the wear time has expired.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Follow good hygiene practices by regular washing and removing contaminated clothing promptly.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Seek treatment promptly for any skin conditions as well as reporting them to your supervisor or manager.</li> </ul>   |

|                              |             |                 |                    |
|------------------------------|-------------|-----------------|--------------------|
| RN: BO-JRLG-SM-TBT-FM-Z-0093 | Page 3 of 3 | Suitability: A1 | Rev: C02           |
| TN: BO-JRLG-SM-SHE-FM-Z-0013 |             |                 | Security: Internal |