

Wk 37

Toolbox Talk – ENV011

**Topic/subject covered:** Material storage, handling and housekeeping

**A: Details of the briefing**

|                              |                             |                  |                         |
|------------------------------|-----------------------------|------------------|-------------------------|
| <b>Location of briefing:</b> | MBH, Sub contractors Office | <b>Company:</b>  | Raphael Contracting LTD |
| <b>Name of presenter:</b>    | A. Kulsinskas               | <b>Position:</b> | Site Manager            |
| <b>Date:</b>                 | 13.12.24                    | <b>Time:</b>     | 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)

|   |
|---|
| <b>Purpose of Briefing</b>  |
| <ul style="list-style-type: none"> <li>Poor storage and handling of materials creates unnecessary waste, is a loss of resource and is very costly</li> <li>Poorly stored materials increase the risk of pollution incidents and slips, trips and falls.</li> </ul>  |
| <b>Control Measures</b>   |
| <ul style="list-style-type: none"> <li>Avoid double handling as much as possible – less effort, less damage, less waste</li> <li>Supervise the delivery of materials to ensure correct location and method of storage</li> <li>Check that a material is fully used before starting a new batch. Use cut-offs where possible.</li> <li>Return to storage any materials that have not been used at the end of the day</li> <li>Reuse formwork as often as practically possible</li> <li>Designate an area for surplus concrete, aggregate and sand – these can be crushed and reused</li> <li>Ensure storage of off-cuts for future use</li> <li>Pick up litter</li> <li>Sign and segregate material reuse areas</li> </ul> |
| <b>Key Points</b>   |
| <ul style="list-style-type: none"> <li>Avoid waste: Reuse of materials reduces the requirement for new materials</li> <li>Reduce costs: waste costs money – not only the cost of replacing materials, but also the disposal cost of those that are damaged (i.e. those not protected from the weather)</li> <li>Reduce pollution risk: good storage reduces the risk of spills</li> <li>Reduce safety risk: a tidy site is a safe site</li> <li>Public relations: good housekeeping creates a positive image to the general public</li> <li>Don't place materials in areas where they can be damaged by vehicle and plant movements</li> </ul>  |

# Toolbox Talk

## Material Storage, Handling & Housekeeping



|  |
|--|
| <ul style="list-style-type: none"><li>• Don't store or leave unprotected any materials that can be damaged by weather (eg cement bags)</li></ul> |
| <ul style="list-style-type: none"><li>• Over-order materials</li></ul>   |
| <ul style="list-style-type: none"><li>• Don't put materials in a skip if they still could be used</li></ul>                                      |
| <ul style="list-style-type: none"><li>• Don't use new lengths of pipe or cable for short pieces of work</li></ul>                                |
| <ul style="list-style-type: none"><li>• Don't store together any materials that can contaminate each other</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)

[illegible]



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

| OPERATIVE NAME | HARD<br>HAT | SAFETY<br>GLASSES | HI-VIS<br>VEST | GLOVES | EAR<br>DEFENDER<br>S/<br>PLUGS | DUST<br>MASK<br>FFP3 | REASON FOR ISSUE<br>/ REISSUE |      |         |                  | SIGNATURE | DATE     |
|----------------|-------------|-------------------|----------------|--------|--------------------------------|----------------------|-------------------------------|------|---------|------------------|-----------|----------|
|                |             |                   |                |        |                                |                      | New                           | Lost | Damaged | Wear and<br>Tear |           |          |
| D. Rascic Lal  |             |                   |                | ✓      |                                |                      |                               |      |         | ✓                |           | 9.12.24  |
| J. Smith       |             |                   |                | ✓      |                                |                      |                               |      |         | ✓                |           | 10.12.24 |
| I. Sahota      |             | ✓                 |                |        |                                | ✓                    |                               |      |         | ✓                |           | 10.12.24 |
| A. Ralsinskas  |             | ✓                 |                |        |                                |                      |                               |      |         | ✓                |           | 11.12.24 |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |
|                |             |                   |                |        |                                |                      |                               |      |         |                  |           |          |





**Toolbox Talk No. 66 SAFE USE OF PASLODE GUNS (3) - BATTERIES AND FUEL CELLS**

## Battery And Charging System

The Paslode Cordless tool comes with a rechargeable battery and its own charging system. This charging system is the only one that will work with all Paslode batteries (round or oval). It will accept either the round or oval shaped batteries. The first step in preparing a new tool for operation is to fully charge the battery. New batteries are shipped discharged and must be charged prior to first use. Batteries will take 5 minutes to 2 hours (time will be dependant on the amount of discharge within the battery) to recharge.

### Important Charging Notes

|  |   |
|--|---|
|  | <b>WARNING</b>  |
|  | <p><b>CHEMICAL/EXPLOSION HAZARD</b></p> <p>Read ALL instructions before charging or using battery. Failure to follow ALL instructions may result in fire, severe burns, or release of toxic materials</p> |

### Battery Disposal:

The Paslode batteries contain cadmium and must be recycled or disposed of properly. It is illegal in some areas to place a nickel-cadmium battery into the trash or solid waste stream. You may contact your local recycling center for information on where to return the spent battery or call 1-800-822-8837 for information on Ni-Cd battery recycling in your area.

### Charging Instructions:

1. Remove wall mount unit with the orange label from the tool case and plug into a 120V AC outlet. Set orange charger on a stable surface and insert the wall mount unit's plug into the plug receptacle on the back of the charger (see picture). A green light indicates power is on and charging system is ready.
2. Remove the battery from tool or case and insert terminals down into charger. The red light will come on indicating that the battery is charging and the green light will go out.

|  |
|--|
| <b>NOTE</b>  |
| <p>If battery is completely discharged the red light and the green light may flash back and forth for up to 20 minutes. This safety feature slowly recharges the battery until it is ready to accept the full charging current. If the red and green lights continue to flash after 20 minutes, replace the battery.</p> |

3. After charging, the red light will go out and the green light will come on, indicating that the battery is fully charged. The charger will keep the battery at full charge until it is removed.
4. Unplug the wall mount unit from the charger and remove the wall mount unit from the 120V AC outlet.

### Charging Times:

|                            |                      |
|----------------------------|----------------------|
| First charge (new battery) | 2 hours              |
| Discharged Battery         | 5 minutes to 2 hours |

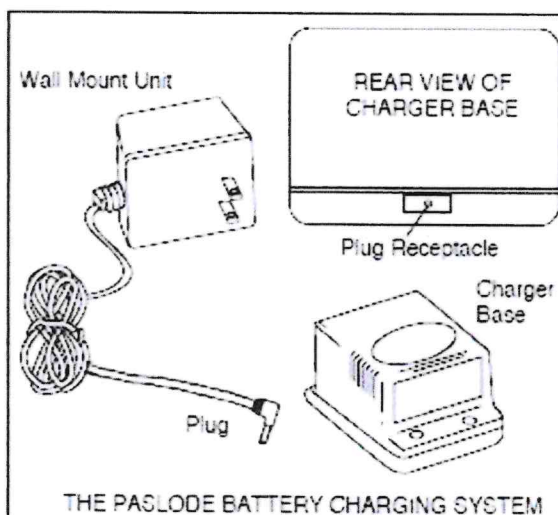
### Charging Don'ts:

1. Never charge battery outdoors or in temperatures below 40°F (5°C).
2. Never allow metal objects to come in contact with battery terminals.
3. Never puncture or attempt to open battery case or cells.
4. Never store battery where it will be subjected to temperatures above 120°F (49°C).
5. Never incinerate battery.
6. Never use a defective battery charger, one that overheats and/or smokes when plugged in.
7. Never immerse the battery in water.

### Charging System Accessories:

Battery Charger Kit - Part No. 900200  
 Wall Mount Transformer\* - Part No. 900477  
 Battery Charger Base\* - Part No. 900476  
 Automotive Adapter\* - Part No. 900507


\* Cannot use with previous (gray in color) charging system components.

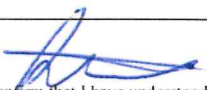
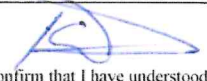
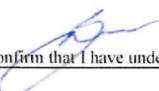
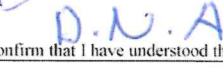




# RAPHAEL CONTRACTING LTD

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

|                                 |   |
|---------------------------------|---|
| Title: Safe use of Paslode guns | Date: 12/12/2024  |
| 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  |
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|                  |                              | 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 |
|-------------------|---------------------|-----------------------|-------------------------------|



# RAPHAEL CONTRACTING LTD

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

|   |                           |
|---|---------------------------|
| Topic: Tower scaffolds and podium steps | Date: 10/12/2024          |
| 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                                 |
|------------------|------------------------------|---|
| KULSINSKAS       | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk |
| O'MALLEY         | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk |
| BALIUIEVICIUS    | RAPHAEL CONTRACTING LTD      | <br>I Confirm that I have understood the Toolbox Talk |
| 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     |

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





| Site Manager's Daily Safe Start   |                    |                                     |                                     |                                     |  |   |   |                      |
|---|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|---|---|----------------------|
| Contract:   | NG 200             | Contracts Manager<br>Site Manager   | Paul Haugh<br>Dave Sanders          | Date (w/c):                         | 09/12/2024   | 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  |                    | 09/12/2024                          | D Sanders                           | <i>D Sanders</i>                    | Working at height regulations 2005                       |   |   |                      |
| Tuesday   |                    | 10/12/2024                          | D Sanders                           | <i>D Sanders</i>                    | Tower scaffolds and podium steps                         |   |   |                      |
| Wednesday   |                    | 11/12/2024                          | D Sanders                           | <i>D Sanders</i>                    | Safe use of hand tools                                   |   |   |                      |
| Thursday  |                    | 12/12/2024                          | D Sanders                           | <i>D Sanders</i>                    | Safe use of Paslode guns                                 |   |   |                      |
| Friday  |                    | 13/12/2024                          | D Sanders                           | <i>D Sanders</i>                    | Tethering of tools                                       |   |   |                      |
| Saturday  |                    | 14/12/2024                          | N/A                                 | /                                   | N/A  |   |   |                      |
| Sunday  |                    | 15/12/2024                          | N/A                                 | /                                   | N/A  |   |   |                      |
| Operatives Daily Sign Off   |                    |                                     |                                     |                                     |  |   |   |                      |
| Name  | Signature          | M                                   | T                                   | W                                   | T  | F   | S   | Comments             |
| K KULSINSKAS  | <i>[Signature]</i> | <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  | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                      | <input checked="" type="checkbox"/>                 | /   | RCL CARPENTER        |
| S SIMONOVIC   | <i>[Signature]</i> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                      | <input checked="" type="checkbox"/>                 | /   | RCL CARPENTER        |
| V BALIUIVICIUS  | <i>[Signature]</i> | <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<br>If the answer to any question below is NO, do not start work until the issues are resolved                                  |  | Yes | No | N/A |
|--|--|-----|----|-----|
| <b>1. Method statements, risk assessments and permits</b>  |  |     |    |     |
| 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?  |  | ✓   |    |     |
| <b>2. Place of work</b>  |  |     |    |     |
| 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?   |  | ✓   |    |     |
| <b>3. Task specific</b>  |  |     |    |     |
| 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?  |  | ✓   |    |     |
| <b>4. Variations</b>   |  |     |    |     |
| 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) |  |     | ✓  |     |
| <b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>   |  |     |    |     |