

Toolbox Talk – ENV013

<b>Topic/subject covered:</b>	Washing Down Plant and Machinery
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**A: Details of the briefing**

<b>Location of briefing:</b>	MBH, Subcontractors Office	<b>Company:</b>	RCL
<b>Name of presenter:</b>	A. Kulsinskis	<b>Position:</b>	Site Manager
<b>Date:</b>	20.02.25	<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>
<p>Washing down plant and machinery, hosing down concrete truck mixers can all lead to serious pollution incidents if it is not properly carried out.</p> <p>The resulting dirty water should not be allowed to enter surface water drains or road gullies, which generally discharge directly into local streams, rivers or soakaways and could encourage the spread of invasive plants and species to new areas.</p> <p>Careful consideration must be given to the location that plant and machinery are washed down and we must ensure that this activity is controlled.</p>
<b>Hazards</b>
The following are the hazards associated with washing down plant:
<ul style="list-style-type: none"> <li>• Environmental Harm</li> <li>• Prosecution</li> <li>• Cost of Clean up</li> </ul>
<b>Reason for Concern</b>
The following are the concerns associated with washing down plant:
<ul style="list-style-type: none"> <li>• <u>Environmental harm</u> - washings from plant and vehicles can cause environmental harm as dirty washing and rinsing water may contain dislodged mud, grease, oils, detergents, cleaning agents, invasive weeds or toxic chemicals and materials that can kill fish and other aquatic life and which may also seriously affect the surrounding environment.</li> <li>• <u>Contamination</u> - it is important to control and carefully wash plant and equipment to minimise the risk of further contamination of brownfield sites and potential for expensive clean-up operations.</li> <li>• <u>Prosecution</u> - it is an offence to allow polluting matter such as silt, cement, concrete, fuel, oils, cleaning chemicals and detergents to enter a watercourse, gully or drain. It is also illegal to cause invasive plants to spread to new areas.</li> </ul>

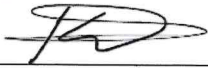

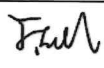

# Toolbox Talk Washing Down Plant & Machinery



Toolbox Talk – ENV013			
<b>Topic/subject covered:</b>		Washing Down Plant and Machinery	
<b>Location of briefing:</b>		MBH, Subcontractors Office	<b>Company:</b> RCL
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
20.02.25	J. Smith	Carpenter	
20.02.25	R. O'Malley	Carpenter	
20.02.25	I. Sahota	Carpenter	
<b>Given by:</b> A. Kulsinskas		<b>Position:</b> Site Manager	<b>Signature:</b>
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:	Safety Signs		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors Office	Company:	RCL
Presenter:	A. Kulsinskas	Date:	21.02.25
Position:	Site Manager	Time:	08:00 am

B. Details of Briefing
<p><b>Purpose of Briefing</b></p> <p>The following briefing explains how safety signs are used to create awareness and change attitudes in the workplace. Its aim is to ensure that all staff can understand safety signs and act appropriately.</p> <p>The Health and Safety (Safety Signs and Signals) Regulations 1996 set out requirements for safety signs. These include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. These are in addition to traditional signboards such as prohibition, warning and fire safety.</p>
<p><b>Employers</b></p> <p>Employers needs to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.</p>
<p><b>Types of Signs</b></p> <p>There are four main types of safety sign, each of which has a basic colour: red, yellow, blue or green.</p>
<p>• <b>Prohibition signs:</b></p> <p>Ban certain actions. They have a white background with a red circular band and crossbar, e.g. "No Smoking", "No access for pedestrians"</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>• <b>Warning signs:</b></p> <p>Have a black triangle on a yellow background, with the symbol or text in black, e.g. "General danger", "Industrial vehicles".</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>

Briefing/Toolbox Talk Record				
Topic / Subject	Safety Signs			
Location of Briefing:	MBH, Sub contractors Office.	Company:	RCL	
<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
21.02.25	R. O'Malley	Carpenter		A.K
21.02.25	I. Sahota	Carpenter		A.K
21.02.25	J. Smith	Carpenter		A.K
<p><b>I confirm that the above delegates attended the above stated briefing/toolbox/training</b></p>				
Given by:	A. Rulsinskas	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>				



Before 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				
<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)			✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team				

# Site Manager's Daily Safe Start

[illegible]






**SITE: The National Gallery**

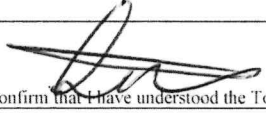
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# RAPHAEL CONTRACTING LTD

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

Title: Banksmen/Slingers	Date: 20/02/2024
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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	D.N.A I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	D.N.A 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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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors


No. Attended 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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# RAPHAEL CONTRACTING LTD

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

Title: Eye protection	Date: 18/02/2025
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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	D.N.A I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	D.N.A 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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**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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**Toolbox Talk No. 18 EYE PROTECTION**

**Fact:** On average, 1000 eye injuries occur every day, 75% by impact, 10% by ingress of foreign bodies (dust), and 15% by burns or chemicals.

**Potential Hazards to Eyes**

1. Using hammers and chisels.
2. The use of compressed air and any gas or vapour under pressure.
3. Work where sparks or particles may be given off at speed i.e. angle grinder, Stihl saw, and chainsaw.
4. Work with any tools, which will result in chippings being broken off i.e. breakers.
5. When welding, ultraviolet light is often given off, which can damage your eyes.
6. The handling of, usage, or contact with, corrosive, or irritant substances, such as acids or alkalis.
7. Handling and use of cartridge-operated tools.
8. Cutting wire or metal strapping under tension.

**Take Note**

- A tiny fragment in your eye can cause disaster.
- See a trained first-aider for attention to eyes – don't use a dirty handkerchief.
- You have a legal obligation to wear or use eye protection provided in accordance with regulations.
- Even if you are not carrying out one of the specific processes you may be at risk, so wear, or use, the eye protection provided.
- Do not watch welding processes unless your eyes are properly protected.
- Do not go into areas where eye protection is required unless you are wearing protective equipment.
- Take care of any protective equipment issued to you.
- Have any damaged, lost, or unserviceable protective equipment replaced immediately.
- Make sure your eye protectors are suitable for you and for the work being done. (CN166).
- Ensure that eye protectors are comfortable to wear and keep them clean.
- The place for eye protectors is over your eyes – not on your head, or round your neck.
- Persons wearing prescribed glasses must also wear prescribed safety glasses.

**REMEMBER – Eye protectors are replaceable; your eyes are not.**

**Questions for you:**

- Q:** What are the hazards associated with compressed air?
- Q:** What must you ensure when issued with eye protection?
- Q:** If you get something in your eye what should you do?
- Q:** What should you do if you damage your eye protectors?

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



**Toolbox Talk No. 54 BANKSMEN / SLINGERS**

- All banksmen/slingers must be trained and authorised.
- Check lifting gear daily and examine all wire rope at frequent intervals for kinks, frays and projecting needles.
- No lifting gear must be used unless its' safe working load is marked. The combined height of load to be lifted and lifting gear must never exceed the safe working load of the crane.
- Use only slings and lifting gear provided by your employer. Never use improvised slings or a single leg of a multiple leg sling.
- Loads should be landed on to suitable bearers to avoid damage to lifting gear and to facilitate its removal.
- Never tie knots in chains to shorten them – get shorter slings.
- Make sure the right pin is in use in all shackles and that the pin is properly screwed home.
- All hooks must either be an approved 'C' type or fitted with a safety catch to prevent displacement of the lifting gear.
- Protect wire ropes and slings with softwood or other suitable packing from the sharp edges of the load.
- Always see that the crane hook is centrally placed over the load clearly and where the operator can see you. Whenever possible face the operator.
- Take your hands away from chains and ropes before the crane takes the load and stand clear.
- When signalling, stand where you can see the load clearly and where the operator can see you. Whenever possible face the operator.
- Ensure that the load is lifted off the ground to see that it is free and correctly slung before hoisting.
- Wear a safety helmet and high visibility clothing.
- Make your signals clearly and distinctly and always use the approved Code Signals.
- When the crane is operating, do not leave the area unless you have been relieved by a trained deputy.
- When the crane is travelling, ensure that you signal to the operator to warn him of obstructions on the route or awkward corners.
- Riding on loads is strictly prohibited.
- Back sling hooks when no load is carried.
- Do not allow lifting gear to be used for other purposes, e.g. towing.
- When not in use, store your gear tidily off the ground.
- Keep all persons not involved in the lifting operations away from the immediate vicinity - particularly children and the general public.

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