

| | 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: | 28.02.25 | 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

Segregation wastes into hazardous/special, non-hazardous and inert for disposal can help minimise costs and maximise the opportunities for recovery and recycling.

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

Check waste containers use standard signs to encourage segregation of waste

Control Measures

- · Look out for the standard signs. Where possible segregate wastes into the three different types
- · Check what skips there are on site and ensure the correct wastes are placed in them
- Close lids or doors on skips to prevent waste getting wet or escaping
- Ask a line manager for advise if unsure about correct waste segregation on site
- · Don't overfill skips
- Don't put liquids and flammable liquid into skips
- Don't mix non-hazardous and hazardous/special waste

Key Points

- 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
- 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
- Reduce costs: segregating wastes can maximize recycling and can also allow certain types of waste to be recycled and reused on site

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 b | riefing: | MBH-Subcontrac | tors Office | Company: | RCL |
| to carry out o | le the undersigned fully understand of the contents of this briefing/toolbox talk. If we are carry out our work safely we agree that we must immediately stop work and inform our anager or supervisor | | | | |
| Date | Prin | t Name | Position | /Role | Signature |
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| Given by: A. Kulsinskos Position: Site Manager Signature: | | | 40 | | |
| Please ensure Training Depa | that a copy o | f this briefing/to d Office – <u>irl.trai</u> | olbox talk/trainir ning@jrlgroup.c | ng register is o.uk | sent to the |

| RN: BO-JRLG-EM-XX-TBT-0016 | D 2 -f 2 | Suitability: A1 | Rev: C02 |
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| TN: BO- IRI G-BM-XX-FM-Z-0008 A1 C01 | Page 2 of 2 | | Security: Public |



| 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: | 27.02.25 | |
| Position: | Site Manager Time: 08:00 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:

- Extremes of heat and cold.
- Sharp objects, rough surfaces and projectiles.
- Chemicals (corrosive and irritant substances, those which cause allergic dermatitis and substances which enter through the skin and cause damage to other organs).
- Biological hazards (fungi, bacteria, blood borne pathogens and other diseases within body fluids).
- Radiation.
- Repeated wetting (water alone can cause dermatitis).

Reasons for Concern

- Contact with surfaces which are extremely hot or cold can cause burns as can corrosive substances and radioactive materials.
- 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.
- 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.
- 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.
- Skin is vulnerable to cuts, abrasion and puncture.
- Excessive use of latex gloves can lead to latex allergy and also skin hydration leading to dermatitis.

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

- Where possible use tools to avoid direct contact of harmful substances with the skin.
- Protective clothing and gloves should be worn in accordance with the control measures set out in your risk assessment or COSHH (hazardous substance) assessment.

| RN: BO-JRLG-SM-TBT-FM-Z-0083 | Daga 1 of 2 | Suitability: A1 | Rev: C02 |
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| TN: BO-JRLG-SM-SHE-FM-Z-0013 | Page 1 of 3 | | Security: Internal |



- 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.
- The type of gloves you wear depends on the hazards in your workplace.
- If you experience, or are in contact with extreme temperatures you must wear thermal or insulating gloves
- 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.
- If you are working near hazardous radiation you must use the gloves designated in your radiation protection risk assessment.
- 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.
- To avoid general mechanical damage to the hands choose suitable robust gloves which give the flexibility needed for the task.
- 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.
- Look after your protective clothing and ask for replacements when required your employer should advise
 on the wear time for gloves used with chemicals.
- Protective clothing and gloves must be worn when indicated on safety signs in specific work areas.
- 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.
- Staff should be aware of dangers to others who may be in the work area. Protective clothing only protects the wearer.
- 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.
- Remove contaminated clothing promptly.
- 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.
- Use barrier creams and after work moisturisers to maintain skin condition.
- Report any skin concerns promptly to a supervisor or manager and seek treatment from a pharmacist or doctor.
- Attend skin checks.

Key Points

- 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.
- Avoid contact with chemicals where it's practical, e.g. by using tools.
- Use barrier creams and gloves so that general dirt and grease can be washed off more easily and with milder cleansers.
- Wear the correct gloves and protective clothing for the job check risk assessments and COSHH
 assessments.
- Make sure you replace gloves when they are worn out or for chemicals, when the wear time has expired.
- Follow good hygiene practices by regular washing and removing contaminated clothing promptly.
- · Seek treatment promptly for any skin conditions as well as reporting them to your supervisor or manager.



| | | | Briefing/Toolbox | Talk Record | | |
|-----------------------|-----------------|--------------------------------|--|-------------------|-----------------------|---|
| Topic / Subje | ct | Skin Prote | ction | | | |
| Location of Briefing: | | MBH-Suba | ontractors Office | Company: | RCL | |
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| Date | | Name | Position/Role | Signat | ure | Briefing given by |
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| I conf | irm th | nat the above | delegates attended | the above stated | briefing/to | oolbox/training |
| Given by: | | A. Kulsinskas | | Position: | Site M | anager |
| Signature: | | PA | | | | |
| Р | lease | | copy of this briefing/to | | | |

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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| Title: Mobile elevating Platform | Date: 25/02/2025 |
|----------------------------------|-----------------------|
| 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 |
|------------------|------------------------------|---|
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

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Toolbox Talk No. 28 MOBILE ELEVATING WORK PLATFORMS (MEWP)

HAZARDS

- Operatives falling from height due to unsafe work practices
- Overturning of the machine due to poor operating technique or unsatisfactory ground conditions
- Collision with other vehicles (knuckle or elbow of boom moving into the path of other traffic)
- Tools and materials, etc. falling from height
- Contact with high level, live electrical cables and other obstructions
- Exhaust fumes, if using in a confines area
- High wind speeds and other adverse weather conditions

PRECAUTIONS

- All operators of mobile elevating work platforms must be trained in their use
- Operators should only operate the types of mobile elevating platform for which they have been trained
- Always check that the machine is stable before use
- Use outriggers or stabilisers, where necessary
- Except for scissor lifts, users should wear a safety harness clipped to machine
- Ensure that the ground conditions are suitable for they type of machine in use
- Do not load the machine beyond its safe working load
- If your work involves removing equipment or materials from a structure, don't forget to allow for the extra weight
- When manoeuvring in a confined area or where members of the public are at risk, always use a signaller
- Be prepared to stop work and return to ground level if the wind speed or weather condition deteriorate to an unacceptable level

REFUELLING

- Always turn the engine off before refuelling
- LPG powered machines must be refuelled in open spaces where any spillage can easily and quickly disperse
- It is good practice to carry out refuelling of all machines in the open air
- Avoid skin contact if refuelling diesel oil, and clean up any spillage to avoid a slipping hazard



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| Title: Manual Handling | Date: 27/02/2024 |
|-----------------------------|-----------------------|
| 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 |
|------------------|------------------------------|---|
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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 0.5 hours

Employer Reference 2453745





Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

Before Manual Handling

PREPARE FOR THE LIFT – THINK AND PLAN!!

- Wear the correct PPE
- What is being lifted where to and how far?
- Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
- 4. Is the lifting and handling area clear of hazards?
- 5. Can loads be split into smaller loads?
- 6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
- 7. Is there a clear walkway with good lighting to the work area?
- Q: What checks should you carry out before lifting?
- 1. Always you know the weight of load before lifting.
- 2. Wear gloves to protect against cuts and puncture wounds.
- 3. Wear safety boots or shoes to protect from falling loads.
- 4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.
- Q: What PPE should you wear and why?

Good Handling Technique

- Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
- 2. Bend your knees and keep your back straight.
- 3. Get a secure grip on the load.
- 4. Breathe in, before lifting, as this helps to support the spine.
- Q: Describe how you would lift an object safely.
- 5. Use a good lifting technique, keep your back straight, and lift using your legs.
- Keep the load close to your body.
- Don't carry a load that obscures your vision.
- Lift slowly and smoothly.
- Q: What checks should you carry out before moving off with a load?
- 9. Avoid jerky movements.
- 10. Avoid twisting your body when lifting or carrying a load.
- 11. When lifting a height from the floor, do it in two stages.
- 12. When two or more people lift a load, one person must take control to co-ordinate the lift.
- Q: When two or more people are lifting a load, what should happen?
- Q: What should you first consider before manual handling?
- Q: What should you do to help support your spine?
- Q: Name two hazards when lifting and carrying.

REMEMBER: You only have one back, look after it!

| DOCUMENT REFERENCE: DOCUMENT OWNER: | TOOLBOX TALKS MOB | VERSION NO: | 10 | CREATION DATE: LAST REVISION DATE: | 11/08/2010 Oct-2021 | Page 29 of 141 |
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| | | S | Site Manag | er's Daily | ager's Daily Safe Start | | |
|----------------------|------------------------|--|--|-------------------------------|-------------------------|--|---|
| Contract: | NG 200 | Contracts Manager Site Manager | Paul Haugh Dave Sanders | Date (w/c): | 24/02/2025 | Method statement (s) (Title, Rev No. & Rev date) | RCL NG200-RCL-ZZ-MS-X-00001 REV P02 |
| Location and descrip | otion of work: fitting | Location and description of work: fitting joinery items & snagging | 81 | | | | |
| | | | Site Ma | Site Manager's Daily Sign Off | n Off | | |
| | | å | | | | Hot Topics | Hot Topics of the Day |
| | | Date | | Name | Signature | (the main point | (the main points you discussed) |
| Monday | | 24/02/2025 | | D Sanders | J. 2 | Working | Working at height |
| Tuesday | | 25/02/2025 | | D Sanders | 0150 N | Mobile elevatin | Mobile elevating work platform |
| Wednesday | | 26/02/2025 | 1 | D Sanders | 7 10010 | Dust contro | Dust control from tools |
| Thursday | | 27/02/2025 | | D Sanders | 15577 | Manual | Manual handling |
| Friday | | 28/02/2025 | | D Sanders | | Working in | Working in public areas |
| Saturday | | 01/03/2025 | | N/A | | N/A | Ą |
| Sunday | | 02/03/2025 | | N/A | | N/A | A, |
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| 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 | Yes | No | N/A |
|--|-----|----|-----|
| 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 | | | |

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEE656