

| Briefing/Toolbox Talk Record | | | |
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| Topic / Subject: | Using Personal Protective Equipment | | |
| A. Location and Presenter Details | | | |
| Location of Briefing | MBH, Subcontractors Office | Company: | Raphael Contracting LTD |
| Presenter: | A. Kulsinskis | Date: | 21.03.25 |
| Position: | Site Manager | Time: | 08:00 am |
| B. Details of Briefing | | | |
| 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 | | | |
| The following briefing addresses the selection and use of personal protective equipment (PPE) in the workplace. The aim of this briefing is to ensure all staff are made fully aware of the reasons why PPE is provided and what can happen if they fail to wear or use it correctly. | | | |
| Hazards | | | |
| <ul style="list-style-type: none"> Personal injuries or ill health caused by not wearing PPE. Wearing the wrong type of PPE. Wearing damaged PPE. | | | |
| Risk Level | | | |
| The following are potential incidents leading to injuries or ill health that can be caused if the PPE provided is not worn or worn incorrectly: | | | |
| <ul style="list-style-type: none"> Injuries to all body parts caused by not wearing appropriate PPE. Ill-health caused by contact with hazardous substances. | | | |
| C. Employee Actions – Briefing / TBT must be given before work starts | | | |
| <ul style="list-style-type: none"> PPE should be used as a last resort after all attempts have been taken to remove the risks (risk assessment). The correct PPE should be worn for the task(s) being carried out, e.g. protective footwear, eye protection, hearing protection, hand protection, respiratory protection, protective overalls, high visibility garments and wet weather clothing. PPE should be of the correct size and fit. When two or more items of PPE are to be worn together, they should be designed for that purpose, e.g. helmets and ear defenders. PPE should be kept clean and stored safely when not in use. PPE should be maintained and all faulty items reported to the supervisor. All items of PPE should be signed for and checked by supervisors on a regular basis. Signs indicating the mandatory wearing of items of PPE should be observed. Training should be given in the use of specific items of PPE. Failure to wear PPE when required will be considered a disciplinary offence and dealt with accordingly. | | | |
| Key Points | | | |
| <ul style="list-style-type: none"> PPE is all equipment (including clothing for protection against the weather) to be worn, or held, by people at work, as a last resort to protect them against one or more risks to their health and safety. PPE should be maintained in a good condition and all defects should be reported to a supervisor. | | | |

Toolbox Talk – ENV020

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| Topic/subject covered: | Demolition |
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A: Location and Presenter Details

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| Location of briefing: | MBH, Subcontractors Office | Company: | RCL |
| Name of presenter: | A. Kulsinskas | Position: | S. Manager |
| Date: | 21.03.25 | Time: | 08:30 |

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)

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| Purpose of Briefing |
| The demolition of buildings and structures can have a significant impact on the environment, so it is seen as high risk and must be effectively managed |
| Control Measures |
| <ul style="list-style-type: none"> Before Demolition: Refer to surveys carried out on the structures that highlighted presence of: <ul style="list-style-type: none"> Protected species (especially nesting birds/plants (eg trees protected by a Tree Preservation Order (TPO)- mitigation measures will need to be agreed with the local authority Asbestos and other hazardous materials Local listed buildings Before Demolition: Ensure that supplies to the building (water and gas) are disconnected and capped Before Demolition: Protect drains and watercourses from dust Before Demolition: Identify what waste will be generated by the demolition and ensure provision if made for each segregation waste stream Before Demolition: Notify a line manager if any unexpected materials requiring specialist management (eg asbestos) are encountered during demolition Before Demolition: Make provision to channel dust suppression waters into a lined receptacle for disposal off site or where it can be sampled before disposal to drainage system if clean During Demolition: where possible screen works to prevent spread of noise and dust and hose any vegetation to clear dust build up During Demolition: Dampen down structures and channel any liquid to a containment area During Demolition: Unless approved by local authority keep demolition activities within core working hours During Demolition: Arrange 'rest periods' during which noisy activities are temporarily ceased During Demolition: If using a hydro-vac ensure that removal of sludge from site has the correct waste information or if disposed of on-site ensure that a settlement system is in place Don't affect protected species/plants |

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