



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Main Lift Safe working load 1000Kg <i>Plus material only,</i>	Date: 22/05/2024
Location: NG200	Start Time: 14:30
Duration (Minutes) 30 mins	End Time: 15:00
Presenter's name: D Sanders	Presenters Signature: <i>D Sanders</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
S SIMONOVIC	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	<i>DWA</i> I Confirm that I have understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
A MASTAC	HUTCHISON FLOORING	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
L ARCHENOUL	HATCHISON FLOORING	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
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No. Attended
10

Duration
30 mins

Total Time
5 hours

Employer Reference
2453745



Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	20/05/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02		
Location and description of work: Installing temporary door sets and window boards									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		20/05/2024	D Sanders	<i>D Sanders</i>	Benefits of safety				
Tuesday		21/05/2024	D Sanders	<i>D Sanders</i>	Accident reporting and investigation				
Wednesday		22/05/2024	D Sanders	<i>D Sanders</i>	Site signage				
Thursday		23/05/2024	D Sanders	<i>D Sanders</i>	Head protection				
Friday		24/05/2024	D Sanders	<i>D Sanders</i>	Skin protection				
Saturday		25/05/2024	N/A		N/A				
Sunday		26/05/2024	N/A		N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
S SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL MANGER/CARPENTER
K WARNER	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER
V BALUIEVICIUS	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL CARPENTER
A MASTAC	<i>[Signature]</i>	✓	✓	✓	✓	✓			HUTCHISON FLOORING
L ARCHENOUL	<i>[Signature]</i>	✓	✓	✓	✓	✓			HUTCHISON FLOORING

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEEG56



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Accident reporting and investigation	Date: 21/05/2024
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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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Toolbox Talk No. 8 ACCIDENT REPORTING AND INVESTIGATION

ACCIDENT REPORTING

Health and safety law requires that the following types of accident are reported to the HSE:

- Fatalities and major accidents
- Injuries resulting in more than 7 days off work or inability to carry on with normal work
- Dangerous occurrences

By receiving such accident reports, the HSE can establish accident trends, highlight areas of weakness and effectively target preventative measures.

- All persons on site must ensure that all accidents, no matter how minor, are recorded in the site Accident Book (BI 510)
- In the future you may want to establish a link between a current health problem and a previous accident to claim compensation
- Accidents to members of the public arising out of site activities must also be reported

ACCIDENT INVESTIGATION

- Your employer has a duty to thoroughly investigate all accidents to establish the cause and prevent re-occurrence
- The HSE will also investigate fatalities and other serious accidents

If you are involved in an investigation:

- ✓ Listen carefully to the questions and remain calm
- ✓ State honestly what you saw or heard
- ✓ Do not be afraid to say when you do not know an answer

Remember that the reason for the investigation is to prevent the accident happening again

COMMON CAUSES OF ACCIDENTS:

- People not thinking about what they are doing
- People not following instructions
- People not following training they've been given
- Unsafe manual handling, loading, stacking and storing
- Overloading of working places, scaffolding and hoists, etc.
- Incorrect use of plant and machinery
- Use of faulty equipment with improvised repairs
- Illegal removal of guards and barriers
- Failure to use protective safety equipment
- Ignoring safety signals, signs and warning devices

Q: What are the causes of accidents in the work place?

THE COST OF ACCIDENTS TO YOU

- Pain, suffering and continuing disability
- Loss of earnings and extra expense due to disability
- Incapacity for the job and your leisure activities
- Unable to support family and possible family break-up


Q: What could the cost of an accident be to you?

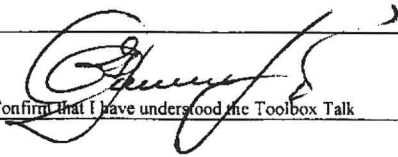

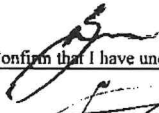
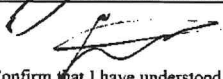

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 13 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Head Protection	Date: 23/05/2024
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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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Employer Reference
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Toolbox Talk No. 16 HEAD PROTECTION

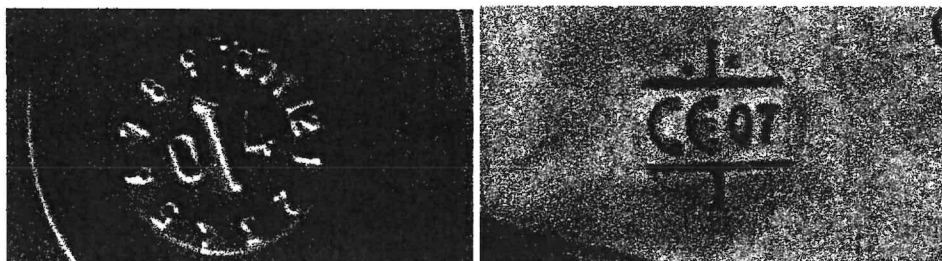
Every year in the construction industry a large number of head injuries are reported to the HSE. These are only the most serious cases, 50% are fractures of the head, many more are never reported, yet still cause much pain and suffering.

Lives have been saved by the use of safety helmets – **YOURS MAY BE NEXT**. Wearing a safety helmet can prevent most head injuries. Safety helmets are designed to a British Standard to be strong enough to prevent most falling materials damaging your brain. If your brain is damaged it is unlikely that you will be able to work as well as now. Helmets can also prevent many of the minor head injuries from bumps and scrapes that occur on building sites.

Under the Construction (Head Protection) Regulations 1989 hard hats must be worn by all persons on building and construction sites with the exception of turban-wearing Sikhs. When wearing a hard hat always check the following points:-

DO:

- ✓ Adjust the headband to suit your head size.
- ✓ Check that the outer shell and harness is in good condition, without indentation or cracks.
- ✓ Use a chin-strap where necessary to avoid the possibility of the safety helmet falling off. This applies particularly when you are working at height.
- ✓ Replace any helmet if it sustains a heavy impact, as the shell may be weakened.
- ✓ Remember helmets must be in good condition and replaced according to the manufacturer's guidelines. This is usually every two years.
- ✓ Wear the helmet the right way round - it affords little or no protection when worn back to front. Safety comes before fashion
- ✓ Keep a supply of helmets for visitors on site. These should be checked before each issue
- ✓ Wear a chin strap if you have to bend forward or down, or look up, or work in a windy location
- ✓ Wear the helmet so that the brim is horizontal when the head is upright, i.e. do NOT wear it sloping to the back or the front as this may significantly reduce the protection it can provide
- ✓ Check the manufacturing date on your helmet, generally they expire after 3 years



DON'T:

- ✗ Store materials in your helmet: it is designed to fit on your head - not for mixing cement or carrying nails!
- ✗ Apply paint or solvents to the helmet or stick labels to it - these may chemically weaken the shell and cause rapid deterioration. The manufacturer can add your company logo for you if you wish
- ✗ Store a plastic helmet in heat or direct sunlight (such as in the rear window of a car). Excessive heat and ultraviolet rays in the sunlight will quickly weaken the plastic

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 23 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	

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

Yes

No

N/A



TRAINING AND DEVELOPMENT PLAN

Title: ISO14001 – Environmental Management System	Date: 22.05.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
3	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A.Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	D.Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
8	A.Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
9	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
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Grant Claim information

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No. Attended 9	Duration 30min	Total Time 4.5h	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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CONTRACTING LTD

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 2 of 1
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TRAINING AND DEVELOPMENT PLAN

Title: Site Quiet Times and week's highlights	Date: 20.05.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

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