



SCAFFOLDING SERIES: 1/5

PLANNING NOT TO HAVE STRAINS AND SPRAINS

WORK SHOULD NOT HURT.

INTRODUCTION

This toolbox talk is about minimising the risk of strains and sprains through good planning. This includes in the quoting, contract negotiation, job plan and prestart phases. The whole business can be involved in this toolbox, especially those involved in the quoting and planning phases.

WHAT TO DO:

1. **Step 1:** Watch video 'On-site korero'.



2. **Step 2:** Discuss the following questions. Write each idea or answer on a post-it note.

- Do we have a problem with or are we at risk of strains and sprains?
- During the quoting/contract negotiation phase of the job what can we do to make the job easier on us?
- When and how do we plan for gin wheels, hoists and cranes to be used in our jobs versus manual handling?
- What do we talk about and document in our prestart meetings?
- Can we integrate warm up routines into our daily work as part of our prestart?

Organise the ideas and answers written on post-it notes under the following headings:

STOP – What have we discussed that we need to stop doing?

START – What have we discussed that we must start doing?

CONTINUE – What have we discussed that we need to continue doing?



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TOOLBOX
TALK



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**WORK
SHOULD NOT
HURT.**

Planning stage	Things to consider
Tendering stage – in your risk assessment consider safe handling, not just chargeable hours	<ul style="list-style-type: none"> • Site visit and report • Type of gear • Methods of moving gear • What handling equipment will be required – where from, and who provides it • Number of workers required • Time required to move it without pressure • The worksite layout and environment
Pre contract negotiations – what is needed to reduce strains and sprains when on the job	<ul style="list-style-type: none"> • Needs of other trades • Access to and around site • Parking • Loading and unloading requirements • How and where gear will be stacked and stored
Prestart meetings – agree on how you will carry out the day to prevent strains and sprains	<ul style="list-style-type: none"> • The loading of the truck • The order of gear • How it is stacked (preferably upright) • How the gear is moved on and off the truck • What equipment will help • What the best manual handling methods will be • If double handling can be reduced (e.g. putting gear directly into place) • Take a look around the site together and agree on where gear will be stored and where the access will be

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