

# Rubach Plasterers Pty Ltd

## SAFE WORK PROCEDURE

Workplace:

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**TASK / OPERATION:**

**Plasterboard Fixing**

**Overall Risk Rating After Controls**









4 Acute

3 High

2 Moderate

**1 Low**

### Personal Protective Equipment

Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	High Visibility
							

**Normal Requirements:**

Safety footwear, eye protection / face protection (adhesives), hand protection (leather or PVC gloves), long sleeved shirts & long trousers,

**As Required:**

Hearing protection if using power tools, high visibility shirt or vest, breathing protection (P1 or P2 respirator if in dusty environment).

### Safety Notes

**Plasterboard:**

Plasterboard is not classified as a hazardous substance according to the Australian Safety and Compensation Council (ASCC) formerly NOHSC) and is not classified as a dangerous goods according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Activities involving any cutting, drilling, breaking, sawing or grinding of plasterboard may generate dust (calcium sulphate) which is classified as hazardous and as such appropriate engineering controls (ventilation/ extraction), dust suppression or personal protective equipment (PPE) should be in place.

Exposure to dust can cause eye, skin and respiratory irritation with repeated exposure causing skin dryness or cracking

Remove from skin or eyes by rinsing with water. If swallowed rinse with water do not induce vomiting.

**Adhesives & Cements:**

Adhesives and Cements are classified as a hazardous substance according to the (ASCC) and is not classified as a dangerous goods according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Efforts should be made to avoid skin contact and exposure to eyes. Effective use of eye and skin protection should be enforced to avoid risk

Remove from skin or eyes by rinsing with water. If swallowed rinse with water do not induce vomiting.

Sequence	Potential Hazards or Risks of Each Step.	RB	Control Measures - Actions to be Taken	RA	Responsible officer
	<b>NOTE:</b>	<b>RB</b> = Risk Rating <b>before</b> controls implemented - <b>RA</b> = Risk Rating <b>after</b> controls are implemented.			
<b>1. Personal Qualifications &amp; Experience</b>	Legislation breach  Tasks performed by untrained personnel	<b>2M</b>	Ensure all employees have been trained / instructed. This includes:  a) Company OH&S induction; b) Construction OH&S induction; c) Site specific induction.  Training should include:  <ul style="list-style-type: none"> <li>• Safe Work Procedures;</li> <li>• Hazard identification processes;</li> <li>• Control measures including PPE;</li> <li>• Manual handling &amp; height safety.</li> </ul>	<b>1L</b>	
<b>2. Site Awareness</b>	Incorrect site set up  Unsafe equipment usage  Site housekeeping (slips, trips & falls)	<b>2M</b>	Ensure that all plasterboard and materials are delivered and positioned to minimise manual handling / clutter.  Have plasterboard lifted (by crane) when working above ground level. <i>Crane crew to adhere to Safe Work Procedure applicable to the lift</i>  Ensure all equipment is in safe working order including ladders, planks, trestles, powered tools & lifters.  Enable safe and easy access around work area.  Ensure all scaffolds / trestles where used are set up appropriately.	<b>1L</b>	

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<b>3.Preparation</b>	<p>Incorrect site set up</p> <p>Site housekeeping (slips, trips &amp; falls)</p> <p>Unacceptable workmanship</p>	<b>2M</b>	<p>Ensure appropriate number of people assigned to activity</p> <p>Ensure all fixings are in good condition</p> <p>Ensure plasterboard and materials are positioned to reduce manual handling risks / clutter</p> <p>Ensure work area (particularly floor surfaces) is in safe condition to avoid trips.</p> <p>Provide ventilated area to carry out cutting if applicable</p> <p>Ensure that adequate space is available to use sheet lifter.</p> <p>Where scaffold is required ensure all guard rails, mid rails, toe boards are in place, planks are in sound condition, suitable access to platform that is fully planked, tied / stable / supported to prevent from falling (preference to trestles) trestles not to be used above 2 metres</p> <p>Keep electrical leads off floor surfaces to avoid damage and trip risks</p> <p>If applicable implement measures to protect other surfaces.</p>	<b>1L</b>	

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<b>4.Pre start Checks</b>	Unsafe site set up  Unsafe equipment usage  Site housekeeping (slips, trips & falls)  Personal injury / property damage	<b>3H</b>	Check all: <ul style="list-style-type: none"> <li>• Equipment (tools, lifters, scaffolds, trestles) available and good condition</li> <li>• Materials (suitable / as ordered /safely positioned)</li> <li>• Employees fully conversant with work procedure</li> </ul> This includes:  Ensuring that all equipment and tools applicable to the work activity are available and on site  Pre start checks being performed in line with company procedures or where applicable as per manufacturers / suppliers recommendations.  Ensure First Aid facilities are available and all employees instructed.  Ensure that the work area is clear of any unnecessary obstructions  Ensure all applicable PPE and other risk control measures are available prior to commencing activity	<b>1L</b>	

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<b>5.Application</b>	Unacceptable workmanship  Personal injury	<b>3H</b>	<p>Ensure all sheets are appropriately handled depending upon size, to avoid injury or damage to sheet.</p> <p>Assign appropriate number of people to lift / handle sheets. Avoid lifting above shoulder height and for prolonged (sustained) duration to avoid manual handling injuries.</p> <p>Use sheet lifters where possible to avoid manual handling risks / scaffolds when working above 2 metres.</p> <p>Where ladders are used they must be industrial rated, secured and used for temporary access only not as a working platform. Platform ladders maybe used for work under 2 metres.</p> <p><b><i>Note Stilts must not be used under any circumstances.</i></b></p> <p>Only machine (cut) sheets with adequate ventilation / respirators</p> <p>Apply adhesive with gloves / skin / eye protection sufficient to secure sheet.</p> <p>Nail off ceiling sheets.</p>	<b>1L</b>	

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<b>6.Completion of Works</b>	<p>Non compliance with work contract</p> <p>General Housekeeping (Slips / trips)</p> <p>Personal Injury / property equipment damage / theft</p>	<b>1L</b>	<p>All excess material / scrap to be removed from worksite/ disposed of correctly.</p> <p>Floors to be cleaned (wet swept or vacuumed to avoid dust generation)</p> <p>All tools and equipment to be cleaned, removed from site.</p> <p>Site to be left in clean and tidy condition ready for handover.</p> <p>Builder /contract manager to be advised upon completion at worksite.</p>	<b>1L</b>	

**References:** NSW - Occupational Health and Safety Act 2000 & all OH&S Acts within other States  
NSW - Occupational Health and Safety Regulations 2001 & all OH&S Regulations within other States  
WA - Department of Consumer & Employment protection . Plasterers & Manual Handling  
Material Safety Data Sheets . Plasterboard, cement / adhesive