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It is important to show evidence of what you have done that shows you have developed these skills. Your trainer or assessor will discuss with you how to record your employability skills. The following table provides some examples of things you might do to develop employability skills in this unit.

Employability skill	What this skill means	How you can develop this skill
Communication	Speaking clearly, listening, understanding, asking questions, reading, writing and using body language.	<ul style="list-style-type: none">• Check how others interpret your information.• Use effective listening skills.
Teamwork	Working well with other people and helping them.	<ul style="list-style-type: none">• Share ideas on how tasks are to be completed.• Help others with the clean-up.
Planning and organising	Planning what you have to do. Planning how you will do it. Doing things on time.	<ul style="list-style-type: none">• Plan each work stage in logical sequence.• Ensure material requirements are understood in advance.
Initiative and enterprise	Thinking of new ways to do something. Making suggestions to improve work.	<ul style="list-style-type: none">• Identify and suggest responses to OHS concerns.• Encourage others to contribute ideas.• Place signage where you recognise a need.
Problem-solving	Working out how to fix a problem.	<ul style="list-style-type: none">• Evaluate alternative solutions to problems.• Calculate material requirements.
Self-management	Looking at work you do and seeing how well you are going. Making goals for yourself at work.	<ul style="list-style-type: none">• Set goals and seek feedback on work progress.• Use a work diary.
Technology	Having a range of computer skills. Using equipment correctly and safely.	<ul style="list-style-type: none">• Gain skills to use new technology.• Use the latest plastering techniques.
Learning	Learning new things and improving how you work.	<ul style="list-style-type: none">• Stay current with relevant codes and standards.• Identify and apply best practices in the workplace.

Section 1.6: Identifying, preparing and handling appropriate materials

Plastering tradespeople should be able to identify, select and use the correct materials for the task at hand.

Planning is essential as often a task requires materials suited to a particular application. Refer to site plans and specifications to identify material requirements. For example, in fitting-out modern buildings, sheeting of particular dimensions or properties may be required; for example:

- 10 mm or 13 mm recessed edge
- 10 mm ceiling board
- 10 mm or 13 mm water resistant
- 13 mm or 16 mm fire rated
- specialty products (acoustic/impact).

Additionally, cornices or ceiling roses may be needed to provide a decorative or plain finish. There may also be accessory products required, such as:

- plaster and plasterboard compounds
- fibre cement compounds
- plastic profiles
- adhesives
- screws and nails
- aluminium sections
- paper tape
- sealants, gap filler and liquid nails.

Your supervisor or site manager will be able to provide instructions about the requirements for material, preparation, handling and storage. Refer to work instructions or manufacturers' recommendations for information about the appropriateness of, and handling methods for, the materials to be used for each task.

Hazardous materials are clearly labelled by manufacturers with instructions for safe handling and storage provided on MSDSs. Some materials may require careful decanting and mixing, while ensuring procedures are carefully following to avoid spills and possible risk to the environment.

Personal safety and the safety of others while handling materials and equipment should be considered at all times. Wearing personal protective equipment and using recommended material-handling techniques or equipment is essential to workplace safety.

Find out more

Resource	Why it is useful
Association of Wall and Ceiling Industries <i>A guide to the safe delivery and on-site storage of plasterboard</i> www.awci.org.au In the 'Search' field type, Safe delivery and on-site storage of plasterboard , then click on the link.	This document outlines important information for the safe handling and storage of plasterboard on a construction worksite.
Public Designs <i>Choosing the right plaster for domestic work</i> www.publicdesigns.com/home-garden/choosing-the-right-plaster-for-domestic-work	This web page outlines different types of plaster and when they are used.

Section task 1.6

Briefly explain in one or two sentences why it is important to follow instructions and work procedures for handling materials. Use a workplace example in your answer.

In ACTION

Karl's story

Karl is the team leader of a work team who do a variety of plastering jobs. The team works at a variety of sites on a variety of jobs, from small domestic installation and repair jobs to full fit-outs on new homes and large commercial projects. With this experience behind them, Karl and the other tradespeople in the team are in the habit of planning and preparing carefully for each job.

When they are contracted for work on new houses or commercial sites, their work is driven by tight costings, project timelines and OHS requirements.

On most commercial jobs there are strict safety conditions to be met. These include:

- completing a job safety analysis
- completing a full site induction for all workers
- complying with site PPE requirements
- inspecting and tagging all power tools
- following correct storage procedures for their materials and equipment.

Competitive costings mean that calculations for material quantities need to be spot-on, wastage minimised and plasterboard sheeting handled carefully to avoid damage. Calculations are initially completed using the building plans and specifications, and then confirmed with a site visit. Project time lines also require the plasterers to plan their work carefully so they are finished on time and have vacated the site so the next stage, usually painting, can begin when scheduled.



Revision

- Work instructions can be obtained from a variety of sources including:
 - the workplace supervisor
 - plans, specifications or job sheets
 - manufacturers' information.
- Safety plans and procedures must be incorporated into the planning and preparation of work tasks.
- Signage and barricades must be used to protect workers, site visitors and members of the public. Appropriate placement of signage and barricades reduces risks and hazards.
- Appropriate tools and equipment must be selected for the job. Tools and equipment should be inspected, and any faults reported using the approved worksite process.
- Plans, specifications and manufacturers' instructions should be used to identify the materials required for the job and to calculate material requirements. Follow site procedures and manufacturers' recommendations when handling materials.
- Environmental considerations should be included in the planning and preparation stages of the project. Project activity must comply with environmental regulations and approvals.

Are you ready?

Use this checklist to assess if you are ready for assessment activity 1.

I understand how to:

- ☐ Obtain and confirm work instructions and apply to the scope of work performed
- ☐ Follow safety (OHS) requirements
- ☐ Identify and implement signage and barricade requirements
- ☐ Select and check the required tools and equipment
- ☐ Calculate material quantity requirements
- ☐ Identify, prepare and handle appropriate materials
- ☐ Identify and apply environmental requirements

Assessment activity 1

Planning and preparing

The following table maps the assessment activity for this chapter against the element and performance criteria of Element 1 in *CPCSP2003A Prepare surfaces for plastering*. The activity has been designed for all learners to complete.

Part	Element	Performance criteria
Whole activity	1	All

Prepare a checklist and additional work documents to help your team plan and prepare to undertake the following plastering task.

Work task

You and your co-workers are to install plaster in the bathrooms of six newly constructed strata units. Each unit has two bathrooms with a floor area of 9 m² and 12 m² respectively. Cement sheeting also needs to be installed in the shower recesses and above the bath and basin on the walls in preparation for the tilers. A further 15 m² of product is required for each bathroom.

1. Your checklist needs to identify:
 - where to locate relevant work instructions
 - how to clarify any aspects of the work instructions that may be unclear
 - the process for calculating how much product is required for each of the bathrooms
 - the appropriate tools and equipment needed to install the product
 - signage and barricades required at the site
 - environmental practices to follow.
2. Prepare a set of safety policies, procedures and guidelines to assist the safe handling and disposal of materials used on-site.
3. Provide a procedure for checking the serviceability of tools and equipment and reporting faulty equipment.

Record your employability skills

When you have completed the assessment activity, make sure you record the employability skills you have developed in the table at the end of the workbook. Keep copies of material you have prepared as further evidence of your skills.