



## Hazardous Manual Tasks - Safe Work Procedure (SWP) - Construction

### Residential example: Delivery of plasterboard (six metre sheets)

The SWP example below refers specifically to hazardous manual tasks and does not refer to other hazards that might be associated with handling plasterboard such as, traffic management, operating mobile plant or work at heights. The procedure below should be added to your existing procedures for managing other hazards.

The information provided is specifically for the task of delivering six metre sheets of plasterboard from truck to site storage area.

The SWP you develop will vary depending on the site in which work is being carried out. This document aims to cover most possible scenarios. As a Microsoft Word document it can be customised to suit site needs. The use of photos specific to the site and task in the safe work procedure may also be of benefit.

Hazards and risks?	Procedure (including control measures)	Guidance for developing the SWP
<p><b>Hazard</b> Hazardous manual task of manually handling 49 kg x 6 m x 1.2 m x 10 mm plasterboard sheet.</p> <p><b>Risk</b> There is a risk of musculoskeletal injury (refer to the <b>HMT risk assessment and control tool</b>).</p>	<p><b>Before work starts:</b></p> <p><i>Note: As there is significant variation in residential design and size, consider the use of mechanical aids where practicable.</i></p> <ul style="list-style-type: none"> <li>• Ensure pre-delivery checklist has been completed and that the site is suitable for use of mechanical aid.</li> <li>• Ensure the site access ways are clear and suitable for use of mechanical aid.</li> <li>• Arrange for use of <i>(insert name of mechanical aid for example telehandler)</i> for delivery of packs to the storage area.</li> <li>• For this SWP the packs are to be stored in the garage, horizontally and the sheets are to be raised off the ground using gluts or dunnage. This is to protect the product and reduce manual handling from ground height.</li> </ul> <p><b>Start procedure</b> Use <i>(insert name of mechanical aid)</i> to deliver packs from truck to storage area (refer to safe work method statement (SWMS) for operation of <i>(insert name of mechanical aid)</i> and SWMS for traffic management).</p>	<p><b>Before work starts</b></p> <p><i>Both the builder and subcontractor should do a risk assessment and follow risk management principles.</i></p> <p><i>The builder's initial risk assessment should be done during the project planning stage. Actions the builder/PC should take before work starts including:</i></p> <ul style="list-style-type: none"> <li>• <i>identify the hazardous manual tasks (HMT), for example manually handling six metre plasterboard sheets</i></li> <li>• <i>risk assess the hazardous manual task during the planning stage and prior to procurement of the plastering services and material.</i></li> </ul> <p><i>In this example, the risk assessment identified that there is a risk of musculoskeletal disorder (MSD) when manually handling six metre sheets of plasterboard. Mechanical aids have therefore been included in the SWP to manage the risk of MSD.</i></p> <ul style="list-style-type: none"> <li>• <i>The builder should require the use of mechanical aids during the tendering process.</i></li> </ul> <p><b>Note:</b> <i>All mechanical aids should comply with proven engineering principles, relevant standards, and be properly maintained to ensure they</i></p>

**Hazards and risks?**

**Procedure (including control measures)**

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*Caption: A telehandler or vehicle mounted crane eliminates the need to manually handle the plasterboard off the truck.*

If it is not practicable to use a mechanical aid to carry the sheets to the storage area, follow the below procedure:

- Ensure the access is clear.
- Unload the packs from the truck using a mechanical aid for example a vehicle mounted hoist (refer to SWMS for operation of plant).
- Break the pack open.
- Use two workers for a team lift (see below instructions for team handling). Where practicable, use three workers.
- Two workers pick sheet up from the pack and manually carry the sheets to the storage area in the garage. Where practicable, use three workers.

*are without risks to the health and safety of any person so far as is reasonably practicable.  
The subcontractor should do a risk assessment when the materials specifications and location of work are known.*

*The subcontractor will then consult with the builder/PC about the risk assessment. In this example, the risk assessment included consultation with workers and may have drawn on knowledge from previous similar projects and the current project.*

*There are circumstances where the subcontractor is managing the risk so far as is reasonably practicable using administrative controls, and the sources of risk are outside the scope of the subcontractor to manage. For example:*

- *if the site access for the delivery driver is limited and poor*
- *mechanical aids are unable to be used during the delivery on to site.*

*The builder should consult with relevant others and consider implementing further risk controls. such as:*

- *using smaller, easier to handle sheets or alternative material*
- *craning the packs in prior to the trusses being erected*
- *providing site access that allows for use of mechanical aid during unloading*
- *keeping the driveway clear by planning the workflow to ensure there is no site congestion of materials or trades.*

*The earlier the builder consults with the supplier and subcontractor about the risks, the higher the likelihood that any delivery problems will be identified and managed.*

**Labelling of packs and single sheets**

- *Suppliers can provide you with information about the size, weight and the safe handling of the packs and single sheets.*

**Storage**

- *Store the sheets as close to where the work is being done as is reasonably practicable.*

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	<ul style="list-style-type: none"> <li>• Two workers place the sheet on the horizontal stack. Where practicable, use three workers.</li> <li>• The sheets are stored horizontally and raised off the ground using a maximum height of two gluts (refer to SWP for storage using gluts).</li> </ul> <p><i>Note: for all team handling referred to in this SWP follow the team handling instructions below.</i></p> <p><b>Team handling</b> Ensure that:</p> <ul style="list-style-type: none"> <li>• the number of workers in the team is in proportion to the weight of the load and the difficulty of the lift</li> <li>• one person is appointed to plan and take charge of the operation</li> <li>• enough space is available for the handlers to manoeuvre as a group</li> <li>• team members are of similar height and capability, where possible</li> <li>• team members know their responsibilities during the lift</li> <li>• training in team lifting has been provided and the lift rehearsed, including what to do in case of an emergency.</li> </ul> <p><i>Note: Team lifting should not be considered an adequate long-term control. Team lifting has inherent risks and alternative solutions are currently being considered through consultation with the builder, supplier, subcontractor and workers.</i></p>	<ul style="list-style-type: none"> <li>• <i>If sheets are stored horizontally, consider if they can they be raised off the ground to reduce manual handling from ground level and allow for increased use of mechanical aids, for example with the use of gluts or dunnage (refer to SWP for storage of materials on gluts or dunnage).</i></li> </ul> <p><b>Team lifting</b> (where more than one worker is involved in the handling procedure)</p> <ul style="list-style-type: none"> <li>• <i>Team lifting should not be considered an adequate long term control. Team lifting has inherent risks and alternative solutions should be considered through consultation with the builder and subcontractor and workers.</i></li> </ul> <p><b>Hazardous manual tasks training</b></p> <ul style="list-style-type: none"> <li>• <i>Have the workers had specific training for the handling of plasterboard sheets including:</i> <ul style="list-style-type: none"> <li>○ <i>manual task risk management, including the characteristics of hazardous manual tasks</i></li> <li>○ <i>specific manual task risks and the measures in place to control them</i></li> <li>○ <i>how to perform manual tasks safely, including the use of mechanical aids, tools, equipment and safe work procedures</i></li> <li>○ <i>how to report a problem or maintenance issues?</i></li> </ul> </li> </ul>
<b>Name of Worker(s)</b>		<b>Worker signature(s)</b>
<b>Date SWP received by workers:</b>		
<b>Date Information, training and instruction given to workers:</b>		

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*This material has been adapted from the hazardous manual task safe work procedure, residential example: delivery of plasterboard PN11624 – Workplace Health and Safety Queensland.*

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