

## National Occupational Standards

**Sector:** Building and Construction

**Occupation:** Assistant Gypsum Boards Installer

**MQF Level:** 2

**Units:**

- GBI201: Apply Occupational Health and Safety during Work-Practices
- GBI202: Identify systems, equipment and components
- GBI203: Reading of drawings and calculations
- GBI204: Setting Out and Installation of gypsum boards

**GBI201: Apply Occupational Health and Safety during Work-Practices**

This unit is about being able to use safe procedures and safe work practices. The persons carrying out this work must possess the necessary knowledge and skills to ensure that their actions do not create health and safety risks to themselves and others, identify risks and hazards associated within the working environment, tools and equipment and materials and substances used.

**Performance Criteria**

The candidate must have the necessary knowledge and skills to:

1. Carry out safe working practices to prevent hazards and to ensure the safety of oneself, workers and members of the public.
2. Carry out safe working practices when using appropriate equipment and materials to prevent damages to work areas and injuries to oneself and 3<sup>rd</sup> parties.
3. Carry out the safe erection, use and dismantling of simple access platforms less than 2m high.
4. Set up safety barriers around a work environment hazard to protect colleagues and members of the public.
5. Use protective clothing and safety equipment according to specifications issued by manufacturers and know the whereabouts of first-aid equipment.
6. Use, handle and store materials hazardous to health in a safe manner.
7. Carry out a risk assessment to cover the job assigned and the working area.
8. Locate and switch-off temporary or fixed electrical switch gear, systems isolating valves as instructed in the health and safety procedures.

**Required Knowledge**

The Level 2 Assistant Gypsum Boards Installer must know and state:

1. The roles and responsibilities of themselves and others under the Health and Safety Act.
2. The health and safety risks associated with their role which includes tools, materials and equipment used and working practices and procedures.
3. The potential hazardous material commonly found at the workplace.
4. The procedures for dealing with potential hazardous material in the place of work.
5. The health concerns associated with the workplace and safe practices when carrying out work such as manual lifting.
6. The hazards and potential hazards at the place of work (such as electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, fire, heights, improper use of tools and equipment).
7. The importance of being alert to the presence of hazards in the place of work.
8. The responsible persons to whom to report health and safety matters or any other occurring hazards.
9. The emergency procedures in the place of work.
10. The first aid facilities that exist within the work area.
11. The best way to make use of barricades, industrial hurdles, and warning signs to make areas clearly marked out of bounds.
12. The safety procedures when using scaffold platforms.
13. The necessary safety precautions including the use of protective clothing and equipment for a range of applications including situations when helping other sector trade persons.
14. The methods used for protecting customers' property.
15. When it is required to close domestic water services from the main water supply; switch off electrical supply.
16. Any toxic effect from materials commonly used at construction sites.

17. The preventative and remedial actions to be taken in the case of exposure to materials hazardous to health.

**Required Skills**

The Level 2 Assistant Gypsum Boards Installer must be able to follow instructions to:

1. Identify which health and safety procedures are relevant to the working environment.
2. Seek expert assistance when help is needed.
3. Ensure compliance with duties and obligations as defined by the Occupational Health and Safety Act 2000 and recent amendments.
4. Follow workplace policies and employers' instructions for the safe use and maintenance of tools and equipment.
5. Control health and safety hazards within the job responsibility.
6. Report any hazards which may present risk to relevant persons.
7. Follow correct procedures in the event of injuries to themselves or others.
8. Take remedial action where work methods are not in line with control measures noted and identified from risk assessment.
9. Adhere to work production and installation processes as agreed with the employer.
10. Apply the necessary skills to erect, use and dismantle access equipment (at height less than 2m).
11. Read, interpret and install warning signs and sets up safety barriers, around working areas.
12. Equip oneself with the appropriate protective clothing and safety equipment for the setting out of steel/ wood frames to support gypsum boards and for the installation of the gypsum boards.
13. Use and store materials hazardous to health in a safe manner.
14. Monitor the workplace and maintain good housekeeping whilst keeping it free from hazards.
15. Communicate complex information regarding unfamiliar and unpredictable situations to colleagues and supervisors.
16. Advocate appropriate health and safety procedures.

**GBI202: Identify systems, equipment and components**

This unit is about identifying the different materials for specific applications based on their technical properties and to identify direct and indirect environmental impacts.

**Performance Criteria**

The candidate must have the necessary knowledge and skills to:

1. Distinguish between type of gypsum backing boards, core boards, exterior boards, soffit boards, gypsum ceiling boards, fire retardant gypsum boards, moisture resistant gypsum boards and any other type of boards (excluding timber).
2. Distinguish between drying type joint compound, setting tape joint compound, skim coat wall primer, joint tape, paper tape, fiberglass tape and any other ancillary materials.
3. Distinguish between a variety of metal furring, beams, perimeter channels and the like.

**Required Knowledge**

The Level 2 Assistant Gypsum Boards Installer must know and state:

1. The range of materials, products and procedures applicable to the relevant work and their benefits, such as, beads, trims, framing, insulation, fasteners, adhesives, joint compounds, coatings, tapes, plaster finishing and textures.
2. Horizontal, vertical and inclined planes and the use of levelling and aligning equipment for situations.
3. The different types of dry compound powders mixes.
4. Methods and techniques to minimise wastage and to protect the environment.
5. Sound isolation methods and fittings available.
6. Fire retardant methods and materials and ancillary accessories available.
7. Running dimensions, one off measurements and methods to space profiles equally spaced.

**Required Skills**

The Level 2 Assistant Gypsum Boards Installer must be able to follow instructions to:

1. Distinguish between and assist in the installation of the of different types of materials, products, methods and procedures applicable to the installation of gypsum boards such as framing practices and procedures for wood and steel framing, chase walls, furred ceilings and walls, and door and window openings.
2. Distinguish between and assist in applying a range of damp-proof materials.
3. Distinguish between and assist in the installation of a range of metal furring profiles.
4. Distinguish between the different types of cutting disks/ blades, manual and powered nibblers and shearers.
5. Assist in applying procedures to minimise off-cuts and construction material waste and dispose construction waste as guided by management.

**GBI203: Reading of drawings and calculations**

This unit is about understanding and applying dimensions from drawings and calculating quantities in the preparation, costing and estimation.

**Performance Criteria**

The candidate must have the necessary knowledge and skills to:

1. Read and interpret simplified plans and specifications to select type of gypsum installation materials.
2. Read and interpret building drawings to assist in establishing important building datum grids and levels.
3. Calculate the quantities of required gypsum sheets and fittings to meet work schedules of specific small jobs.
4. Calculate the quantity of consumables required to meet work schedules of specific small jobs.
5. Assist in the checking of deviations, misalignments against tolerances given.

**Required Knowledge**

The Level 2 Assistant Gypsum Boards Installer must know and state:

1. Compilations of overall linear dimensions from drawings.
2. Basic calculations including those involving quantities.
3. Tools and equipment used to set out levels and datum grids.
4. The correct procedure for setting out work systems.
5. Spirit levels available specifically designed for installations on inclined planes.

**Required Skills**

The Level 2 Assistant Gypsum Boards Installer must be able to follow instructions to:

1. Assist in translating drawing details to setting out of work.
2. Check spirit levels for accuracy.
3. Assist in translating quality specifications on actual work.
4. Assist to calculate quantity of gypsum panels, frames, fittings and other materials required for a job.
5. Assist in take-off quantities from drawing.
6. Assist in measuring and comprehend calculations using metric units.

**GBI204: Setting Out and Installation of gypsum boards**

This Unit is about using tools and equipment to set out and install gypsum boards;

**Performance Criteria**

The candidate must have the necessary knowledge and skills to:

1. Prepare walls with asphalt strips and other moisture barriers as instructed by your supervisor.
2. Assist to measure, mark and cut to size gypsum boards and supporting profiles with appropriate equipment.
3. Assist in the installation of single and multi-layer configurations.
4. Assist in the installation of gypsum boards around columns leaving a gap as instructed in specifications.
5. Assist in the setting out furring profiles with equal spacing in between to meet installation specifications.
6. Assist in the setting out datum grid lines and levels to lay frames within specified tolerance.
7. Assist in the setting of frames around doors and windows while noting and correcting any skewed dimensions as necessary.
8. Assemble and use appropriately access working platforms.
9. Assist in the installation of frames to meet specified tolerance such as joint alignment, level alignment, vertical alignment at corners and within bays, and lateral alignment.
10. Assist in the paper joint treatment and surface preparation, installation of corner beads, trim and control joints.
11. Assist in hand and mechanical finishing with setting-type and drying-type compounds;
12. Carry out repairs of damaged gypsum boards installed.
13. Use the spirit level, plumb line, straight edge, builders square and laser instruments to set out work under supervision.
14. Assist in the Checking of rooms and shafts for skewed misalignments.
15. Set cavity insulation as instructed where necessary.
16. Use vacuum, wetting agents and continuous ventilation appropriately to control dust.
17. Store all materials and equipment in an appropriate manner as instructed.

**Required Knowledge**

The Level 2 Assistant Gypsum Boards Installer must know and state:

1. The methods of use and maintenance of tools and equipment.
2. Types of pre-decorated panels, water resistant panels, sheeting, insulation, fixtures and special materials
3. Types of fasteners requirements and special constructions such as curved surfaces, arches, soffits etc.
4. Framing installation spacing; base and lath applications, accessories and control joints, plaster missing and application and finishing options.
5. Basic knowledge of acoustical ceiling systems, procedures to obtain sound control and fire safety.
6. Basic knowledge of area separation walls, cavity walls, fire proofing, curtain wall/ fire containment systems, thermal insulation, air water and vapour control.
7. Adhesive applications to install boards.
8. Recommended frequency of furring frames and supports.
9. Type of primers and stabilizers to preserve gypsum boards.
10. Quality and installation methods of gypsum boards appropriate for curved surfaces.
11. Appropriate storage methods of all materials and equipment.

### Required Skills

The Level 2 Assistant Gypsum Boards Installer must be able to follow instructions to:

1. Prepare materials, tools and equipment required as instructed
2. Identify, use, clean and store the basic hand tools.
3. Control the quality and accuracy of cuts using hand and power tools and equipment.
4. Assist in the checking of the quality of installed work against specifications.
5. Assist in the Reading, interpretation and conversion metric linear dimensions to meters, cm and mm.
6. Assist in the Reading, interpretation and project 90/45-degree angular measurements;
7. Assist in identifying datum lines and establish procedures to check shaft/ open spaces/ rooms for skewed misalignment as work progress.
8. Assist in appropriate installation procedures for ceilings and walls inspection hatches.
9. Assist in the installation procedures for walls ventilation louvers to reduce humidity; light and other systems fittings.
10. Store all materials and equipment in an appropriate manner.
11. Assist in the installation procedures to construct ceilings and walls with protruding or recessed bulkheads.
12. Use appropriately lifting gear to handle gypsum boards, profiles and other equipment.