



Australian Government

SIFFNL002 Transfer deceased persons

Release: 2

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Modification History

Not applicable.

Application

This unit describes performance outcomes, skills and knowledge required to lift, move and transfer a deceased person to a funeral vehicle for transporting to a mortuary. This unit applies to funeral home staff who work as part of a team and may direct or supervise others according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Funeral Operations

Unit Sector

Funeral Directing

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Prepare to collect deceased person.
2. Complete documentation and legal requirements to transfer deceased person.
3. Conduct transfer to funeral vehicle.
4. Transport and conduct transfer to mortuary.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Identify transfer requirements.
- 1.2 Locate and prepare appropriate transfer vehicle.
- 1.3 Locate and prepare transfer equipment and place in transfer vehicle.
- 1.4 Identify and use personal protective equipment.
- 2.1 Obtain positive identification of deceased person and label.
- 2.2 Consult with clients to obtain information to complete documentation.
- 2.3 Complete and check legal documentation.
- 2.4 Obtain Death Certificate from appropriate sources where available and check prior to transferring deceased person.
- 2.5 Check Death Certificate where applicable to identify presence of infectious disease and take appropriate precautions as required.
- 2.6 Report and document jewellery and valuables.
- 2.7 Provide completed documentation to manager or legal personnel as required.
- 2.8 Notify appropriate personnel of discrepancies in legal documentation.
- 2.9 Report suspicious deaths according to relevant legislation.
- 3.1 Determine safest and most appropriate method of moving deceased person.
- 3.2 Identify wrapping considerations and wrap deceased person.
- 3.3 Apply manual handling techniques to transfer deceased person to funeral vehicle.
- 3.4 Return premises to original state.
- 4.1 Prepare for transfer to mortuary.
- 4.2 Transfer deceased person from trolley or other apparatus to vacant mortuary tray.

- 4.3 Conduct immediate cleaning or purging of deceased body as required during transfer.
 - 4.4 Position and store deceased person according to mortuary requirements.
 - 4.5 Notify funeral arranger of coffin or casket requirements.
5. Reinstate transfer vehicle and equipment.
- 5.1 Return transfer vehicle to correct location.
 - 5.2 Clean transfer vehicle and transfer equipment and return to correct location.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFFFNL001A Transfer deceased persons.

Links

Companion Volume Implementation Guide - <http://www.serviceskills.com.au/resources>