



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR016A Supervise exhumations

Revision Number: 1

SIFBCR016A Supervise exhumations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to supervise the exhumation of burial sites. It involves identifying and communicating work requirements, identifying and communicating hazards, and supervising staff undertaking the exhumation.

Application of the Unit

Application of the unit

This unit applies to cemetery and crematorium supervisory staff and funeral directors and involves taking responsibility for exhumations and overseeing the work of others.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

- SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for exhumations.	<p>1.1 Confirm legality of reason for exhuming grave.</p> <p>1.2 Identify correct <i>burial site</i> from cemetery map or plan.</p> <p>1.3 Liaise with <i>appropriate personnel</i> to identify <i>work requirements</i> and confirm areas of responsibility in performing exhumation.</p> <p>1.4 Identify <i>tools, equipment and machinery</i> and confirm assembly and checks.</p> <p>1.5 Communicate identified <i>hazards</i> and assist staff to take corrective action.</p> <p>1.6 Supervise staff in placing <i>protective restraints</i> to restrict access to site to <i>authorised personnel</i> according to work requirements and relevant legislation.</p>
2 Supervise exhumation of deceased persons.	<p>2.1 Supervise exhumation to ensure it is performed according to <i>workplace policies and procedures, universal precautions</i> and <i>relevant legislation</i>.</p> <p>2.2 Use screens or other means to protect privacy of the remains.</p>

ELEMENT**PERFORMANCE CRITERIA**

- 2.3 Supervise and assist staff in enclosing remains of the deceased person and coffin or casket in appropriate casing as required.
- 2.4 Supervise staff and assist in transferring remains as necessary according to workplace policies and procedures, and relevant legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills, including active listening and questioning techniques to identify and confirm exhumation requirements and to identify areas of responsibility
- problem-solving skills to recognise unsafe situations and take corrective action
- teamwork skills to coordinate and supervise staff in performance of required tasks
- literacy and numeracy skills to interpret and read drawing specifications, cemetery maps and plans, and understand written documentation
- planning and organisational skills to advise staff of exhumation requirements, monitor staff performance of task, and work to timelines
- interpersonal skills to relate to people from a range of social, cultural, religious and ethnic backgrounds and with a range of physical and mental abilities.

Required knowledge

- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and conduct of exhumations
- workplace policies and procedures
- gravedigging procedures
- shoring methods and procedures
- tools and equipment
- machinery operations.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to identify burial location and to assess safe exhumation methods
- the co-ordination of required personnel, tools, equipment and machinery and monitoring of operations to ensure all exhumations are conducted safely and

EVIDENCE GUIDE

efficiently and in accordance with work specifications

- use of clear and accurate communication with colleagues and supervision of the safe and efficient exhumation of remains using infection control procedures and the reinstatement and good presentation of burial sites at conclusion of exhumation
- knowledge of regulatory requirements and methods for exhumations and ability to deal with breaches
- supervising exhumations on multiple occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a cemetery environment where human remains are exhumed
- access to protective restraints
- access to appropriate privacy screens
- access to a range of tools and equipment required to exhume a burial site.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate planning and preparing for work
- observation of candidate supervising staff in:
 - preparing and using tools and equipment
 - identifying burial sites
 - identifying safety hazards
 - placing protective restraints
 - exhuming and transferring remains
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to exhumations
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Burial site*** may include:
- below ground
 - above ground
 - crypt
 - mausoleum
 - tomb
 - vault
 - lined grave
 - unlined grave.

- Appropriate personnel*** may include:
- manager
 - supervisor
 - leading hand.

- Work requirements*** may include:
- removal of remains
 - lifting and repositioning or deepening of burial sites
 - storage or transfer of remains
 - scheduling of work.

RANGE STATEMENT

Tools, equipment and machinery may include:

- personal protective equipment
- mechanical or hydraulic bracing equipment
- spade
- shovel
- pick
- crowbar
- auger
- sledgehammer
- timber mallet
- ladder that complies with requirements of current Australian standard
- backhoe
- front-end loader
- skidsteer loader
- excavator
- tractor
- truck
- lowering and lifting devices.

Hazards may include:

- air
- water
- vibration
- heat
- slippery surfaces
- overhead obstacles
- ground pressure, such as:
 - machinery
 - people
 - soil
 - structures
- previously dug graves
- monument collapse
- foreign objects
- drains
- cables
- sprinklers
- pipes
- trees and roots.

RANGE STATEMENT

Protective restraints may include:

- sheeting
- barricades
- temporary fencing
- reinforced covers.

Authorised personnel may include:

- manager
- supervisor
- court personnel
- police
- coroner
- department of health
- family.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- emergency procedures, including fire and accident procedures.

Universal precautions must include:

- use of personal protective equipment
- presumption that all blood and body fluids are infectious
- covering exposed cuts and abrasions, particularly on workers' hands, with waterproof coverings prior to commencing work
- immediate treatment of puncture wounds or abrasions
- use of protective clothing when cleaning spillage of body fluids.

Relevant legislation and regulations may include:

- OHS
- cemetery Acts and by-laws
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations