



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR020A Dig a grave manually

Revision Number: 1

SIFBCR020A Dig a grave manually

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to manually dig and re-open graves in a safe manner and assess gravesites to minimise the risk of grave collapse.

Application of the Unit

Application of the unit

This unit applies to cemetery staff involved in burial works. It requires the application of manual skills to re-open or dig a grave according to legislative and workplace requirements. It involves working under supervision as part of a team with some responsibility.

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 Conduct manual grave excavation and shoring.	<p>1.1 Determine <i>gravedigging requirement</i> according to work requirements, risk assessment and <i>relevant legislation and regulations</i>.</p> <p>1.2 Identify and locate gravesite according to cemetery map or plan and physical location.</p> <p>1.3 Select and prepare <i>personal protective equipment</i> according to relevant legislation and <i>workplace policies and procedures</i>.</p> <p>1.4 Assess <i>grave shoring requirements</i> according to workplace policies and procedures, and relevant legislation.</p> <p>1.5 Manually dig grave according to dimensions of coffin or casket using appropriate <i>tools and equipment</i> in accordance with relevant legislation and workplace policies and procedures.</p> <p>1.6 Identify and apply workplace procedures for <i>safe storage of displaced earth</i> or removal from site.</p> <p>1.7 Undertake <i>progressive grave shoring requirements</i> according to job requirement using safe and appropriate <i>shoring method</i>.</p>

ELEMENT**PERFORMANCE CRITERIA**

- | | | |
|---|--|--|
| | 1.8 | Maintain above and below ground communication with other team members. |
| 2 | Minimise risk of grave collapse. | |
| | 2.1 | Maintain safe surface loadings according to soil type and condition. |
| | 2.2 | Constantly monitor excavation for <i>grave collapse warning signs</i> . |
| | 2.3 | Take appropriate <i>corrective or emergency action</i> according to relevant legislation and workplace policies and procedures. |
| 3 | Clean up and make safe open gravesite. | |
| | 3.1 | Cover surface area from edge of excavation to ensure soil integrity and stability and to provide safe work area for funeral. |
| | 3.2 | Place grave supports and lowering devices in readiness for coffin or casket according to work requirements. |
| | 3.3 | Clean area adjacent to grave and remove earth according to workplace policies and procedures to ensure safety of funeral work area. |
| | 3.4 | Place <i>protective restraints</i> to ensure access by authorised personnel only, according to relevant legislation and workplace policies and procedures. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- manual gravedigging skills, including safe and appropriate use of relevant tools and equipment
- shoring skills appropriate to re-opening and digging a grave
- communication skills, including active listening and questioning techniques and clear and direct communication to determine, clarify and inform team members of work requirements and ensure safety of site and personnel
- literacy and numeracy skills to read and interpret relevant documentation, plans and drawings and to measure gravesite dimensions and shoring requirements.

Required knowledge

- corrective or emergency actions in relation to grave collapse
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and gravedigging
- workplace policies and procedures to maintain safety requirements
- personal protective clothing and equipment
- safe operation of relevant tools and equipment
- soil types and conditions relevant to shoring requirements
- risk assessment procedures.

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 select, prepare, use, maintain and clean the required tools and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- ability to identify gravesite location and to assess

EVIDENCE GUIDE

safe excavation and shoring requirements for re-opening and manual gravedigging

- constant monitoring of excavation for grave collapse and ability to take immediate corrective actions during manual gravedigging
- digging graves manually 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 that allows for the digging of graves to accommodate required dimensions of coffins or caskets and application of appropriate shoring methods
- access to relevant tools and equipment, including gravedigging tools and personal protective equipment
- access to grave supports, lowering devices and protective restraints.
- access to relevant documentation, including cemetery map or plan.

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 accessing, shoring and manually digging a new grave
- observation of candidate accessing, shoring and re-opening a grave
- written or verbal questioning to assess knowledge and understanding of workplace policies and procedures, and relevant legislation
- 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, for example:

- SIFBCR017A Prepare for gravedigging.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up

EVIDENCE GUIDE

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.

Gravedigging requirement may include:

- re-opening existing site
- new site
- coffin or casket measurement
- required depth of excavation.

Relevant legislation and regulations may include:

- OHS
- grave re-opening
- workers' compensation, legislation and regulations
- cemetery Acts and by-laws
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

RANGE STATEMENT

Personal protective equipment may include:

- overalls
- steel-capped boots
- jacket
- long sleeves
- gloves
- safety glasses or goggles
- hard hat
- hat or cap
- gumboots
- ear plugs or muffs
- sun protection
- two-way radio.

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.

Grave shoring requirements may include:

- required depth of grave
- required depth of excavation for re-opening
- techniques to deal with soil types and conditions, such as:
 - sand
 - clay
 - rock
 - length of time soil exposed
 - breakdown of cohesive strength of soil
 - soil fretting
 - soil compaction
 - tension cracks.

RANGE STATEMENT

Tools and equipment may include:

- spreaders
- boards
- hydraulic braces
- stabilisers
- spades
- shovels
- picks
- crowbars
- auger
- timber tom
- sledgehammer
- timber mallet
- power saw
- handsaw
- timber of correct or recommended grade, size and type
- ladder that complies with requirements of current Australian standard
- explosive power tool.

Safe storage of displaced earth may include:

- truck
- vacant site.

Progressive grave shoring requirements may include:

- top of grave shored to a minimum of 300 millimetres
- sides of grave shored where depth exceeds 1.5 metres.

Shoring method may include:

- box set
- closed timbering for wet sand or refilled ground
- soldier set or box sets for firm, hard clay
- shields where suitable for rock.

Grave collapse warning signs may include:

- fretting from top edge
- slump in surface near excavation
- tension cracks
- support timbers bowing or creaking.

RANGE STATEMENT

Corrective or emergency action may include:

- alternative shoring methods
- use of a sludge pump
- reduced soil loadings
- evacuation of gravesite.

Protective restraints may include:

- sheeting
- barricades
- temporary fencing
- reinforced covers.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations