



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIFBCR025A Exhume a burial site**

**Revision Number: 1**

## SIFBCR025A Exhume a burial site

### Modification History

Not applicable.

### Unit Descriptor

#### Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to exhume above and below ground burial sites and to lift and reposition or deepen human remains to accommodate additional burials under supervision.

### Application of the Unit

#### Application of the unit

This unit applies to cemetery and crematorium gravedigging staff and funeral directors. It requires liaison with a variety of personnel dependent on the context in which exhumation is performed. The application of universal precautions to prevent contamination or infection is required when exhuming or lifting and deepening or repositioning human remains.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

#### Prerequisite units

- SIFOHS004A Work in confined spaces
- 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 Perform exhumation.	<p>1.1 Liaise with <i>appropriate personnel</i> to identify <i>work requirements</i> and own areas of responsibility in performing exhumation.</p> <p>1.2 Identify and prepare <i>tools, equipment</i> and <i>machinery</i> according to work requirements and workplace policies and procedures.</p> <p>1.3 Place <i>protective restraints</i> to restrict site access to <i>authorised personnel</i> according to supervisor instructions and <i>relevant legislation</i>.</p> <p>1.4 Apply <i>universal precautions</i> to minimise risk of infection from contaminates.</p> <p>1.5 Inspect and confirm nameplate as required.</p> <p>1.6 Perform exhumation according to <i>workplace policies and procedures</i>, relevant legislation and supervisor instructions.</p> <p>1.7 Enclose remains of deceased person and coffin or casket in <i>appropriate casing</i> according to workplace policies and procedures and supervisor instructions.</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2 Lift and reposition or deepen human remains.	<ul style="list-style-type: none"><li>2.1 Identify storage requirements according to work requirements and workplace policies and procedures.</li><li>2.2 Remove adjacent monuments as required and reassess further digging with appropriate personnel.</li><li>2.3 Dig to required or anticipated depth according to workplace policies and procedures and safety requirements.</li><li>2.4 Remove coffin or casket and transfer or store remains according to supervisor instructions, workplace policies and procedures, and relevant legislation.</li></ul>
3 Clean site.	<ul style="list-style-type: none"><li>3.1 Liaise with appropriate personnel to determine <i>clean up requirements</i>.</li><li>3.2 Store and maintain tools, equipment and machinery according to workplace policies and procedures and manufacturer instructions.</li></ul>

## 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 and clear and direct communication to identify and confirm work requirements and consult with appropriate personnel
- problem-solving skills to recognise unsafe situations and take corrective action
- teamwork skills to contribute to decision making to ensure safe operations
- literacy and numeracy skills to access and interpret workplace policies and procedures and manufacturer instructions for tool and equipment use and machinery operation.

#### Required knowledge

- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS, conduct of exhumations, and storage and handling of human remains
- workplace policies and procedures relating to performing exhumations
- care, use and maintenance of relevant tools, equipment and machinery.

## 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, equipment and machinery according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- ability to identify burial location and to assess safe exhumation methods
- the safe and efficient exhumation of remains using infection control procedures, the reinstatement and good presentation of burial sites at conclusion of exhumation
- exhuming burial sites on multiple occasions to ensure

## EVIDENCE GUIDE

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 exhumation and lifting or deepening of human remains take place
- access to relevant documentation, such as cemetery maps or plans
- access to protective restraints and appropriate casings for human remains
- access to relevant tools, equipment and machinery, including personal protective equipment.

### 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 performing below ground exhumations and lifting and repositioning or deepening remains
- observation of candidate performing above ground exhumations
- 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. A gravedigging work role could include, for example:

- SIFBCR017A Prepare for gravedigging
- SIFBCR018A Backfill and make good graves
- SIFBCR020A Dig a grave manually
- SIFBCR023A Dig a grave using machinery.

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.

***Appropriate personnel*** may include:

- manager
- supervisor
- leading hand.

***Work requirements*** may include:

- removing remains
- lifting and repositioning or deepening remains
- storing or transferring remains
- scheduling work
- burial site, such as:
  - crypt
  - mausoleum
  - tomb
  - vault
  - lined grave
  - unlined grave.

***Tools*** may include:

- spade
- shovel
- pick
- crowbar
- auger
- sledgehammer
- timber mallet.

## RANGE STATEMENT

*Equipment* may include:

- personal protective equipment, including:
  - overalls
  - steel-capped boots
  - jacket
  - long sleeves
  - gloves
  - respirator with communication device attached
  - safety glasses or goggles
  - hard hat
  - hat or cap
  - gumboots
  - ear plugs or muffs
  - sun protection
  - two-way radio
- mechanical or hydraulic bracing equipment
- trolley
- ladder that complies with requirements of current Australian standard
- lowering and lifting device
- restraints.

*Machinery* may include:

- backhoe
- front-end loader
- skidsteer loader
- crane
- excavator
- gator
- tractor
- truck.

*Protective restraints* may include:

- sheeting
- barricades
- temporary fencing
- reinforced covers.



## RANGE STATEMENT

*Authorised personnel* may include:

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

*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.

*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.

*Workplace policies and procedures* may include:

- OHS
- staff authorities and responsibilities
- storage or transfer of remains
- care of equipment
- reporting maintenance requirements of tools, machinery and equipment
- waste removal.

**RANGE STATEMENT**

*Appropriate casing* may include:

- ossuary box
- body bag.

*Clean up requirements* may include:

- removing waste
- making surrounding area safe
- removing or replacing monumentation
- refilling grave.

**Unit Sector(s)**

**Sector** Funeral Services

**Competency field**

**Competency field** Burial and Cremations