



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS001A Follow OHS procedures

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to apply OHS legislation and codes of practice in a funeral services industry environment.

Application of the Unit

Application of the unit

This unit applies to gravediggers, grounds maintenance workers and funeral, cemetery and crematorium staff. It requires knowledge and application of procedures for safety, security, emergencies and manual handling,

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

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 | Identify workplace safety, security and emergency procedures. | <ul style="list-style-type: none"> 1.1 Identify relevant <i>workplace policies and procedures</i>. 1.2 Identify and report <i>workplace hazards</i> and unsafe situations to <i>appropriate personnel</i> according to workplace policies and procedures, and <i>relevant legislation</i>. 1.3 Identify location and use of <i>emergency equipment</i>. 1.4 Identify and review work strategy, equipment and staffing options. 1.5 Consult with work team and confirm most appropriate work method. |
| 2 | Perform safe manual handling. | <ul style="list-style-type: none"> 2.1 Select handling and lifting technique according to weight and dimensions of the object or deceased person and <i>manual handling procedures</i>. 2.2 Prepare and clear work area of obstacles and hazards. 2.3 Apply correct lifting, carrying and placement techniques to move object or deceased person. 2.4 Coordinate multi-person manual handling tasks as required. |

ELEMENT	PERFORMANCE CRITERIA
3 Implement strategies to prevent infection and contamination in the workplace.	<p>3.1 Apply <i>personal hygiene practices</i> according to relevant legislation and workplace policies and procedures.</p> <p>3.2 Identify, use and maintain <i>personal protective equipment</i> according to relevant legislation and workplace policies and procedures.</p> <p>3.3 Handle and dispose of hazardous items and potentially <i>infectious or contaminated waste</i> according to relevant legislation and workplace policies and procedures.</p>
4 Carry out general housekeeping.	<p>4.1 Monitor cleanliness, safety and tidiness of workplace and remove <i>general waste</i> as required.</p> <p>4.2 Use, maintain and store <i>housekeeping equipment</i> and supplies according to workplace policies and procedures and manufacturer instructions.</p> <p>4.3 Tag damaged items and notify appropriate personnel of maintenance requirements.</p> <p>4.4 Report housekeeping issues to appropriate personnel according to workplace policies and procedures.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- safe manual handling techniques
- use of personal protective equipment
- communication skills, including clear and direct communication and active listening and questioning techniques, to liaise with other staff and report actual or potential hazards
- literacy and numeracy skills to interpret and follow policies, manufacturer instructions and safety signage
- self-management skills to identify and meet own OHS responsibilities
- problem-solving skills to identify and address hazardous situation.

Required knowledge

- individual employee responsibilities in relation to ensuring safety of self, other workers and other people in the workplace
- broad understanding of employer's responsibilities under relevant state or territory OHS legislation
- broad understanding of employee's responsibility to participate in OHS practices under relevant state or territory OHS legislation
- various types of hazardous materials and disposal techniques
- relevant workplace policies and procedures
- emergency and security 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 Evidence of the following is essential:

- project or work activities that show the candidate's ability to follow predetermined health, safety and

EVIDENCE GUIDE

this unit

security procedures, incorporate safe work practices into all workplace activities and participate in consultation, hazard identification and risk assessment activities for a given funeral services industry operation and in line with regulatory requirements

- knowledge and understanding of the implications of disregarding those procedures
- knowledge and understanding of the legal requirement to work according to health, safety and security procedures
- following OHS procedures over a period of time to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- project or work activities that show candidate's ability to apply safe working practices in relevant sector of the funeral services industry
- access to housekeeping equipment and materials
- access to personal protective equipment
- use of current commercial policies and procedures and template documents used for the management of OHS practices.

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 completing safe one person and multiple person manual handling lifts
- observation of candidate completing general housekeeping tasks and safe waste disposal
- written or verbal questioning to assess knowledge of accessing and interpreting relevant legislation and workplace policies and procedures
- 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
- SIFBCR020A Dig a grave manually
- SIFBCR023A Dig a grave using machinery
- SIFOHS002A Follow infection and contamination control procedures.

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.

Workplace policies and procedures may include:

- OHS
- general housekeeping
- manual handling
- first aid
- security, such as:
 - mayday via two-way radio
 - working alone
 - duress alarm to police
 - alarm system
 - security guard
 - locking buildings and toilets
- emergency, such as:
 - gas or electrical fire
 - fire drill
 - evacuation
- reporting incidents and hazards
- reporting tools, equipment and materials' defects and maintenance requirements
- health and hygiene
- waste disposal
- chemical handling.

RANGE STATEMENT

Workplace hazards may include:

- manual handling
- toxic substances
- industrial gases
- body fluids and human tissue
- infections
- fire
- infectious waste
- sharps
- chemical spills
- dust and vapours
- noise, light and energy sources
- electrical equipment
- vehicles
- personal lifestyle
- workplace stress
- people.

Appropriate personnel may include:

- OHS representative
- human resources personnel
- team leader
- leading hand
- manager
- supervisor.

Relevant legislation may include:

- OHS
- cemetery Acts and by-laws
- Environment Protection Act
- Dangerous Goods Act
- Public Health Act
- Public Safety Act
- Coroner's Act
- Anatomy Act
- Human Tissue Act.

RANGE STATEMENT

Emergency equipment may include:

- fire extinguisher
- fire blanket
- first aid kit.

Manual handling procedures may include:

- single person lift
- multiple person lift
- assisted with manual lifting device
- assisted with mechanical lifting device.

Personal hygiene practices may include:

- maintenance of cleanliness of work clothes
- hand washing
- food hygiene practices
- use of personal protective equipment
- participation in workplace health program.

Personal protective equipment may include:

- disposable gloves
- heavy duty gloves
- protective overgarments
- overshoes
- waterproof aprons
- masks and goggles
- sunscreen
- protective headwear
- ergonomic office furniture.

Infectious or contaminated waste may include:

- body parts
- human tissue
- human blood and body fluid
- materials and equipment containing human blood and body fluid
- contaminated garments
- contaminated soil
- soiled dressings
- sharps
- catheters
- swabs and bandages.

RANGE STATEMENT

General waste may include:

- building waste
- foodstuffs
- paper and packaging materials.

Housekeeping equipment may include:

- broom
- mop and bucket
- vacuum cleaner
- pick up trolleys
- mobile rubbish bins
- cleaning cloths
- rubbish skips.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Occupational Health and Safety