



Australian Government

SIFEWHS002 Review and develop mortuary work health and safety policies and procedures

Release: 1

SIFEWHS002 Review and develop mortuary work health and safety policies and procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes and knowledge required to review and develop work health and safety/occupational health and safety policies and procedures for mortuaries. It applies to mortuary managers with responsibility for reviewing existing policies and procedures and practices, developing written mortuary work health and safety/occupational health and safety policy and monitoring its implementation and ongoing review.

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

Competency Field

Work Health and Safety

Unit Sector

Embalming

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Research policy needs.	1.1 Establish and document existing mortuary work health and safety/occupational health and safety policies and procedures and evaluate effectiveness in terms of currency, validity, clarity and staff awareness and acceptance. 1.2 Ascertain and document relevant legislation that will impact on mortuary work health and safety/occupational health and safety policies and procedures. 1.3 Determine and document areas of mortuary work health and safety/occupational health and safety policy requiring development or revision.
2. Undertake	2.1 Confirm internal personnel required to assist with policy

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| consultation to develop policy. | development. |
| | 2.2 Engage external experts as required. |
| | 2.3 Establish informal and formal consultative methods to be used. |
| | 2.4 Implement consultative processes. |
| | 2.5 Collate relevant information and evaluate for inclusion in mortuary work health and safety/occupational health and safety policies and procedures. |
| 3. Prepare draft policy and procedures. | 3.1 Prepare draft policy according to mortuary requirements, relevant legislation and consultation feedback. |
| | 3.2 Prepare draft procedures to support policy implementation according to mortuary requirements, relevant legislation and consultation feedback. |
| | 3.3 Incorporate promotion and review mechanisms for mortuary work health and safety/occupational health and safety policy and procedures. |
| 4. Finalise policy and procedures. | 4.1 Review draft policy to ensure compliance with legislative and regulatory requirements. |
| | 4.2 Consult relevant personnel to gain final comments and make changes as required. |
| | 4.3 Edit and confirm final policy document. |
| | 4.4 Promote mortuary work health and safety/occupational health and safety policy and procedures to staff using appropriate promotion mechanisms. |
| | 4.5 File relevant documentation to workplace requirements. |

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

SIFOHS008A Review and develop mortuary OHS policies and procedures.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

Assessment Requirements for SIFEWHS002 Review and develop mortuary work health and safety policies and procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- research, develop, review and revise the content of work health and safety/occupational health and safety policies and procedures that are appropriate to current mortuary workplace requirements
- apply effective consultation and communication with internal personnel on the content of policies and procedures
- develop a portfolio of relevant research material and policy drafts.

Evidence of performance of reviewing and developing mortuary work health and safety policies and procedures is required.

Knowledge Evidence

Demonstrated knowledge of:

- mortuary work health and safety/occupational health and safety procedures and practices
- industry trends and benchmarks for best practice work health and safety/occupational health and safety
- state or territory work health and safety/occupational health and safety legislation as it affects mortuary operations
- workplace policies and procedures for internal and external consultation and document preparation and recording
- effective consultation and communication strategies for the review, development, and promotion of policies and procedures.

Assessment Conditions

Skills must be demonstrated in a mortuary workplace:

- using suitable equipment and resources, including:
 - housekeeping equipment and materials and personal protective equipment
 - documentation including:
 - workplace policies and procedures, and hazard identification and risk assessment template documents
 - federal, state or territory legislation, codes of practice and standards issued by regulatory authorities or industry groups

- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with appropriate personnel

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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