



Australian Government

SIFXWHS001 Follow work health and safety procedures

Release: 1

SIFXWHS001 Follow work health and safety procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to apply work health and safety/occupational health and safety legislation and codes of practice in a funeral services industry environment. It applies to gravediggers, grounds maintenance workers and funeral, cemetery and crematorium staff who are required to follow work health and safety/occupational health and safety procedures as part of legislative and workplace requirements.

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

Competency Field

Work Health and Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Apply workplace safety, security and emergency procedures.

2. Perform safe manual handling.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Become familiar with relevant workplace work health and safety/occupational health and safety policies and procedures.
 - 1.2 Recognise and report workplace hazards and unsafe situations to appropriate personnel.
 - 1.3 Determine location and use of emergency equipment.
 - 1.4 Review work strategy, equipment and staffing options.
 - 1.5 Participate and contribute to work health and safety consultations.
-
- 2.1 Select handling and lifting technique according to weight and dimensions of the object or deceased person and manual handling procedures.

- 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.
- 3. Prevent infection and contamination in the workplace.
 - 3.1 Apply personal hygiene practices.
 - 3.2 Identify, use and maintain personal protective equipment.
 - 3.3 Handle and dispose of hazardous items and potentially infectious or contaminated waste.
- 4. Carry out general housekeeping.
 - 4.1 Monitor cleanliness, safety and tidiness of workplace and remove general waste as required.
 - 4.2 Use, maintain and store housekeeping equipment and supplies according to manufacturer guidelines.
 - 4.3 Tag damaged items and notify appropriate personnel of maintenance requirements.
 - 4.4 Report housekeeping issues to appropriate personnel.

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

SIFOHS001A Follow OHS 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 SIFXWHS001 Follow work health and safety procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- follow predetermined health, safety and security procedures
- participate in consultation, hazard identification and risk assessment activities for a given funeral services industry operation and in line with regulatory requirements.

Evidence of performance of incorporating safe work practices into workplace activities on five or more occasions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- legal requirements for work health, safety and security procedures, and the implications for not following those procedures
- employer and individual employee responsibilities in relation to ensuring safety of self, other workers and other people in the workplace under work health and safety/occupational health and safety legislation
- work health and safety/occupational health and safety workplace policies and procedures
- nature of funeral services industry workplace hazards and how these are managed, including:
 - 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
- manual handling procedures
- reporting hazards procedures and responsible personnel
- use and purpose of emergency equipment
- manual handling procedures
- personal hygiene practices, including:
 - maintenance of cleanliness of work clothes
 - hand washing
 - food hygiene practices
 - use of personal protective equipment
- use and purpose of personal protective equipment
- methods of disposal for infectious and contaminated waste in the funeral services industry, including:
 - 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
- equipment and materials use to carry out housekeeping.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that is as industry realistic as possible. In a simulated environment, it is essential that assessment is conducted:

- using suitable facilities, equipment and resources, including:
 - a funeral services facility
 - housekeeping equipment and materials and personal protective equipment
 - commercial policies and procedures and template documents used for the management of work health and safety/occupational health and safety practices
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members

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

Links

Companion Volume implementation guides are found in VETNet -

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