



**Australian Government**

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

# **SIFBCR017A Prepare for gravedigging**

**Revision Number: 1**

## **SIFBCR017A Prepare for gravedigging**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to assess a gravesite for the appropriate gravedigging method and prepare the site for digging or re-opening according to work requirements.

### **Application of the Unit**

**Application of the unit**

This unit applies to cemetery and crematorium staff involved in burial works. It requires consistent application of safe work practices according to legislative and workplace requirements and communication, literacy and numeracy skills 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 Determine gravedigging requirements. | <p>1.1 Determine <b><i>gravedigging requirements</i></b> according to <b><i>relevant legislation</i></b> and work requirements.</p> <p>1.2 Identify appropriate <b><i>gravesite</i></b> and physical location according to cemetery map or plan.</p> <p>1.3 Assess site and surrounding area to determine <b><i>soil type, safety hazards</i></b>, access and egress and any other <b><i>relevant issues</i></b>.</p> <p>1.4 Determine viability of gravesite according to <b><i>safety requirements</i></b> and refer to <b><i>appropriate personnel</i></b> for further instruction.</p> <p>1.5 Select appropriate <b><i>gravedigging method</i></b>.</p> |
| 2 Conduct grave probe as required.     | <p>2.1 Select and prepare <b><i>personal protective equipment</i></b> according to relevant legislation and <b><i>workplace policies and procedures</i></b>.</p> <p>2.2 Select and prepare <b><i>tools and equipment</i></b> and <b><i>machinery</i></b> according to job requirements, workplace policies and procedures and manufacturer instructions.</p> <p>2.3 Undertake slab removal as required.</p>                                                                                                                                                                                                                                                 |

**ELEMENT****PERFORMANCE CRITERIA**

- 2.4 Measure plot to determine correct location of initial probe position.
  - 2.5 Probe gravesite according to measurements, relevant legislation and workplace policies and procedures.
  - 2.6 Record measurements from probe to determine vacancy status.
  - 2.7 Report viability of gravesite to appropriate personnel according to workplace policies and procedures.
- 3 Prepare for digging.
- 3.1 Assemble and brief gravedigging work team as required.
  - 3.2 Identify and advise gravedigging work team of above and below ground lines of communication to be used in case of emergency.
  - 3.3 Select and prepare personal protective equipment according to relevant legislation and workplace policies and procedures.
  - 3.4 Select and prepare tools and equipment according to job requirements and workplace policies and procedures.
  - 3.5 Mark site according to grave dimensions and supervisor instructions.
  - 3.6 Inspect and remove monuments, masonry or headstones that impact stability or access according to supervisor instructions.
  - 3.7 Apply protective strategies to preserve adjacent graves according to supervisor instructions or work requirements.
  - 3.8 Place **protective restraints** 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

- safe use of tools and equipment, including personal protective equipment
- communication skills, including clear and direct communication to brief relevant personnel and to communicate safety hazards
- literacy and numeracy skills to identify and interpret relevant documentation, plans and drawings and to take measurements, make calculations and interpret manufacturer instructions for using tools and operating machinery
- manual handling skills and techniques to ensure safe performance of relevant tasks.

#### Required knowledge

- 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 protect personnel, gravesites and masonry
- application and safe operation of relevant tools and equipment
- safe shoring procedures and structures
- 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 identify and assess gravesites to select appropriate gravedigging or re-opening method, tools, equipment and safety requirements according to work specifications
- ability to take accurate measurements, make accurate calculations and conduct accurate probes
- preparing for gravedigging on multiple occasions to ensure consistency of performance and ability to respond to different situations.

## EVIDENCE GUIDE

### Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a cemetery environment that allows for identification of vacant gravesites and protection of adjacent gravesites
- access to relevant tools and equipment, including personal protective equipment
- access to protective restraints
- access to above and below ground emergency communication.

### 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, probing and preparing range of gravesites for re-opening and digging
- 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:

- 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.

***Gravedigging requirements*** may include:

- new grave
- existing grave
- re-opening a grave.

***Relevant legislation*** and regulations may include:

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

***Gravesite*** may include:

- lined
- unlined.

***Soil type*** may include:

- sand
- rock
- clay.

## RANGE STATEMENT

***Safety hazards*** may relate to:

- air
- water
- vibration
- heat
- slippery surfaces
- overhead obstacles
- ground pressure, such as:
  - machinery
  - people
  - soil
  - structures
- previously dug graves
- monument collapse
- foreign objects
- drains
- cables
- sprinklers
- pipes
- trees and roots.

***Relevant issues*** may include:

- requirement to conduct grave probe
- need for soil removal
- effect on presentation of nearby graves.

***Safety requirements*** may include:

- additional equipment to deal with presence of such things as excessive or uncontrolled water.

***Appropriate personnel*** may include:

- leading hand
- supervisor
- manager.

***Gravedigging method*** may include:

- manual
- machine.

## 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.

## RANGE STATEMENT

**Tools and equipment** may include:

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

**Machinery** may include:

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

**Protective restraints** may include:

- sheeting
- barricades
- temporary fencing
- reinforced covers.

## Unit Sector(s)

**Sector**

Funeral Services

## Competency field

**Competency field**

Burials and Cremations