



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR018A Backfill and make good graves

Revision Number: 1

SIFBCR018A Backfill and make good graves

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to backfill graves and make good gravesites following burials or grave re-openings. The unit requires working under supervision as part of a team with some responsibility.

Application of the Unit

Application of the unit

This unit applies to cemetery staff involved in burial works. It requires the application of manual, communication and problem-solving skills to carry out safe backfilling, and clean and make good gravesites.

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 Prepare to backfill and make good a grave.	1.1 Determine <i>job requirements</i> according to <i>workplace policies and procedures</i>. 1.2 Identify and locate appropriate <i>gravesite</i>. 1.3 Assemble work team and required <i>tools, equipment and machinery</i> according to job requirements and workplace policies and procedures. 1.4 Prepare and use <i>personal protective equipment</i> according to workplace policies and procedures. 1.5 Liaise with <i>appropriate personnel</i> for indication to proceed with work. 1.6 Place <i>protective restraints</i> to allow access by authorised persons while work is in progress according to workplace policies and procedures, and <i>relevant legislation</i>. 1.7 Identify <i>safety hazards</i> and implement corrective action according to workplace policies and procedures, and relevant legislation. 1.8 Remove mats, floral tributes, lowering devices and planks.

ELEMENT	PERFORMANCE CRITERIA
2 Backfill a grave following a burial or grave re-opening.	2.1 Backfill burial hole according to workplace policies and procedures. 2.2 Consolidate soil as backfilling progresses. 2.3 Remove shoring devices where applicable as each level is reached. 2.4 Complete grave fill according to job requirements and workplace policies and procedures.
3 Make good a grave following a burial or grave re-opening.	3.1 Replace turf on lawn or grave according to workplace policies and procedures. 3.2 Arrange placement of monumentation as required. 3.3 Clean and make good gravesite and replace tributes according to workplace policies and procedures and job requirements. 3.4 Clean and make good adjacent gravesites and surrounds according to workplace policies and procedures. 3.5 Remove, clean and store tools, equipment and machinery according to 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

- communication skills to liaise with work team and appropriate personnel to perform job requirements and maintain safety
- literacy and numeracy skills to interpret job requirements; report faulty tools, equipment and machinery; and locate appropriate gravesites
- problem-solving skills to recognise actual and potential safety hazards and take corrective action
- appropriate and safe use of tools, machinery and equipment.

Required knowledge

- appropriate backfilling techniques
- workplace policies and procedures
- safe operating procedures for tools, equipment and machinery operations
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS, working in confined spaces and gravedigging
- operating procedures for relevant tools, equipment and machinery
- shoring techniques and devices.

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 and equipment according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- hazard identification, risk assessment and control to ensure safety of self and others
- safe use of shoring devices during backfill operations and ensuring that the site is marked and well presented

EVIDENCE GUIDE

on conclusion of the work

- backfilling and making good graves on multiple occasions to ensure 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 with a range of backfilling requirements
- access to relevant documentation, including cemetery map or plan and range of job requirements
- access to relevant legislation and workplace policies and procedures
- access to relevant tools, equipment and machinery.

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 preparing, backfilling and making good gravesites according to workplace and legislative requirements
- 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:

- SIFBCR017A Prepare for gravedigging
- SIFBCR020A Dig a grave manually
- SIFBCR023A Dig a grave using machinery
- SIFOHS001A Follow OHS 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.

Job requirements may include:

- social, cultural and religious requirements, such as:
 - burial procedures
 - time between death and burial
 - time between burial and closure of graves
 - placing of tributes and special personal effects
- work team
- tools, equipment and machinery
- personal protective equipment
- protective restraints.

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
- reporting tool, machinery and equipment faults.

Gravesite may include:

- lined
- unlined.

RANGE STATEMENT

Tools and equipment may include:

- spade
- shovel
- pick
- crowbar
- auger
- timber tong
- sledgehammer
- timber mallet
- ladder that complies with requirements of current Australian standard.

Machinery may include:

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

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.

Appropriate personnel may include:

- funeral director
- supervisor
- leading hand.

RANGE STATEMENT

Protective restraints may include:

- sheeting
- barricades
- temporary fencing
- reinforced covers.

Relevant legislation and regulations may include:

- OHS
- workers' compensation legislation and regulations
- cemetery Acts and by-laws
- general cemetery regulations
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards.

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.

RANGE STATEMENT

Shoring devices may include:

- spreaders
- boards
- hydraulic braces
- stabilisers.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations