



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR024A Remove ledger and concrete lid

Revision Number: 1

SIFBCR024A Remove ledger and concrete lid

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to assess, remove and replace monumentation, ledgers and lids.

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 and literacy skills under supervision as part of a team with some responsibility.

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 Assess site.	1.1 Identify appropriate <i>gravesite</i> according to cemetery map or plan and physical inspection. 1.2 Assess gravesite and surrounding area to determine <i>safety hazards</i>, access and egress, and other <i>relevant issues</i> according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>. 1.3 Identify and confirm availability and serviceability of <i>tools, equipment</i> and <i>machinery</i> as required. 1.4 Identify and confirm availability of <i>appropriate personnel</i> and brief them as required.
2 Carry out removal.	2.1 Select and prepare <i>personal protective equipment</i> according to relevant legislation and workplace policies and procedures. 2.2 Loosen ledger or concrete lid according to workplace policies and procedures. 2.3 Roll off, lift or break ledger or lid according to workplace policies and procedures. 2.4 Store intact covering or debris according to workplace

ELEMENT**PERFORMANCE CRITERIA**

policies and procedures.

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|---|------------------|-----|--|
| 3 | Reinstate grave. | 3.1 | Replace covering and monumentation on completion of required work according to workplace policies and procedures. |
| | | 3.2 | Clean and make good gravesite according to workplace policies and procedures. |
| | | 3.3 | Clean and make good adjacent gravesites according to workplace policies and procedures. |
| | | 3.4 | Clean and store tools, equipment and machinery according to workplace policies and procedures and manufacturer instructions. |
| | | 3.5 | Report defects or maintenance requirements of tools, equipment and machinery according to workplace policies and procedures and manufacturer instructions. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- safe operation of relevant tools and equipment
- communication skills, including active listening and questioning techniques and clear and direct communication to determine, clarify and inform team members of work requirements
- literacy and numeracy skills to interpret cemetery maps or plans and work requirements
- 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 gravesites
- workplace policies and procedures to protect personnel, gravesites and masonry
- properties and construction of ledgers and lids.

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, equipment and machinery according to supervisor instructions, workplace policies and procedures, and manufacturer's instructions
- ability to identify gravesite location and to assess safe removal methods for ledgers and concrete lids
- the safe and efficient removal of ledgers and reinstatement and good presentation of burial sites at conclusion of works
- removing ledgers and concrete lids 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 where assessment of monumentation and surrounding gravesites can occur
- access to relevant documentation, such as cemetery plans or maps
- access to relevant tools and equipment, including personal protective equipment.

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 identifying and assessing a range of gravesites with different coverings
- observation of candidate safely removing a range of coverings and reinstating a range of graves
- 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.

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.

Gravesite may include:

- pebbletop
- concrete
- granite
- tiles.

Safety hazards may relate to:

- grave collapse
- water
- vibration
- heat
- slippery surfaces
- overhead obstacles
- ground pressure, such as:
 - machinery
 - people
 - soil
 - structures
- previously dug graves
- monument collapse
- foreign objects.

Relevant issues may include:

- sinkage
- need for soil removal
- effect on presentation of nearby graves.

RANGE STATEMENT

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- manual handling
- safe storage and handling of coverings
- emergency procedures, including fire and accident procedures.

Relevant legislation and regulations may include:

- OHS
- cemetery Acts and by-laws
- local government regulations
- Public Health Act
- Environment Protection Act
- Worksafe Australia certification and standards.

RANGE STATEMENT

Tools and equipment may include:

- straps
- wedges
- suction clamps
- block and tackle
- concrete saw
- sledgehammer
- jackhammer
- spreaders
- boards
- hydraulic braces
- stabilisers
- spades
- shovels
- picks
- crowbars
- auger
- timber tom
- sledgehammer
- timber mallet
- explosive power tool
- power saw
- handsaw.

Machinery may include:

- backhoe
- front-end loader
- skidsteer loader
- excavator
- hoist and crane
- motorised or manual trolleys
- tractor
- truck.

Appropriate personnel may include:

- leading hand
- supervisor
- manager
- external contractor.

RANGE STATEMENT

Personal protective equipment
may include:

- overalls
- steel-capped boots
- jacket
- long sleeves
- gloves
- safety glasses or goggles
- hat or cap
- gumboots
- ear plugs or muffs
- sun protection
- two-way radio.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations