



Australian Government

Department of Education, Employment and Workplace Relations

SIFBCR026A Manage lift and reposition or deepen operations

Revision Number: 1

SIFBCR026A Manage lift and reposition or deepen operations

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to assess burial sites for their suitability for lifting and repositioning or deepening. It involves making determinations, developing work instructions and monitoring operations.

Application of the Unit

Application of the unit

This unit applies to supervisors with responsibility for assessing all aspects of lifting and repositioning or deepening requests according to relevant legislation.

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 work requirements of lifting and repositioning or deepening operation.	1.1 Review application to lift and reposition or deepen burial site according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>. 1.2 Review cemetery records and consult <i>appropriate personnel</i> to determine options. 1.3 Visually inspect grave location and surrounds and identify <i>existing or potential limitations</i>. 1.4 Make determination according to <i>relevant information</i>, workplace policies and procedures, and relevant legislation. 1.5 Prepare costing and communicate <i>response to applicant</i> according to relevant information and workplace policies and procedures.
2 Advise work requirements.	2.1 Develop <i>work instructions</i> and advise relevant personnel according to workplace policies and procedures. 2.2 Confirm availability of relevant personnel, <i>tools</i>, <i>equipment</i> and <i>machinery</i>. 2.3 Confirm availability and serviceability of <i>safety</i>

ELEMENT**PERFORMANCE CRITERIA**

equipment according to work requirements, relevant legislation and workplace policies and procedures.

2.4 Confirm work requirements with applicant and appropriate personnel as required.

3 Oversee work requirements.

3.1 Assemble relevant personnel, tools, equipment and machinery according to work requirements and workplace policies and procedures.

3.2 Liaise with relevant personnel to monitor operation.

3.3 Inspect and confirm nameplate as required.

3.4 Take **corrective action** according to workplace policies and procedures, and relevant legislation.

3.5 Advise applicant of work outcome according to workplace policies and procedures.

3.6 Complete relevant **documentation** according to workplace policies and procedures, and relevant legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills, including active listening, questioning and negotiating techniques to receive, assess and confirm applications for lifting and repositioning or deepening and to liaise with relevant personnel throughout operation to maintain safety
- organisational skills to assess and confirm required personnel and logistical and safety factors
- time management skills to schedule and monitor operations
- problem-solving skills to recognise and correct known and unknown factors impacting on viability and safety of lift and reposition or deepen operation
- literacy and numeracy skills to review lift and reposition or deepen applications and cemetery records, and to prepare costings.

Required knowledge

- in-depth knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and assessment of applications to lift and reposition or deepen human remains
- workplace policies and procedures relating to lift and reposition or deepen applications and operations
- grave shoring requirements and methods
- appropriate usage of tools, equipment and machinery.

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 receive, assesses, cost and negotiate applications for lifting and repositioning or deepening human remains according to legislative and workplace requirements

EVIDENCE GUIDE

- the co-ordination of required personnel, tools, equipment and machinery and monitoring of operations to ensure all repositioning works are conducted safely and efficiently and in accordance with work specifications
- knowledge of regulatory requirements and methods for repositioning of human remains
- managing lift and reposition or deepen operations 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 that allows for visual inspection of gravesites and surrounds to inform assessment of lift and reposition or deepen requests
- access to relevant documentation, such as cemetery records
- access to 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 monitoring lift and reposition or deepen operation and taking corrective action as required
- 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.

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.

Workplace policies and procedures may include:

- timeframe for carrying out work
- exhumation procedures
- OHS
- recording or reporting
- client follow-up
- costing
- emergency procedures.

Relevant legislation may include:

- Cemeteries Acts
- OHS.

Appropriate personnel may include:

- manager
- gravediggers
- funeral director.

Existing or potential limitations may include:

- ground conditions
- monumentation
- access to site
- number of existing burials in gravesite
- required depth.

RANGE STATEMENT

Relevant information may include:

- inability to move monumentation or make it safe
- unsafe conditions, such as:
 - unstable ground
 - possible site contamination
- anticipated condition of remains, such as:
 - embalming of remains
 - coffin construction
 - presence of water
 - lined or unlined grave
- safe access
- required equipment, tools and machinery
- availability of suitable staff.

Response to applicant may include:

- rationale for agreeing or refusing to proceed
- alternative proposals
- potential impacts on work, such as:
 - condition of remains
 - unexpected site conditions
- length of time required to complete work safely
- possible additional costs.

RANGE STATEMENT

- Work instructions** may include:
- time and anticipated duration
 - location
 - anticipated depth
 - shoring requirements
 - storage and handling arrangements
 - anticipated condition of remains
 - containers, such as:
 - ossuary box
 - body bag
 - roles and responsibilities of relevant personnel
 - potential limitations
 - required equipment, tools and machinery
 - risks and risk treatments
 - required personal protective equipment
 - emergency procedures
 - contingency plans.

RANGE STATEMENT

Tools and equipment may include:

- personal protective equipment, including:
 - overalls
 - steel-capped boots
 - jacket
 - long sleeves
 - gloves
 - respirator with communication device attached
 - safety glasses or goggles
 - hard hat
 - hat or cap
 - gumboots
 - ear plugs or muffs
 - sun protection
 - two-way radio
- mechanical or hydraulic bracing equipment
- spades
- shovels
- picks
- crowbars
- auger
- sledgehammer
- timber mallet
- ladder that complies with requirements of current Australian standard
- lowering and lifting device.

Machinery may include:

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

RANGE STATEMENT

- Safety equipment*** may include:
- air ventilation fan
 - harness
 - restraints.
- Corrective action*** may include:
- stopping operation and making good the grave
 - shoring or additional shoring.
- Documentation*** may include:
- cemetery map or plan
 - cemetery records
 - quality procedures
 - operation application.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Burials and Cremations