



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS003A Follow mortuary OHS procedures

Revision Number: 1

SIFOHS003A Follow mortuary OHS procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to apply OHS legislation and codes of practice in a mortuary environment.
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Application of the Unit

Application of the unit	This unit applies to embalming staff and other funeral home staff involved in mortuary work and body preparation.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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Employability Skills Information

Employability skills	This unit contains employability skills.
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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 Apply workplace safety, security and emergency procedures. | 1.1 Identify and apply relevant <i>workplace policies and procedures</i> .
1.2 Identify and report <i>workplace hazards</i> and unsafe situations to <i>appropriate personnel</i> according to workplace policies and procedures, and <i>relevant legislation</i> .
1.3 Identify, locate and use <i>emergency equipment</i> according to workplace policies and procedures. |
| 2 Perform safe manual handling. | 2.1 Identify and assess <i>manual handling requirements</i> .
2.2 Select and plan <i>lifting technique</i> according to manual handling requirements.
2.3 Prepare and clear work area of obstacles and hazards as required.
2.4 Apply correct lifting, carrying and placement techniques according to manual handling requirements.
2.5 Apply safety precautions when using mechanical aids.
2.6 Coordinate multiple person manual handling tasks as required. |
| 3 Implement strategies to prevent infection in the workplace. | 3.1 Apply <i>personal hygiene practices</i> and <i>universal precautions</i> according to workplace policies and procedures, and relevant legislation.
3.2 Identify, use and maintain <i>personal protective equipment</i> according to workplace policies and procedures, and |

ELEMENT	PERFORMANCE CRITERIA
	relevant legislation.
	3.3 Handle and dispose of potentially infectious waste according to workplace policies and procedures, and relevant legislation.
4 Handle and store hazardous substances safely.	4.1 Identify hazardous substances from available workplace information .
	4.2 Identify and apply storage requirements for hazardous substances according to workplace policies and procedures, and relevant legislation.
	4.3 Identify and comply with signage for hazardous substances.
	4.4 Identify problems with signage and take corrective action when required.
	4.5 Check and use personal protective equipment when handling hazardous chemicals according to workplace policies and procedures.
	4.6 Use, handle and dispose of hazardous substances according to manufacturer instructions, workplace policies and procedures, and relevant legislation.
	4.7 Identify and comply with accident reporting procedures.
	4.8 Check and use handling equipment according to workplace policies and procedures, and relevant legislation and take corrective action where required.
	4.9 Check and use emergency equipment according to workplace policies and procedures, and relevant legislation and take corrective action where required.
5 Use strategies to prevent work overload.	5.1 Observe nominated rest times and breaks.
	5.2 Identify workload and raise potential issues with appropriate staff.
	5.3 Clarify and observe work roles.
	5.4 Identify debriefing opportunities as required.
6 Carry out general housekeeping.	6.1 Monitor cleanliness, safety and tidiness of workplace and remove general waste as required.
	6.2 Use, maintain and store housekeeping equipment and

ELEMENT**PERFORMANCE CRITERIA**

supplies according to workplace policies and procedures and manufacturer instructions.

6.3 Tag damaged items and notify appropriate personnel of maintenance requirements.

6.4 Report housekeeping issues to appropriate personnel according to workplace policies and procedures.

7 Comply with documentation and reporting requirements.

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

7.2 Report ongoing workplace hazards to appropriate personnel 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 clear and direct communication and active listening and questioning techniques, to liaise with other staff and report actual or potential hazards
- literacy and numeracy skills to interpret and follow policies, manufacturer instructions and safety signage, labels, goods coding and marking
- self-management skills to identify and meet own OHS responsibilities
- problem-solving skills to identify and rectify or report hazardous situation.

Required knowledge

- relevant workplace policies and procedures
- manual handling techniques
- properties of hazardous substances
- infection control practices
- personal protective and emergency equipment
- individual employee responsibilities in relation to ensuring safety of self, other workers and other people in the workplace
- broad understanding of employer responsibilities under relevant state or territory OHS legislation
- broad understanding of employee responsibilities to participate in OHS practices under relevant state or territory OHS legislation
- broad understanding of relevant federal, state or territory, and local government legislation and regulations relating to infection control.

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 Evidence of the following is essential:

EVIDENCE GUIDE

and evidence required to demonstrate competency in this unit

- project or work activities that show the candidate's ability to follow predetermined health, safety and infection control procedures, incorporate safe work practices into all workplace activities and to handle hazardous substances for a given mortuary operation and in line with regulatory requirements
- knowledge and understanding of the implications of disregarding those procedures
- knowledge and understanding of the legal requirement to work according to health, safety and infection control procedures for a mortuary environment
- following mortuary OHS procedures over a period of time 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 mortuary facility where deceased bodies and hazardous wastes are handled
- access to cleaning and disinfecting products
- access to housekeeping equipment and materials
- access to personal protective and emergency equipment
- access to infectious waste disposal 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 applying health and safety practices, procedures and legislation for handling hazardous chemicals, general housekeeping duties and manual handling tasks, and preventing infection in the workplace
- written or verbal questioning to assess knowledge of strategies to prevent work overload and the implementation of workplace security and emergency procedures
- 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,

EVIDENCE GUIDE

for example:

- SIFWMK005A Prepare to perform body preparation
- SIFWMK006A Cleanse and disinfect deceased bodies.

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:

- OHS
- general housekeeping
- manual handling
- first aid
- security, such as:
 - mayday via two-way radio
 - working alone
 - duress alarm to police
 - alarm system
 - security guard
 - locking buildings and toilets
- emergency, such as:
 - gas or electrical fire
 - fire drill
 - evacuation
- reporting incidents and hazards
- reporting tools, equipment and material defects and maintenance requirements
- health and hygiene
- waste disposal
- chemical handling.

RANGE STATEMENT

Workplace hazards may include:

- manual handling
- 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
- people.

Appropriate personnel may include:

- OHS representative
- human resources personnel
- team leader
- leading hand
- manager
- supervisor.

Relevant legislation may include:

- OHS
- cemetery Acts and by-laws
- Environment Protection Act
- Dangerous Goods Act
- Public Health Act
- Coroner's Act
- Anatomy Act
- Human Tissue Act.

RANGE STATEMENT

Emergency equipment may include:

- fire extinguisher
- fire blanket
- first aid kit
- medical and first aid equipment
- evacuation equipment.

Manual handling requirements may include:

- weight and dimensions of object to be moved
- weight and dimensions of deceased person to be moved.

Lifting technique may include:

- multiple or single person
- assisted with manual lifting device
- assisted with mechanical lifting device.

Personal hygiene practices may include:

- maintenance of work clothes cleanliness
- hand washing
- food hygiene practices
- participation in workplace health program.

Universal precautions must include:

- use of personal protective equipment
- presumption that all blood and body fluids are infectious
- covering exposed cuts and abrasions, particularly on workers' hands, with waterproof coverings prior to commencing work
- immediate treatment of puncture wounds or abrasions
- use of protective clothing when cleaning spillage of body fluids.

RANGE STATEMENT

Personal protective equipment may include:

- disposable gloves
- heavy duty gloves
- barrier gown or suit
- waterproof overshoes
- waterproof aprons
- splash proof masks
- eye goggles
- face visor
- hair cover
- filtered air supply:
 - negative air pressure
 - powered positive air supply.

Infectious waste may include:

- body parts
- human tissue
- human blood and body fluid
- materials and equipment containing human blood and body fluid
- contaminated garments
- soiled dressings, sharps, swabs, catheters and bandages.

RANGE STATEMENT

Hazardous substances may include:

- acetone
- alkyl dimethybenzyl
- ammonium chloride
- amaranth
- amitrole
- 2-butotxyethanol
- camphor
- chlorine salts
- chloroform
- cresol
- diethanolamine
- diethylene glycol
- dimethylformamide
- ethyl acetate
- ethyl alcohol
- ethylene dichloride
- ethylene glycol monomethyl ether
- formaldehyde
- formic acid
- glutaraldehyde
- hexylene glycol
- isobutane
- isopropyl alcohol
- methyl ethyl ketone
- 2,2' methylene bis (4) chlorophene
- methylene chloride
- mineral spirits
- moulding plaster
- nitrocellulose
- orthodichlorobenzene
- oxalic acid
- paradichlorobenzene
- paraformaldehyde
- phenol
- propane, such as:
 - propylene glycol
 - quartz
 - quaternary ammonium compounds
 - sodium hypochlorite
 - sodium pentachlorophenate

RANGE STATEMENT

- talc
- toluene
- 111 trichloroethane
- trichloroethylene.

- talc
- toluene
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- trichloroethylene.

Workplace information may include:

- material safety data sheets (MSDS)
- labels
- manufacturer guidelines.

Problems may include:

- unsuitable signage
- badly placed signage
- torn or illegal labels.

Corrective action may include:

- replacing torn or illegal labels
- repositioning or replacing signage.

Handling equipment may include:

- trolleys.

Emergency equipment may include:

- firefighting equipment
- medical and first aid equipment
- evacuation equipment.

General waste may include:

- foodstuffs and drinks
- paper and packaging materials
- small machine replacement parts, such as for photocopying, printing and computing equipment.

RANGE STATEMENT

Housekeeping equipment and supplies may include:

- pick up trolleys
- mobile garbage bins
- cleaning cloths
- cleaning agents
- bin liners
- brooms
- brushes and pans
- mops.

Documentation may include:

- OHS incident and accident reports.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Occupational Health and Safety