



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS004A Work in confined spaces

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to work in an enclosed or partially enclosed confined space in a cemetery for the purpose of carrying out work or inspections.

This unit is based on BCCM2009B Work in confined spaces from the Civil Construction Training Package.

Application of the Unit

Application of the unit

This unit applies to all funeral services industry staff working in identified confined spaces in a cemetery or a crematorium.

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 Plan and prepare for work in confined spaces.	1.1 Access, confirm and apply <i>work instructions</i>. 1.2 Obtain, confirm and apply <i>safety requirements</i> according to work method, <i>characteristics of the confined space</i>, <i>relevant legislation</i> and <i>workplace policies and procedures</i>. 1.3 Identify <i>appropriate personnel</i>. 1.4 Obtain <i>authorisation</i> to enter <i>confined space</i> according to relevant legislation. 1.5 Confirm emergency response procedure with the stand-by person. 1.6 Isolate mechanical or electrical energies to the confined space according to workplace policies and procedures, and relevant legislation. 1.7 Select <i>tools and equipment</i> according to work instructions and check, report or rectify faults. 1.8 Identify and implement <i>signage</i> and barrier requirements according to project plan. 1.9 Identify, confirm and apply <i>environmental protection requirements</i> according to project environmental management plan.

ELEMENT	PERFORMANCE CRITERIA
	1.10 Check rescue equipment and position close to point of entry.
2 Enter and work in the confined space.	2.1 Open access to the space as required. 2.2 Enter confined space according to agreed procedure. 2.3 Test and monitor atmosphere for harmful elements according to workplace policies and procedures. 2.4 Maintain communication with the stand-by person. 2.5 Perform designated work in confined space according to entry permit requirements and work instructions.
3 Exit confined space.	3.1 Recover tools, equipment and materials from confined space. 3.2 Exit confined space according to agreed procedure. 3.3 Close access as required. 3.4 Apply tagging and lock-out procedures as required. 3.5 Complete confined space entry log.
4 Clean up area.	4.1 Clear work area and dispose of or recycle materials according to project environmental management plan. 4.2 Clean, check, maintain and store tools and equipment according to manufacturer recommendations and workplace policies and procedures. 4.3 Remove barriers and signs and clean and store 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

- safe use of tools and equipment in a confined space
- use of personal protective equipment
- communication skills, including clear and direct communication and active listening and questioning techniques, to confirm work and safety requirements and maintain effective communication during operations
- literacy and numeracy skills to interpret and follow plans, specifications and work instructions and to monitor equipment and report defects
- teamwork skills to maintain safety of affected personnel
- problem-solving skills to identify and rectify safety issues regarding confined space and tools and equipment.

Required knowledge

- broad working knowledge of relevant federal, state or territory, and local government OHS legislation and regulations relating to working in confined spaces
- Australian standard for working in confined spaces
- relevant workplace policies and procedures
- emergency procedures
- responsibilities and authorities for site isolation and site control
- atmospheric monitoring 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

Evidence of the following is essential:

- ability to access, interpret and apply relevant legislation and workplace policies and procedures

EVIDENCE GUIDE

this unit

related to working in confined spaces

- effective communication to ensure safe operation
- working in confined spaces on multiple occasions, for at least three different confined space projects, 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 facility with confined space work areas, such as a cemetery or crematorium
- access to relevant documentation, such as work instructions and entry permits
- access to tools and equipment, including personal protective equipment and emergency rescue 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:

- direct observation of candidate completing safe entry, exit and work in a range of confined spaces
- written or verbal questioning to assess knowledge and understanding of equipment specifications and operating procedures, 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.

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.

- Work instructions*** may include:
- work method
 - specifications
 - quality requirements, such as:
 - dimensions
 - tolerances
 - standards of work as detailed in project drawings
 - material standards as detailed in project drawings
 - specifications
 - project documentation
 - operational details
 - tools and equipment.

RANGE STATEMENT

Safety requirements may include:

- hazards and risks, such as:
 - restricted means of entry and exit
 - potentially harmful levels of contaminant
 - atmosphere containing unsafe oxygen levels
 - engulfment equipment in crematoria
 - inadequate shoring
 - workers with poor levels of fitness affecting their heat tolerance
 - weather
 - ground conditions
 - grave location dimensions and age
- respiratory protection devices, such as:
 - air purifying respirators
 - self-contained compressed air breathing apparatus
 - supplied airline breathing apparatus
 - escape breathing apparatus
 - atmospheric monitoring devices.

RANGE STATEMENT

Characteristics of the confined space may include:

- size and location of grave
- access to grave, crypt, vault or cremator
- presence of hazardous substances, such as hydrogen sulphide from decomposing matter or carbon monoxide from water bailing pumps
- presence of flammable contaminants generated by methane of decomposing matter
- presence of unsafe oxygen levels associated with sealed coffins, crypt and graves
- presence of materials that may result in engulfment through cave in
- mechanical hazards, such as backhoes or conveyors
- objects falling into the space, such as monuments or soil and rocks
- ignition hazards, such as:
 - sources of heat
 - static or friction
 - plant that poses risks, such as welding, cutting or electronic equipment
 - grinding, chipping and sandblasting
- electrical hazards
- poor ventilation
- environmental hazards, such as:
 - water levels
 - seepage from neighbouring gravesites
 - high water tables
 - non-compacted soil
- biological hazards, such as:
 - viruses and bacteria
 - microbes and pathogens carried in the water or in decomposing tissue
 - insects, snakes and vermin.

Relevant legislation may include:

- OHS
- applicable Australian standard for working in confined spaces.

RANGE STATEMENT

Workplace policies and procedures may include:

- safe work procedures in relation to:
 - recognising and preventing hazards
 - working in proximity to others
 - worksite visitors and the public
- communication
- reporting
- manual or machine gravedigging
- maintenance of tools and equipment.

Appropriate personnel may include:

- physically able
- psychologically able.

Authorisation may include:

- entry permits, such as allocated entry time to confined space
- work permits, such as:
 - location of work
 - duration of work
 - size of work crew
 - atmospheric testing requirements
 - use of personal protective equipment
 - hot work
 - stand-by personnel
 - rescue arrangements
 - rescue equipment
 - signs and barriers.

RANGE STATEMENT

Confined space may include:

- boiler furnace
- grave
- tank
- pit
- pipe
- container
- crypt
- vault
- duct
- well
- receptacle that:
 - contains or has contained harmful substances, or that is capable of producing them
 - contains or has contained (or made of or lined or coated with) substances capable of reducing amount of oxygen present to a dangerous level.

Tools and equipment may include:

- harness and lifeline
- respirator apparatus
- atmospheric testing equipment
- signs
- barricades
- communication devices
- specific tools and equipment relevant to work to be performed.

Signage may include:

- site safety signage
- temporary signage for cemetery visitors.

Environmental protection requirements may include:

- organisational or project environmental management plan
- waste management
- water quality protection
- noise
- vibration
- dust and clean-up management.

RANGE STATEMENT

Rescue equipment may include:

- tripods
- hoist devices
- props
- shovels
- backhoes
- excavators
- harnesses
- strap and ropes
- shoring timber.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Occupational Health and Safety