



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium

Revision Number: 1

SIFOHS007A Identify hazards and assess risks in a cemetery or crematorium

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit addresses the knowledge, skills and techniques necessary to provide an effective contribution to the identification of workplace hazards and assessment of confined space risks in the workplace. The unit describes the performance outcomes, skills and knowledge required to apply risk control processes at a cemetery or crematorium. It includes identifying hazards; assessing risks; identifying unacceptable risks; identifying, analysing and implementing risk treatment; and completing records and reports.

This unit covers the control of risks associated with entry to confined spaces for maintenance and servicing of crematoria or other necessary reasons, such as preparing graves in green and brownfield sites, reopening and exhuming graves. Work in or entry to confined spaces shall conform to relevant legislation and AS2865:2001, or its authorised update or replacement. It is expected that all persons entering the confined space, and the stand-by person, will be competent to enter confined spaces. It is required that all team members will be trained in incident response, including first aid or CPR. It is also expected that contractors entering confined spaces on the cemetery or the crematorium will also follow confined space requirements.

Application of the Unit

Application of the unit

The work covered in this unit relates to AS/NZS4360:1999 Risk Management.

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 risk and identify unacceptable risk in cemetery and crematorium.	<table><tr><td>1.1</td><td>Conduct a <i>risk assessment</i> of <i>potential hazards</i> in the cemetery or crematorium.</td></tr><tr><td>1.2</td><td>Evaluate and determine <i>consequence</i> if a confined space hazard is present.</td></tr><tr><td>1.3</td><td>Consider and determine <i>likelihood</i> of hazard exposure.</td></tr><tr><td>1.4</td><td>Identify and source <i>criteria for acceptability or unacceptability of the risk.</i></td></tr><tr><td>1.5</td><td>Evaluate risk against criteria to identify if it warrants 'unacceptable risk' status and action or refer to</td></tr></table>	1.1	Conduct a <i>risk assessment</i> of <i>potential hazards</i> in the cemetery or crematorium.	1.2	Evaluate and determine <i>consequence</i> if a confined space hazard is present.	1.3	Consider and determine <i>likelihood</i> of hazard exposure.	1.4	Identify and source <i>criteria for acceptability or unacceptability of the risk.</i>	1.5	Evaluate risk against criteria to identify if it warrants 'unacceptable risk' status and action or refer to
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ELEMENT**PERFORMANCE CRITERIA**

appropriate party as required.

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| 2 | Identify confined space hazards in cemetery and crematorium. | 2.1 | Clearly identify actual and potential confined spaces through review of the nature of the space and its characteristics . |
| | | 2.2 | Analyse work area conditions to identify or recognise potential confined space hazards in the workplace . |
| | | 2.3 | Access and analyse information on existing risk control practices and use as appropriate. |
| | | 2.4 | Recognise type and scope of unresolved confined space hazards and their likely impact. |
| 3 | Identify, analyse and implement risk treatments for an identified confined space. | 3.1 | Identify and consider all possible risk treatment options . |
| | | 3.2 | Identify feasible options by preliminary analysis and consideration of possible options. |
| | | 3.3 | Analyse feasible risk treatment options and identify resource requirements. |
| | | 3.4 | Select most appropriate action for dealing with the risk. |
| | | 3.5 | Plan and prepare for risk control in detail and acquire or obtain required resources. |
| 4 | Complete records and reports. | 4.1 | Communicate information on risk control implementation to relevant people. |
| | | 4.2 | Complete records and reports for hazards and risk control actions from personal risk assessment as specified by legislative and site requirements. |
| | | 4.3 | Provide feedback and input to OHS practitioners on range of variables associated with confined space work to improve hazard and risk management. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- problem-solving skills to identify and assess hazards and risks and develop treatment options
- communication skills, including clear and direct communication and active listening and questioning techniques, to inform relevant personnel of required actions and contribute to risk management improvements
- literacy and numeracy skills to access and analyse required information and complete records and reports.

Required knowledge

- cemetery and crematorium risk management procedures, including emergency planning
- cemetery and crematorium health and safety system information
- cemetery and crematorium communication, reporting and recording procedures
- broad and working knowledge of relevant state or territory OHS legislation, specifically requirements for:
 - when, where and how hazards must be identified
 - when, where and how risk assessments must be conducted
 - incorporating appropriate consultation into hazard identification and risk assessment process
 - record keeping.

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:

- project or work activities that show the candidate's ability to identify confined space workplace hazards,

EVIDENCE GUIDE

this unit

and assess and control safety risks for a cemetery or crematorium operation and in line with regulatory requirements

- knowledge of OHS legislation requirements for hazard identification, and risk assessment and control
- identifying hazards and assessing risks in a cemetery or crematorium 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 or crematorium operation for which hazard identification and risk assessment can be undertaken
- access to current organisational policies and procedures, and hazard identification and risk assessment template documents.

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 completing risk assessment processes and procedures
- written or verbal questioning to assess required knowledge and skills
- inspection of the final product or outcome
- scenario analysis
- 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.

Risk assessment may include:

- location of work
- duration of work
- soil type
- shoring requirements
- size of work crew
- contractor or employee work crew
- funeral director, if relevant
- size, depth, dimensions, age and type of grave
- size, depth and dimensions of tomb, crypt, vault or furnace
- access to the confined space
- ground conditions, including adjacent graves, soil make-up and water table
- personnel qualifications
- terrain
- weather
- possible coffin weight and materials
- expected degree of embalming
- machinery
- presence of monuments and their stability
- atmospheric test requirements
- hot work as required
- reason for death
- time since burial.

Potential hazards must include:

- source of potential harm
- situation with a potential to cause loss.

RANGE STATEMENT

Consequence must include:

- outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Likelihood may include:

- qualitative description of probability
- frequency
- measure of likelihood expressed as the number of occurrences of an event in a given time.

Criteria for acceptability or unacceptability of the risk must include:

- determinations made by organisation's internal policy, goals and objectives with reference to relevant legislation.

RANGE STATEMENT

Characteristics may include:

- size and location of grave
- availability to access grave, crypt, vault or crematorium
- 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 and equipment that pose risks, such as welding, cutting or electronic equipment
 - activities, such as 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 decomposing tissue
 - insects, snakes and vermin.

RANGE STATEMENT

Confined space hazards in the workplace may include:

- enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work, and could have restricted means for entry and exit or may at any time:
 - have an atmosphere containing potentially harmful levels of contaminant
 - have an oxygen deficiency or excess
 - cause engulfment
- boiler furnace
- grave
- tank
- pit
- pipe
- container
- crypt
- vault
- duct
- well
- contains or has contained (or made of or lined or coated with) substances capable of reducing amount of oxygen present to a dangerous level.

RANGE STATEMENT

Risk treatment options may include:

- eliminating hazard, such as not getting in the grave
- substitution, such as using another gravesite
- engineering controls, such as extraction fans on vaults
- administrative controls or procedures, such as permits and risk assessments for confined space entry
- personal protective equipment, including:
 - breathing apparatus, self-contained breathing apparatus and canister mask
 - face shield
 - gloves
 - overalls and protective clothing
 - hard hat
 - face mask
 - eye protection
 - hearing protection
 - boots or gumboots
- shoring requirements
- atmospheric test requirements
- mechanical and isolation requirements
- stand-by personnel and rescue arrangements, such as Tripod or other means of effective rescue
- authorisation
- material safety data sheets (MSDS)
- analysis of decomposing matter and water in space
- fire extinguisher
- spill kit
- first aid kit
- eye wash kit
- communications equipment
- signage, such as:
 - site safety signage
 - temporary signage for motorists and pedestrians
 - barricades
- fall and edge protection.

Records and reports may include:

- hazard reporting forms
- supervisor or team leader reports
- incident reports
- near-miss reports

RANGE STATEMENT

- shift reports.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Occupational Health and Safety