



Australian Government

Department of Education, Employment and Workplace Relations

SIFOHS008A Review and develop mortuary OHS policies and procedures

Revision Number: 1

SIFOHS008A Review and develop mortuary OHS policies and procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop OHS policies and procedures for mortuaries. The unit requires OHS policies and practices to be developed or reviewed and revised as appropriate according to current workplace requirements.
------------------------	---

Application of the Unit

Application of the unit	This unit applies to mortuary managers with responsibility for reviewing existing policies and procedures and practices, developing written mortuary OHS policy and monitoring its implementation and ongoing review.
--------------------------------	---

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 Research policy needs.	1.1 Identify and document existing <i>mortuary OHS policies and procedures</i> and evaluate their <i>effectiveness</i>. 1.2 Identify and document <i>relevant legislation</i> that will impact on mortuary OHS policies and procedures. 1.3 Determine and document areas of mortuary OHS policy requiring development or revision.
2 Undertake consultation to develop policy.	2.1 Identify <i>additional personnel</i> required to assist with policy development. 2.2 Implement <i>consultative processes</i> according to <i>workplace policies and procedures</i>. 2.3 Collate <i>relevant information</i> and evaluate for inclusion in mortuary OHS policies and procedures.
3 Prepare draft policy and procedures.	3.1 Prepare draft policy according to mortuary requirements, relevant legislation and consultation feedback. 3.2 Prepare draft procedures to support policy implementation according to mortuary requirements, relevant

ELEMENT**PERFORMANCE CRITERIA**

legislation and consultation feedback.

- 3.3 Incorporate ***promotion and review mechanisms*** for mortuary OHS policy and procedures.

- 4 Finalise policy and procedures.

- 4.1 Review draft policy to ensure compliance with legislative and regulatory requirements.
- 4.2 Consult relevant personnel to gain final comments and make changes as required.
- 4.3 Prepare and edit final policy document.
- 4.4 Confirm mortuary OHS policy and procedures according to workplace policies and procedures and promote to staff according to promotion mechanisms.
- 4.5 File relevant documentation 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

- problem-solving skills to identify and address policy and procedure development needs
- communication skills, including clear and direct communication and active questioning, listening and negotiation techniques, to consult on policy development and develop effective promotion mechanisms to share knowledge in the workplace
- teamwork skills to use staff knowledge and skills when developing mortuary OHS policy and procedures
- planning and organisational skills to collate and analyse relevant information
- language, literacy and numeracy skills to formulate and record mortuary OHS policy and procedures.

Required knowledge

- mortuary OHS procedures and practices
- industry trends and benchmarks for best practice OHS
- in-depth and comprehensive knowledge of relevant state or territory OHS legislation as it affects mortuary operations
- workplace policies and procedures for internal and external consultation
- document preparation and recording.

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 research, develop, review and revise the content of OHS policies and procedures that are appropriate to current mortuary workplace requirements

EVIDENCE GUIDE

- ability to effectively consult and communicate with internal personnel on the content of policies and procedures
- developing and reviewing mortuary OHS policies and procedures over a period of time to ensure consistency of performance and ability to respond to and evaluate different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in a mortuary facility for which an OHS system would be developed
- use of appropriate state or territory legislation, codes of practice and standards issued by regulatory authorities or industry groups
- use of OHS information, such as manuals issued by industry associations or commercial publishers
- access to current organisational policies and procedures, and hazard identification and risk assessment template documents
- interaction with a mortuary team.

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:

- portfolio of relevant research material and policy drafts
- written or verbal questioning to confirm knowledge and application of industry benchmarks for mortuary OHS
- 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:

- SIRXOHS003A Provide a safe working environment.

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.

Mortuary OHS policies and procedures may include:

- written or verbal policies and procedures
- accepted or expected practice
- infection and contamination control
- storage and handling of hazardous materials
- disposal of general and hazardous waste
- managing staff grief and trauma
- 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.

RANGE STATEMENT

Effectiveness may include:

- currency
- validity
- clarity
- staff awareness
- staff acceptance.

Relevant legislation may include:

- OHS
- first aid
- infection control
- disposal of hazardous and infectious waste
- storage and handling of hazardous chemicals.

Additional personnel may include:

- internal staff, such as:
 - embalmers
 - mortuary assistants
 - supervisors
- external personnel, such as:
 - solicitors
 - OHS specialists.

Consultative processes may include:

- formal reference group
- informal discussions with staff
- email or telephone contact.

Workplace policies and procedures may include:

- communication protocols
- recording and reporting
- document approvals.

Relevant information may include:

- operational considerations
- legislative requirements
- policy content
- advice on procedures
- benchmarking best practice.

RANGE STATEMENT

Promotion and review mechanisms may include:

- internal staff memo
- briefing sessions
- formal and informal feedback strategies
- regular review periods.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Occupational Health and Safety