
Overview

This standard is about maintaining the health, safety and security of your working environment in a funeral business.

This standard is for funeral directors, funeral director assistants, funeral arrangers, funeral attenders, funeral operatives, embalmers and all users of the working environment.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

- Maintain the health, safety and security of your working environment

Performance criteria

You must be able to:

1. maintain the working environment to the standard of health, safety and security to meet relevant legislation and your funeral business' requirements
2. check that instruments, equipment and materials are safe for use, used in accordance with health and safety procedures, relevant legislation and manufacturers' instructions and stored securely when not in use
3. respond to identified hazards for health, safety and security promptly in accordance with relevant legislative requirements
4. take precautions when working alone to ensure your own health and safety in accordance with your funeral business' procedures
5. identify and deal with emergencies and security risks in accordance with relevant codes of practice, relevant legislation and your funeral business' policies and procedures
6. implement the appropriate safety procedures when a potential risk is identified in a specified timescale
7. report to the appropriate person when working conditions do not conform to legal requirements in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
8. follow your funeral business' policies, procedures and relevant legislation for recording health, safety and security incidents
9. follow relevant legislation, codes of practice and your funeral business' policies and procedures to reduce the spread of pathogens in your working environment
10. recommend any identified improvements in health, safety and security in the work environment to the appropriate person
11. maintain personal hygiene in accordance with your funeral business' policy
12. follow your funeral business' established procedures for different emergencies, including fire, flood/water leakage and faults in power supply
13. follow your funeral business' requirements for reporting non-conformance to health, safety and securing in your working environment
14. check that your personal protective equipment and clothing is appropriate to the work activity and meets relevant legislation and your funeral business' requirements
15. use safe manual handling techniques following relevant health and safety legislation and your funeral business' policies and procedures
16. inform others of your own whereabouts when working alone
17. minimise the risk of danger to self and others in the way you work
18. respond to emergencies, incidents and accidents in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures

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19. maintain records of incidents and accidents that are complete, accurate and legible

Knowledge and understanding

You need to know and understand:

1. what your funeral business' requirements are for maintaining health, safety and security standards in your working environment
2. the relevant legislation relating to health, safety and security in your working environment
3. what your individual responsibilities are for maintaining health, safety and security in the workplace relevant codes of practice, legislation and your funeral business' policies and procedures
4. how to care for, use safely, and store instruments, equipment and materials and why this is important
5. how to identify and respond to hazards:
 - within the scope of your own authority
 - outside the scope of your own authority
6. how to identify security risks, and procedures for responding to breaches of security:
 - within the scope of your own authority
 - outside the scope of your own authority
7. how to record incidents in accordance with your funeral business' policies and procedures and relevant legislation
8. how to make recommendations on improvements to health, safety and security in the work environment
9. what the common sources, transmission routes and methods of destruction of pathogens are, and what immunity and resistance to disease is
10. what the different types of waste and spillage and different disposal methods are
11. what your funeral business' established procedures are for different emergencies, including fire, flood/water leakage and faults in power supply
12. what your funeral business' established procedures are for reporting non-conformance to requirements for healthy, safe and secure working conditions
13. how to minimise risk to self and others
14. what the relevant legislation, codes of practice and your funeral business' requirements for lifting and handling in your working environment are
15. how to respond to emergencies, incidents and accidents, including reporting and recording procedures
16. why it is important to inform others of own location during work hours
17. why it is important to respond to incidents and accidents, including reporting and recording procedures

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18. which personal protective equipment (PPE) should be worn and why this is important
 19. how personal hygiene is maintained and why this is important

Scope/range

When monitoring and maintaining health, safety and security for the work environment, you must show that you can achieve the outcome when responding to each of the following:

1. Scope of hazards:

- 1.1. those within own scope of authority
- 1.2. those outside own scope of authority

2. Hazards:

- 2.1. risk of cross infection
- 2.2. waste and spillage

3. Emergencies:

- 3.1. fire
- 3.2. floods/water leakage
- 3.3. faults in power supply

4. Security risks:

- 4.1. unidentified persons
- 4.2. risk of loss of instruments, equipment and materials
- 4.3. defects in security systems

When maintaining health and safety of yourself and others in the work environment, you must show that you can achieve the outcome when dealing with each of the following:

1. Clothing:

- 1.1. general dress
- 1.2. personal protective clothing

Links to other NOS

The standards in the funeral operations suite should be complemented by pan-sector standards such as working relationships, business, administration and resource management, as well as any other specific requirements of the employer.

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