

Purpose

This Policy sets out the parameters and requirements to be adhered to when the Trust interacts with Monumental Masons (The Contractor) and/or similar contractors, engaged by families to install a permanent monument, plaque or similar on a grave or cremated remains site in our Cemetery.

The **Cemeteries and Crematoria Act 2003 (the Act)** regulates the work that can be conducted by stonemasons regarding the establishment and alteration of memorials and places of interment. Importantly, under s. 99 of the Act, a cemetery trust must approve all applications to establish or alter a memorial or place of interment. (Reference www2.health.vic.gov.au)

Therefore, all monumental works within the Bellbrae Cemetery must be approved by the Trust or its delegate before any works or upgrades commence. The Trust will review the work via an Application, detailing the proposed works. This is to ensure the established standards are adhered to as well as ensuring external laws; standards and requirements are complied with.

Background – Australian Standards

The current Australian Standard – AS4204 – 1994 – Headstones & Cemetery Monuments and the Trust's own specifications, specifies the minimum standards the Trust expects of all monumental work. In particular the standard specifies:

- minimum thickness of stone;
- concrete strength;
- dowels and cramp requirements;
- reinforcing steel;
- bonding and sealing agents including mortar; as well as pier and footing requirements.

Permit to Work

Applications, while generally lodged via Stone Mason, can also be lodged by any individual.

No monumental work may commence until:

- An Application is provided to the Trust Secretary and written approval provided. The Application form can be downloaded from the Cemeteries and Crematoria Association of Victoria's website at www.ccav.org.au.
- The Application must be signed by the Holder of the Right of Interment, or an Authorised person if the Holder is deceased or not available to sign. A Statutory Declaration may be required in these circumstances.
- Applications must include all required drawings, specifications and details to enable the Trust, or its delegate, to assess the compliance of the proposed works.
- The required fee is paid to the Trust.
- A tax invoice/receipt is issued indicating the Application has been accepted.

To ensure stability and safety, the Trust may also require, at the expense of the Monumental Mason, design computations and construction supervision from an independent engineer with qualifications satisfactory to the Trust.

The Trust, or its delegate, will endeavour to issue a written response within 7 - 10 days.

Each permit issued by the Trust is valid for a period of 6 months only. The Trust reserves the right not to issue further permits should a Monumental Mason have a backlog of uncompleted jobs.

The Trust will not approve the installation of timber monuments and grave surrounds. Details of materials to be used should be clearly detailed in the application.

Location of Proposed works

The Trust Secretary will provide assistance to locate the correct grave / memorial site by placing a marker. It is the Monumental Mason's responsibility to construct the monument within the correct gravesite and not transgress onto a pathway or an adjacent gravesite. If the Contractor has any doubts as to location or site related issues they should contact the Secretary before proceeding.

Implied Liability

The Contractor is liable for any claims or issues related to the works completed.

The Contractor is also liable and responsible to repair, make good or replace any damage caused to the Cemetery grounds or other memorials in the execution of their work.

Construction Site Requirements

The safety of the public and engaged contractors while onsite is paramount. The Trust, and / or its delegate reserve the right to immediately halt any works should a safety or hazard risk be identified.

1. Risk Assessment

As required by the Victorian OHS Act 2004, Monumental Masons are expected to identify the potential hazards, assess the risks involved and implement appropriate risk management strategies for the contracted work.

2. Safe Work Site

While work is in progress the site must be protected by barriers and warning signs. If a work site is to be left unattended overnight or for longer periods any potential hazard must be covered or otherwise secured.

3. First Aid

Monumental Masons must supply a Workplace First Aid Kit when working on site.

4. Safe Work Procedures

To ensure their employees can complete their tasks safely, Monumental Masons are to ensure:

- all have been provided with instruction, information and training;
- they have safe work procedures to guide their work;
- they are supervised.

5. Hazardous Materials

Some construction materials may be hazardous and have either immediate or delayed effects on those who handle and use them. All employees involved with these materials must be trained in the safe handling and use requirements as specified in the Material Safety Data Sheet/label. All labels must be readable and the MSDS must be present on site.

6. Personal Protective Equipment (PPE)

The Monumental Mason must specify and enforce the wearing/use of personal protective clothing and equipment by their employees. This may include:

- hard hats;
- high visibility vests/shirts/jackets;
- safety boots;
- eye and / or hearing protection;
- sun protection (hats, long sleeved shirts, long trousers and sunscreen).

7. Vehicle Access

Prior to a Monumental Mason or employee, taking any vehicle or vehicles off a roadway in the cemetery, such Monumental Mason shall seek and obtain the written permission from the Trust or its Delegate, in every instance.

8. Clean Up and Waste

Spoil and waste material (e.g. soil, boxing, concrete, packaging off cuts, etc.) are an environmental and safety hazard detract for the overall presentation of the Cemetery therefore must be removed off site. If works are scheduled over an extended period a clean up should be completed at the end of each working day unless prior written approval is given from the Trust Secretary.

Community Impacts, Expectations and Standards

Bellbrae cemetery is located in a picturesque rural community. We have residential neighbours and are located close to a primary school. We therefore expect and require all contractors to perform works in a manner that maintains positive relationships with our community. In addition, this Policy puts in place parameters regarding works during time when funerals are occurring.

1. Noise and Environmental Issues

Monumental Masons and their team should be familiar with and abide by the Local By-Laws relating to Noise Pollution and impact.

Out of respect, construction operations must not create noise while a funeral is being conducted. This includes the operation of motorized equipment and general work noise including conversation. If in doubt, work should cease while an interment takes place and mourners are onsite.

2. Personal Conduct

Monumental Mason's and their team must always ensure their behaviour and conduct befits the environment they are working in. To this end they must:

- refrain from horseplay / practical jokes which could contribute to accidents or harassment or;
- refrain from all acts of bullying and harassment toward other employees, members of the public and our cemetery team;
- not operate loud music / radios;
- not shout or use inappropriate / offensive language while on site.
- Wear professional, safe and appropriate clothing for the work being completed

3. Alcohol and Drugs

Alcohol and drug consumption by contractors or their team (including possession and distribution) is not permitted on the Cemetery Grounds. To this end, Monumental Mason's and their team must not arrive for work under the influence of alcohol or drugs. Any individual found contravening this requirement will be required to immediately leave the Cemetery.

4. Vehicle and Plant Operation

Monumental Masons and their team, that are required to drive vehicles or operate mobile plant within the Cemetery, must have a current Victorian Driver's licence or an operator's certificate for the plant item (where required).

Victorian Road law applies to the Cemetery roads and including speed limits (Walking Pace / 5kph).

VERSION CONTROL

No.	Date	Comments	Next Review
1	30 March 2019	Initial policy developed and approved	March 2020