

## MONUMENTAL MASONS POLICY

### **Purpose**

This Policy sets out the Trust requirements when it interacts with Monumental Masons (Stone Masons) 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 establishing and altering memorials and places of interment. Under S. 99 of the Act, a cemetery trust must approve all applications related this work.

The Trust will review the proposed works via an application process. This is to ensure the required standards are adhered to as well as any external laws, standards and requirements. e.g. maximum height restrictions are in place at Bellbrae Cemetery.

### **Background – Australian Standards**

Australian Standard AS 4204: 2019 Headstone and Cemetery Monuments and the Trust's own specifications, specify minimum standards expected of all monumental work. These standards include, but are not limited to:

- Minimum thickness of stone
- Concrete strength
- Dowels and clamp requirements
- Reinforcing steel
- Bonding and sealing agents including mortar; as well as pier and footing requirements.
- Height and width
- Dimensions of and materials used in plaques.

### **Permit to Work**

Applications, generally lodged via the Monumental Mason, can also be lodged by any individual. Private individuals must also meet the same standards.

All monumental works must be approved by the Trust or its delegate before any works or upgrades commence. This includes:

- An application is lodged with the Trust 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](http://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 will 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(s) is paid to the Trust by electronic transfer.

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 will provide assistance to locate and mark the correct grave / memorial site. 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, where applicable, 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 and
- 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, but is not limited to:

- Hard hats and safety boots
- High visibility vests/shirts/jackets
- Eye and / or hearing protection
- Sun protection (hats, long sleeved shirts, long trousers and sunscreen)

### 7. Clean Up and Waste

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

## Community Impacts, Expectations and Standards

Bellbrae cemetery is in a picturesque rural community. We have residential neighbours and are located close to a primary school. We 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.
- 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 in 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, who 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).