



Malmsbury Cemetery Trust Monumental Masons Guidelines

Malmsbury Cemetery Trust's policy requires Monumental Masons to observe the following requirements.

Australian Standard

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;
- pier and footing requirements.

Clean up and waste

Spoil and waste material (e.g. boxing, concrete, silicon tubes, off cuts, etc.) must be loaded onto your vehicle and removed off site.

First aid

All Monumental Masons must carry a Workplace First Aid Kit on site.

Hazardous materials

Some materials used during a job 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. All labels must be readable.

Location of monument/site

A Trust representative will provide assistance to locate the correct grave site, usually by placing a marker. It is the Monumental Mason's responsibility to construct the monument within the correct grave site and not transgress onto a pathway or an adjacent grave site.

Noise

Construction operations must not create noise when a funeral is being conducted nearby. This includes the operation of motorized equipment and general work noise including conversation.



Permit to work

No monumental work may be commenced until:

- An Application is provided to the Secretary of the Trust.
- The required fee is paid to the Trust.
- A tax invoice/receipt is issued indicating the Application has been accepted.

Personal conduct

Monumental Mason's employees must:

- not operate noisy equipment/plant/vehicles in close proximity to funerals;
- 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 cemetery members and cemetery contractors;
- wear all required personal protective clothing and equipment including sun protection;
- not operate loud music/radios;
- not shout or use bad language on site.

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 protection;
- hearing protection;
- sun protection (hats, long sleeved shirts, long trousers and sunscreen).

Alcohol and drugs

No Monumental Mason's employee may arrive for work on cemetery property under the influence of alcohol or drugs. Alcohol and drug consumption (including possession and distribution) is also forbidden during working hours. Anyone found contravening this requirement will be asked to leave the property.

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.



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.

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.

Vehicle and plant operation

All Monumental Masons employees required to drive vehicles or operate mobile plant must have a current Victorian Driver's licence, an operator's certificate for the plant item (where required) and be approved by the Mason to drive a vehicle and/or operate a plant item.

Victorian road law applies to cemetery roads and cemetery speed limits must not be exceeded. Operation of vehicles and plant within earshot of a funeral is **not** permitted.

Date approved: October 2013