

Monumental mason policy

| Cemetery trust (hereafter referred to as ‘the trust’): |  |
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| Date policy adopted (trust meeting date): |  |

The trust adopted this policy at its trust meeting on the date specified above. This policy will be reviewed two years from the date the policy was adopted.

# Purpose

The purpose of this policy is to set out the parameters, standards and requirements to be adhered to when the trust interacts with monumental masons, their staff and other contractors engaged by families to install a permanent monument, plaque or similar on a place of interment within the cemetery.

# Scope

This policy applies to the trust, all monumental masons/contractors, right of interment holders and any third party acting on behalf of a right of interment holder when applying and establishing a monument/memorial within the cemetery.

# Monument/memorial applications and permit to work

Applications, while generally lodged via a monumental mason, may also be lodged by a right of interment holder or a third party acting on behalf of a right of interment holder.

No monumental work may commence until:

* an application (with written consent of the right of interment holder) is provided to the trust and the trust has provided written approval to the applicant
* the required fee is paid to the trust
* a tax invoice/receipt is issued indicating the application and payment has been accepted.

All applications must meet the Australian Standards and include all required drawings, specifications and details to enable the trust, or its delegate, to assess the compliance of the proposed works.

To ensure stability and safety for non-standard memorial designs, 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 to applications within 10 business days.

Each permit issued by the trust is valid for a period of 12 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. Materials to be used should be clearly detailed in the application.

# Australian Standards

The current Australian Standard – AS 4204:2019 Headstones and cemetery monuments – and the trust’s own specifications, specify the minimum standards the trust expects of all monumental work. The Australian Standard specifies:

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

# Location of proposed works

The trust will confirm the location of the correct place of interment by placing markers at all four corners of a site. It is the monumental mason’s responsibility to construct the monument on the correct place of interment and not transgress onto pathways or adjacent places of interment. If the monumental mason has any doubts as to location or other site-related issues they should contact the trust before proceeding.

# Construction site requirements

The safety of the public and workers 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.

# Risk assessment

As required by the Victorian *Occupational Health and Safety 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:

* they have been provided with instruction, information and training
* they have safe work procedures to guide their work
* they are supervised
* a Workplace First Aid Kit is supplied when working 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).

# 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.

# Clean up and waste

Spoil and waste material (e.g. soil, boxing, concrete, packaging off cuts etc.) are an environmental and safety hazard and detract from the overall presentation of the cemetery. Spoil and waste must be removed and taken off-site. If works are scheduled over an extended period a clean-up should be completed at the end of each working day unless the trust or its delegate has provided prior written approval.

# Indemnity

The trust requires that any third-party undertaking work on behalf of an applicant provides indemnity against injury or damage arising from their work.

The trust does not assume any liability for the construction of a monument by a third party.

# Vehicle access

Prior to a monumental mason or employee taking any vehicle or vehicles off a roadway in the cemetery, they shall seek and obtain written permission from the trust or its delegate, in every instance.

# Vehicle and plant operation

All monumental masons and employees 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).

All vehicles must adhere to the speed limit of 10km/hr within the cemetery.

# Noise

Monumental masons and employees 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.

# Community impacts, expectations and standards

The cemetery trust requires all contractors to perform works in a manner that maintains positive relationships with the community.

Any works conducted during a time when funerals are underway must be approved by the cemetery trust.

# Personal conduct

Monumental masons and employees must always ensure their behaviour and conduct befits the environment they are working in. To this end they must:

* refrain from activities which could contribute to accidents or harassment
* refrain from all acts of bullying and harassment toward other employees, members of the public, cemetery trust members/staff or volunteers
* 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.

# Alcohol and drugs

Alcohol and drug consumption by contractors or employees (including possession and distribution) is not permitted within the cemetery grounds. Monumental masons and employees must not arrive for work under the influence of alcohol or drugs. Any individual found contravening this requirement will be required to leave the cemetery immediately.

VERSION CONTROL

| No. | Date | Comments | Next review |
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