

<u><i>The Town of Fort Frances</i></u>	SECTION OPERATIONS & FACILITIES DIVISION
<u>Cemetery Interment</u> <u>POLICY</u>	NEW: September 2007 REVISED:
Resolution No. 305 (consent) 09/07	Supercedes Resolution Number:
Policy Number: 4.16	PAGE 1 of 8

1. PURPOSE:

To establish operational procedures for interments which will enhance employee safety.

2. RESPONSIBILITY:

All individuals in the Parks & Cemeteries Department of the Operations & Facilities Division workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in the policy.

3. PROCEDURE:

- i. **No employee is to enter into the grave excavation.**
- ii. A minimum of two (2) employees must be on site at all times.
- iii. When a coffin is placed inside an outer container, the necessary work must be performed at ground level, at a minimum of one (1) meter from the excavation edge. The complete unit will then be lowered into the excavation. **No employee will enter into the grave excavation.**
- iv. During periods of inclement weather and or wet soil conditions, the site foreman and or his/her designate will decide if the excavation will be completed prior to or following the funeral service. This will serve to protect against cave-ins, flooding of the excavation and protecting adjacent burial plots, thus protecting employees. The scheduling of interments under these conditions will have to allow sufficient time for the necessary work to be completed within the normal hours of work.

4.0 INTERMENT OVERVIEW

The equipment operator's role is crucial to the interment procedure, whether it be weather conditions or soil conditions.

Once an interment order comes in, have the operator determine the location. The equipment operator will be able to determine where he wants to set up the backhoe and truck. This will also assist the equipment operator in determining which headstones, if any, will have to be moved. The operator can then decide where the equipment will be set up for the service.

Since Fort Frances Cemetery/St. Mary's Cemetery is different from Riverview Cemetery/Holy Cross, the operator will have to make a judgement call. This means in these two cemeteries (Fort Frances/St. Mary's) some graves are not where they should be, therefore, if the procedure is followed, one could end up hitting the coffin directly to the left or right of the new excavation.

There are two different types of interments. The first one is called "no outer container". This is when the casket is placed into the ground by itself. The second is called "with outer container". This where the casket is placed into one of four different types of a protective container and then lowered into the ground. The outer containers are constructed of wood, metal, fiberglass, or concrete. For each one of these outer containers, a different procedure will have to be followed.

There are two types of plots in which people are interred. The first is called Single Plots, where individual people are placed. The second is called Double Plots, where two people can be placed. There are variable circumstances for these interments. single plots can take longer to fill up to full capacity. double plots can fill up fast, but the capacity will not be full until the second interment takes place.

This interment procedure will cover all aspects pertaining to the proper way to do an interment. The one thing that is the same with all interments,

NO PERSON SHALL ENTER THE EXCAVATION AT ANY TIME!!

5.0 INTERMENT PLOT PREPARATION PROCEDURES

When the location has been evaluated by the operator, assemble tools that will be required, 2 spade shovels, 2 sets of ropes, 2 to 4 long spikes, tape measure, and the 3 X 8 foot piece of plywood.

At the location of the burial, secure one end of the rope at the beginning of the block. String the rope down the entire center of the block. Pull the rope tight and secure at the end of the block. Give the rope a snap in the middle to ensure the rope is straight. (Fig. #1)

Take the second rope and run it in the opposite direction, just ahead of where the hole is to be dug out. Secure one end of the rope against the back of the concrete foundation of the previous block. Take the other end of the rope, pull tight and secure to the back of the concrete foundation on the block ahead of the one being worked on. If there is no block next to the one being worked on, use the marked nails that are located in the field. Give the rope a snap in the middle to ensure that it is straight. (Fig.#1)

Place the 3 x 8 foot piece of plywood on the ground approximately where the hole will be dug.

Move plywood around and fit into the required space according to the drawing. (Fig.#2)

Take the shovels and edge around the entire 3 x 8 foot piece of plywood when there is no outer container burial. When there is an outer container burial keep a distance of 2 to 2 ½ inches from the edge of the plywood.

Remove 3 x 8 foot piece of plywood and set off to the side.

Take the shovels and cut a new border 2 inches on the inside of the original edge line. Dig out the 2 inch pieces of sod and place into the centre of the grave. The backhoe will perform the rest of the excavation.

If ground is moist, or looks like the backhoe or truck will sink, set out plywood leading from the beginning of the road to the actual spot where the hole is to be excavated.

Go back to the garage and get two sheets of 4 x 8 plywood and the orange marker. When the hole is complete use all 3 sheets to cover it up and place the marker on top.

Take the half-ton back to the garage and pick up 1 flat shovel and a long rake and place them on the one-ton truck. Take the backhoe and the one-ton truck down to the burial site.

Let the operator position the backhoe. The operator will then guide the truck to where it has to be set up.

Take the tools off the back of the one-ton and put your hard hat on prior to commencing the excavation.

Excavate the gravesite halfway down (approximately 3 feet). Put the backhoe arm in the hole and empty the first load, with the operator. He can guide you where to dump, and also let you know when the box is empty.

Drive to the gravesite and let the operator position you again.

Dig out the last 3 feet. Make sure the bottom is fairly flat.

Move the one-ton truck and the backhoe out of the way. Cover the gravesite with the three sheets of plywood and put the marker on top.

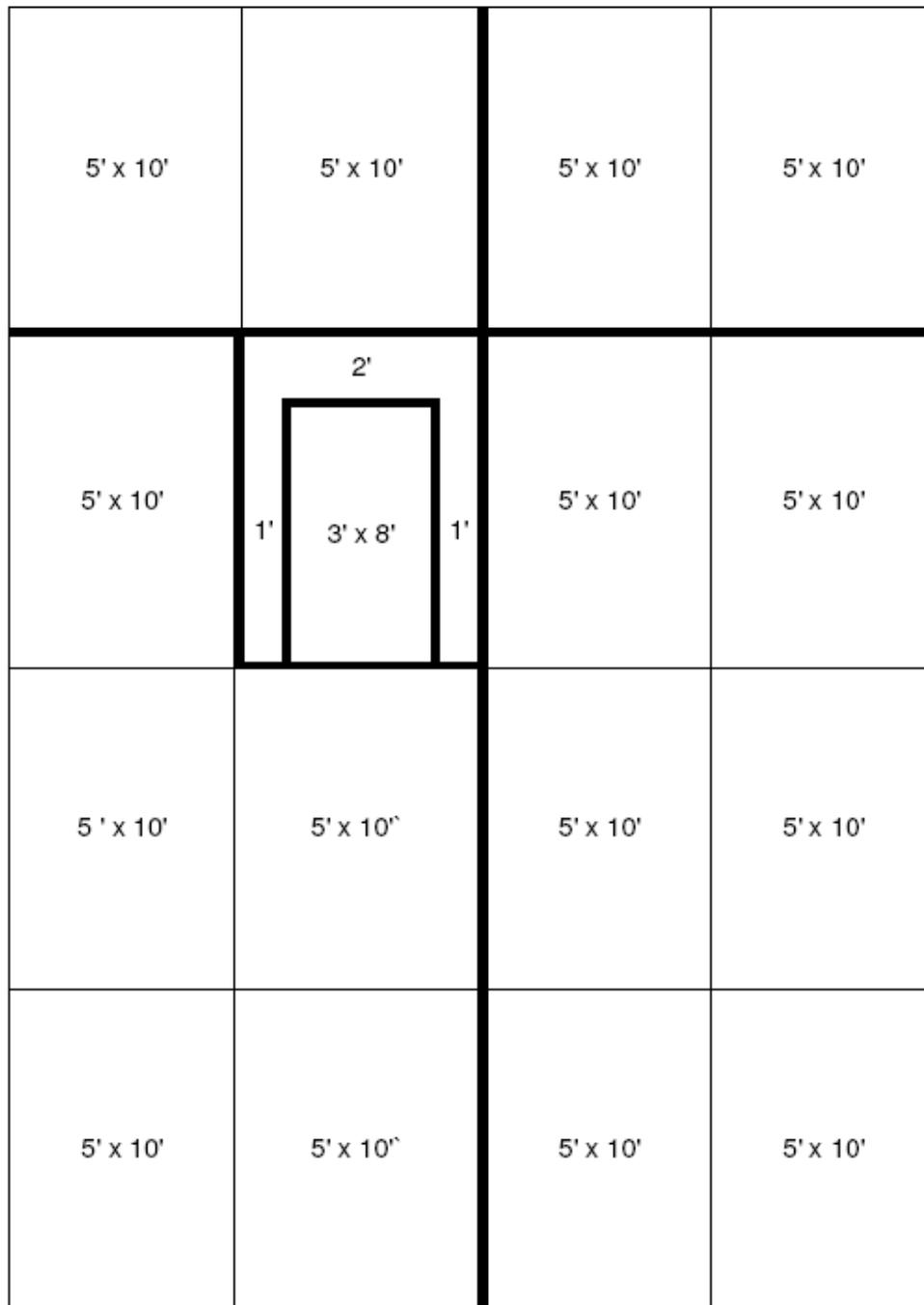
Leave the second batch of dirt on the truck and park it at the shop.

Take the backhoe back to the shop.

Use the half-ton truck and load the lowering device & crank, silver shovel, 3 steel bars, and the large piece of artificial grass.

Go to the area where the operator has decided to set up the service. Lay the grass out in the right spot. Then put the lowering device on top of the grass. Use the crank to tighten the straps on the lowering device. Put the 3 steel bars on the lowering device, one in the middle and the other two by each one of the green straps on the lowering device. Put the silver shovel in front of the lowering device. Take about two handfuls of black dirt and put near the silver shovel.

Interment Procedures - figure 2



6.0 OUTER CONTAINERS

6.1 Wooden Boxes

Take 2 lowering straps, 4 blocks of wood, 2 yellow ropes, hammer and nails, rake, and the wooden box with cover.

Take 2 blocks and set them 1 meter away from the edge of the hole. Take the wooden box out of truck and set on top of the blocks. Lay the 2 yellow ropes across the wooden box at each end. Carry the casket over to the wooden box, and set it on a diagonal position. Push the handles on the casket in. Take the yellow rope, lift up the casket and set it in the wooden box. Pull out the yellow ropes. Put the lid on the wooden box and nail it down.

Put the lowering device, steel bars, silver shovel, grass, hammer and nails on the half ton.

6.2 Fiberglass Vault

Take the lowering bar, 2 lowering straps, 4 blocks of wood, 2 yellow ropes, a rake and the fiberglass vault with cover.

Take 2 blocks and set them 1 meter away from the edge of the hole. Take the fiberglass vault out of truck and set on top of the blocks. Lay the 2 yellow ropes across the fiberglass vault at each end. Carry the casket over to the fiberglass vault, and set it on a diagonal position. Push the handles on the casket in. Take the yellow rope, lift the casket up and set it in the fiberglass vault. Pull out the yellow ropes. Take the lid out of the truck. Peel the paper off of the adhesive on the underside of the lid. Put lid in place and press down on all sides.

Place the lowering device, steel bars, silver shovel, and grass on the half-ton truck.

6.3 Metal Vault

Take the lowering bar, 2 lowering straps, 4 blocks of wood, a rake, and the metal vault with bottom.

Take 2 blocks and set them 1 meter away from the edge of the hole. Take the metal bottom of the vault and set on top of the blocks. Carry the casket to the metal bottom and place on top. Take the top of the metal vault and place over casket. Latch the top down to the bottom.

Put the lowering device, steel bars, silver shovel, and grass on the half-ton truck.

6.4 Concrete Vault

Take the 2 lowering straps, 4 blocks of wood, 2 yellow ropes, and a rake.

Wait until the funeral service is over and all the people have left the cemetery. Take the half-ton with the tools, and the backhoe out to the back of the cemetery. Hook the long chain that is in the backhoe to the lowering bar provided with the concrete vault. Bring the concrete vault to the burial site.

Take 2 blocks and set them 1 meter away from the edge of the hole. Take the backhoe and bring the concrete vault over to the blocks, and set it on top. Lay the 2 yellow ropes across the concrete vault at each end. Carry the casket over to the concrete vault, and set it on diagonal position. Push the handles on the coffin in. Take the yellow rope, lift the casket up and set it in the concrete vault. Pull out the yellow rope. Take the truck and the backhoe to the back and pick up the concrete top. Bring it to the burial site, and set it on top of the concrete vault.

Put the lowering device, steel bars, silver shovel, and grass on the half ton. Make sure to bring the lowering bar and wood braces back to Cam Belluz.

7.0 INTERMENT PROCEDURES

Wait until the funeral service is over, and all the people have left the cemetery. Take the half-ton with the tools, and the backhoe to the burial site.

Take the orange marker and the 3 sheets of plywood, and move to the side.

Take 2 of the blocks and drop them into the hole. Use the rake to move them into position where the lowering straps won't catch.

Let the operator set up the backhoe where he wants. Put the hook on the backhoe and put the chain on the hook.

Take the lowering bar and hook it up to the other end of the chain.

Take the lowering straps and slide them underneath the casket/outer container at each end. Hook the lowering straps on the lowering bar. Have the operator to lift the casket/outer container off the ground. If the casket/outer container doesn't lift evenly set back down and adjust the straps so it does.

Lift up again. If it lifts evenly guide the casket/outer container from the front so you are not under the arm of the backhoe. Position over the hole and lower down slowly.

Once the casket/outer container is in position, use the rake to unhook one part of the strap on each end. Move out of the way and let the backhoe pull out the lowering bar, and lowering straps.

Put the 2 blocks, lowering bar, and lowering straps on the half ton truck and bring the truck back to the garage and park it.

Take the 1 ton truck and 2 flat shovels to the burial site. The operator will guide you into position. Dump the load and move the truck out of the way. The operator will move the dirt with the backhoe. If more dirt is needed the operator will get more.

Rake the dirt into a mound, set the flowers, if any, on top of the mound. Put the identification tag at the head of the grave, if there is not a headstone already there.

Take the backhoe and 1 ton truck back to the garage. Unload the truck.

Go back and pickup the 3 sheets of plywood, and orange marker. Also pick up the plywood, if any was used, from the road to the burial site.

Bring cemetery register books and maps to Operations and Facilities Office to be updated.