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Emergency management — Hearse Operators— Requirements

EAST AFRICAN COMMUNITY

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Foreword

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The Community has established an East African Standards Committee (EASC) mandated to develop and issue East African Standards (EAS). The Committee is composed of representatives of the National Standards Bodies in Partner States, together with the representatives from the public and private sector organizations in the community.

East African Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. Draft East African Standards are circulated to stakeholders through the National Standards Bodies in the Partner States. The comments received are discussed and incorporated before finalization of standards, in accordance with the Principles and procedures for development of East African Standards.

East African Standards are subject to review, to keep pace with technological advances. Users of the East African Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

The committee responsible for this document is Technical Committee EASC/TC 076, *Services*.

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Emergency management — Hearse Operators— Requirements

1 Scope

This Draft East African standard provides requirements for hearse operators who carry out the conveyance of the deceased from point to point during the funerary preparations and/or proceedings.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

3.1 authorized personnel

staff or personnel authorized by the licensee to assist in operational work within the licensed premises. The personnel authorized by the licensee is required to abide by the same set of procedures applicable to the licensee and has the same obligations as the licensee.

3.2 body

means the dead body of a human being but does not include the skeletal remains of the body or ashes thereof.

3.3 body preparation room

place for the washing and dressing or embalming of the deceased person.

3.4 burial

Means the act of placing a body into or onto the ground or the ceremony connected with this

3.5 casket

A casement where dead bodies are put either for burial or cremation

3.6 cremation

method of final disposition of a dead body through burning (combustion)

3.7 deceased

person who has passed on and is no longer alive.

3.8 Embalming/Thanatopraxis

process of effecting the temporary preservation of the deceased.

3.9 embalming room

enclosed facility or room used for the purpose of embalming or preparing any deceased for burial, cremation.

3.10 funeral Director

A person who engages in business of funeral directing

3.11 funeral parlour

premises where deceased bodies are received for the purpose of preparation for burial or cremation or for the carrying out of funeral rites or ceremonies prior to burial or cremation, and includes any premises used for such purpose by whichever it is called.

3.12 funeral Service Hall

enclosed space where a funeral wake takes place.

3.13 funeral Service Provider

entity/person that conducts its business for the purpose of burial and cremation

3.14 funeral service provider/personnel

person who, in the conduct of the person's business, engages, for the purpose of burial, cremation or transport, in the collection, transfer, storage, preparation or embalming of bodies or engages in the conduct of funeral wakes, cremation, burial services, etc.

3.15 Hearse

Special purpose vehicle for conveying the deceased in a casket

3.16 Holding room

room or an enclosed space used for temporary storage prior to and after the preparation of the deceased.

3.17 Licensed premises

licensed funeral parlors with embalming facilities

3.18 Transfer Vehicle

vehicle designed specifically to transport a deceased from point to point with/without a casket

4 Requirements**4.1 Basic proficiency of drivers**

All drivers shall;

- a) be mentally and physically fit, possess a valid driving license for the class of vehicle that he/she is required to drive. Only qualified and authorized drivers shall be permitted to operate designated vehicles.

Note: - Service providers to ensure that their drivers receive basic training in regards to Hearse Operation

- b) always follow the specified speed limit of the vehicle and of the roads, refrain from tailgating and slow down when approaching a hump. Vehicles must always be operated at a safe following distance.
- c) follow the stipulated laws as per the Traffic act.
- d) be decently dressed in an organization's branded shirts / t-shirt or a name tag.
- e) ensure that he carries along the disinfectant for disinfecting the car after unloading the casket.

4.2 Hearse and Transfer Vehicle

- 4.2.1** Vehicle operators shall ensure that vehicles are in a condition for safe operation by having the vehicles properly maintained at suitable intervals. Companies shall have a routine and system of daily checks in place to ensure that vehicles are in good working condition at the start of each working day. The driver shall also perform daily checks on the vehicle before operating it.
- 4.2.2** Any stickers pasted on the vehicle shall not obstruct the view of the driver.
- 4.2.3** Deceased within the vehicle shall be in a casket to preserve the dignity of the deceased.
- 4.2.4** To accord dignity to the deceased and bereaved family members, the deceased or casket shall not be stacked on top of each other.
- 4.2.5** The casket with deceased shall always be placed on the casket tray.
- 4.2.6** The vehicle shall not be used for storage of deceased.
- 4.2.7** When transporting the deceased, the funeral service provider shall place the deceased in a compartment that is physically separated from the part of the vehicle used for carriage of driver or passengers, and which allows routine cleaning and disinfection.
- 4.2.8** Transported deceased shall be placed in a body bag or contained in a manner that prevents the leakage of anybody exudate or other substance.
- 4.2.9** A checklist of all possible equipment as highlighted in annex A shall be maintained within the hearse and transfer vehicle.
- 4.2.10** The deceased or casket in a vehicle or hearse shall be properly secured so that it would not endanger any person if it or part of it moves.
- 4.2.11** All vehicles shall have various casket securing mechanisms.
- 4.2.12** Decal, in letters at least 150 mm high and using a bold font shall be installed on top of the wind screen and on the behind doors for easy identification.

- 4.2.13** A company name decal, with a diameter of at least 300 mm and not more than 500 mm, shall be installed on each side of the Vehicle body.

5. Roles and Responsibilities

5.1 Hearse operators shall ensure that:

- a) the vehicles undergo maintenance regularly to maintain high operable efficiency.
- b) only competent persons are appointed to carry out the task.
- c) all staff members are provided with the necessary information, instruction, training and supervision.
- d) all staff members are familiar with vehicle breakdown contingency plans.
- e) The Standard Operating Procedures (SOPs) are properly documented.

5.2 Drivers shall:

- a) vehicles are regularly maintained
- b) observe emergency procedures, instructions and arrangements as established and instructed.
- c) check that the vehicles and all ancillary equipment are fit for the operation and that they meet all requirements specified in the instructions given for the operation.
- d) take the necessary precautions to prevent the vehicle from moving during the loading/unloading process.
- e) ensure that the deceased or casket is properly loaded onto the vehicle.
- f) ensure that deceased or casket is secured in such a way that they cannot shift in any direction when the vehicle is moving.
- g) report all loading/discharge problems, unsafe situations, or conditions, near misses and incidents as required by company procedures.
- h) Pay attention to person with trauma, at different levels of care

6. Collection and Conveyance of Deceased from Point to Point

6.1 Transportation of Deceased or Casket

- 6.1.1** The funeral service provider or the hearse driver shall ensure that the deceased or the casket is securely fastened in the vehicle or hearse before moving off.
- 6.1.2** When transporting the deceased or the casket, the driver shall drive safely and maintain the speed limit or according to the road speed limit.
- 6.1.3** The transfer vehicle, trolleys/stretchers and hearse used to convey the deceased or casket shall be cleaned and sanitized or fumigated before and after transporting the body

6.2 Playing of Music in Hearse

- 6.2.1** Hearse operators and drivers shall ensure that the music played in the hearse shall be of an appropriate level so as not to create disturbance to the public and to the mourners.

- 6.2.2** Music from the hearse shall be played at an appropriate level during funeral proceedings e.g., during the foot procession send-off, when travelling on public roads, in consideration of other road users or nearby residents.

6.3 Loading/Unloading of Casket from Hearse

- 6.3.1** When loading the casket into the hearse, the funeral service provider shall ensure that there are sufficient pall bearers to lift the casket to prevent the casket from toppling.
- 6.3.2** When unloading the casket off the hearse, the driver shall ensure that the casket is securely placed on the transfer trolley before interment.

7. Maintenance and disinfection of Hearse

- 7.1** The maintenance regime of the vehicle shall closely follow the manufacturer's recommendation.
- 7.2** To ensure that the vehicle's warranty remains valid, it is important to follow the manufacturer's servicing schedule and conditions. Generally, servicing is done at a prescribed period or mileage intervals and is carried out by trained and qualified mechanics.
- 7.3** Conducting daily vehicle checks is a simple and useful way to spot potential risks or defects before vehicles are operated.
- 7.4** Before the start of the hearse cleaning, personnel shall put on a pair of gloves and face mask. Avoid touching the face, mouth, nose and eyes during clean-up. Gloves shall be removed and discarded if they become soiled or damaged, and a new pair worn.
- 7.5** All parts of the hearse to be washed, cleaned and disinfected with appropriate disinfectant.
- 7.6** An appropriate disinfectant with indication of effectiveness against virus, or bleach solution shall be used for cleaning. Personnel shall prepare and apply the disinfectant according to the manufacturer's recommendations.
- 7.7** All waste generated from the clean-up (disposable cloths, gloves, mask, etc.) shall be disposed into the bin.

Annex A

(Normative)

List of checklist of all possible equipment

The checklist may include the following items (not exhaustive):

- PPE (i.e. gloves, mask, gown, etc.)
- Body Identification Tags
- Cloths
- Non-Permeable Body Bag
- Stretcher
- Casket
- Permanent Marker/ Pen
- Checklists for Receipt of Deceased
- Burial permit or local authority approval where applicable
- Embalming fluid,
- Shrouding clothes
- feedback forms