

UV EXPOSURE AND SUN PROTECTION

Objective

Gilgandra Shire Council has an obligation to provide a healthy and safe work environment. This obligation includes providing adequate protection from the hazards that its employees may be exposed to when working in an outdoor environment. UV exposure is one such hazard.

Control measures will be implemented at a worksite according to the conditions at the site and the work carried out. The risk of UV exposure should be included in all risk assessments.

Scope

This policy applies to all employees of Council, including casual, temporary, permanent and Contractors who work in an environment where they are exposed to UV rays on a regular basis. These employees shall be supplied with personal protective equipment and clothing to reduce the risk of exposure to UV rays. Contractors are to comply with this policy, and are to supply all personal protective equipment and clothing to their employees.

Policy

All *Council Staff* are responsible for their personal health and welfare and that of their fellow workers. They are required to cooperate with their employer in the interest of health, safety and welfare in accordance with the Work Health and Safety Act 2011.

The guidelines set down in this policy have been developed to protect the health, safety and welfare of all Council employees.

Council employees working in an environment exposed to UV rays **MUST WEAR** protective clothing and personal protective equipment at all times as follows:

- High Visibility Long sleeved shirts
- Long trousers or knee length shorts or overalls
- Broad brimmed hats
- Wrap safety sunglasses
- 30+ or higher broad spectrum sunscreen (water resistant)
- Other safety equipment as required

High Visibility Long Sleeved Shirts

High visibility shirts classified as UPF shirts, with a minimum sun protective factor of no less than 48UPF+ (when new) are to be provided and high visibility UPF cotton shirts, long sleeves are to be provided for workshop or as determined by Director Works and Technical Services, sleeves to be worn down at all times.

Long Trousers / Knee Length Shorts

Long drill type trousers or knee length shorts classified as UPF, with a minimum UPF48+ (when new) in either lightweight or heavyweight shall be worn by employees. Staff have the choice of what type of trousers or knee length shorts they prefer, e.g. lightweight / heavyweight trousers or knee length shorts made from cotton drill.

Overalls

High visibility overalls classified as UPF, with a minimum of 48+UPF+ (when new) are to be provided and are to be made from at least 75% cotton, close weave, loose fitting to allow for air circulation and comfort. Overalls must have long sleeves and collars, and may include Council identification.

Broad Brimmed Hats including Hard Hats

A broad brimmed hat will be worn at all times. If hard hats are to be worn then brims with a neck flap are to be attached to these hats. Hats are required to be broad brimmed, measuring no less than 8 cm in width, as recommended by the NSW Cancer Council. A hat with a wide brim reduces the amount of UV radiation reaching the face by 50%.

Hats worn by employees whilst working in an environment exposed to UV radiation shall be light enough to wear in hot conditions and made of a fabric that is of a close weave and does not allow the penetration of sunlight. Hats that have a gauze section are not suitable as UV rays will penetrate these; **OR**

One (1) bucket hat, brim measuring no less than 7cm in width.

Note: Employees may purchase their own hat as long as the brim measures not less than 7cm in width. On receipt of the purchase docket employees will be reimbursed in line with the current cost of councils supplied hats

Orana Living and Jack Towney Hostel Staff

Broad brim hat as above.

Pool Staff

Long sleeve Lifeguard Polo Shirt.

Broad brim hat as above

Knee length shorts

Times when hats may not be required

- Bank and mail run

Baseball Caps

Are only allowed when working within council buildings/plant

Beanies

A Standard beanie (no longer than the bottom of the ear) may be worn under a broad brimmed hat. A broad brim hat must be worn over a beanie.

Wrap Safety Sunglasses

Sunglasses shall meet the Australian Standard AS1067 – and offer a 99% protection from ultraviolet rays, be close fitting, and of a wrap around style.

Both tinted and clear prescription lenses can be treated so that they provide protection from UVR. Clip on sunglasses that attach to normal prescription glasses are also available and sunglasses that meet the Australian Standard AS1067

Sunscreen/Shade

No sunscreen can provide 100% protection. For best protection use a sunscreen that is:

- SPF30+ or higher
- Broad spectrum
- Water resistant

To be effective, sunscreen should be applied 20 minutes before going out in the sun, and be applied generously so that it goes on easily and evenly and be reapplied every two hours. Zinc will also be available on request to employees where a 30+ or higher sunscreen is not suitable.

Sunscreen should be kept in a cool place. Do not keep in the glove box of vehicles. If sunscreen is to be kept in a vehicle, place in a most suitable place i.e. esky or lunchbox.

Sunscreen to be provided to pool patrons.

Sunscreen should be incorporated with all personal protection equipment (PPE).

Employees will be encouraged to maximize the use of the shade provided by trees, buildings and other structures where possible. Where there is limited access to natural shade, fixed or portable shade structures will be provided where practical. It is acknowledged that the provision of shade and shade structures does not provide total protection from UV rays and it is necessary for outdoor staff to use PPE and sunscreen as well as shade for protection.

Education/Training

Managers, employees and new employees exposed to UV rays will receive training in the UV risk assessment process. Training should include:

- Increasing the awareness of the harmful effects of UV
- Correct use of PPE, shade
- Information on how to check for skin cancers
- UV policy part of Council's induction process

Health Screening

Skin cancer screening sessions will be encouraged by management and management reserves the right to request any employees to have skin cancer screening examinations.

Heat Fatigue Clause

Where practical all items of plant shall be air conditioned.

During the hot summer months, employees may negotiate with their immediate Supervisor over start and finish times, e.g. start earlier finish earlier.

Peak UV period on a summer day is 10am – 2pm (11am – 3pm during Daylight Savings)

Relevant Legislation

Work Health & Safety Act 2011
 Work Health & Safety Regulation 2017
 Local Government (State) Award 2017

Associated Documents

Personal Protective Equipment Policy

Responsible Officer:	Director Corporate Services		
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