

## GOONDIWINDI REGIONAL COUNCIL



# SUN PROTECTION & OUTDOOR WORK POLICY

<b>Adopted Date:</b>	<b>29 May 2012</b>
<b>Policy Number:</b>	<b>GRC 0027</b>
<b>Policy Type:</b>	<b>Administrative</b>
<b>Responsible Officer:</b>	<b>Workplace Health and Safety Officer</b>
<b>Department:</b>	<b>Administration, Community Services and Economic Development</b>

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0027	29 May 2012	
2	Review Brim Size	28 February 2014	
3			
4			

### 1. PURPOSE

The purpose of this procedure is to provide guidelines and information to Goondiwindi Regional Council employees and contractors to effectively control associated risks when working in an outdoor environment and exposed to ultraviolet radiation (UVR).

The Council is committed to providing a safe and healthy workplace environment to all its employees and contractors.

### 2. SCOPE

This procedure applies to all employees of Goondiwindi Regional Council, contractors, work experience students and trainees who during the course of their work are required to work outdoors and who may be regularly or frequently exposed to UVR.

### 3. GENERAL INFORMATION

Exposure to UVR from the sun causes skin and eye damage and is also the main cause of skin cancer in Australia. The amount of sun exposure required to cause skin cancer varies greatly from one person to another, however, in most people the risk of skin cancer increases with increasing amounts of exposure to the sun. Eye injuries such as inflammation, swelling and increased sensitivity to light initially, and later, damage to the cornea and the lens of the eye can also be a result of sun exposure. Programs that aim to reduce exposure to UVR are important if skin cancer incidence and eye injuries are to be reduced.

### 4. DEFINITIONS

#### **UVR**

UVR stands for ultraviolet radiation.

#### **Supervisor**

A Supervisor is a person in control of a workplace (e.g. Engineer, Supervisor, Ganger, Leading Hand).

### **Council Employees**

Refers to permanent, part time and casual employees.

### **Contractors**

Refers also to sub-contractors and their employees.

## **5. PROCEDURE STATEMENT**

### **5.1 Risk Assessment**

All staff shall apply the risk management approach when working in the sun. Control measures should then be implemented according to the conditions and work performed.

All employees and contractors are required to wear their personal protective equipment (PPE) while working in the sun.

### **5.2 Supply of Personal Protective Equipment (PPE)**

To assist with protection from the sun, the following equipment is supplied by Goondiwindi Regional Council for employees working outdoors:

- Broad-brimmed Council supplied cotton 'bucket hats' to shade face and back of neck that conforms to the relevant Australian Standards.  
**Note:** Caps are not permitted unless approved on medical grounds or due to special work requirements (with prior approval from the respective Directors).
- Safety helmet with a brim attachment and a neck flap to shade face and back of neck.
- High visibility loose fitting, long sleeved, collared shirt.
- Sunscreen (SPF 30+ or better broad spectrum and water-resistant) and zinc cream or lip balm.
- Eye protection – wrap around UV protection sunglasses / safety glasses which comply with Australia Standard AS1067:2003

**Note:** Contractors and subcontractors must provide their own appropriate PPE and must be compliant with Council's WHS Policy and Safe Work Procedures.

### **5.3 Guidelines for Working in the Sun**

- 5.3.1** Reorganise work times where practical.
- 5.3.2** Where practical and not in contravention of other guidelines/requirements, use trees, buildings and other temporary shelter such as awnings, portable shades and umbrellas to produce shade.
- 5.3.3** Where practical, shade is to be made available for meal breaks.
- 5.3.4** Drink at least 2 litres of cool water a day, more if sweating heavily.
- 5.3.5** Wear the provided high visibility long sleeve shirts with a collar. **Note:** sleeves of shirts should **not** be cut off as this defeats protection of arms from the sun.
- 5.3.6** Wear the supplied broad-brimmed hat or Council bucket hat with a minimum brim size of 72mm.
- 5.3.7** Apply sunscreen (SPF 30+ or better broad spectrum and water-resistant) 15-30 minutes before going outdoors to all exposed areas and reapply every two (2) hours or as directed by the manufacturer. Zinc cream or lip balm can be applied to lips and/or nose for extra protection.

- 5.3.8 Wear the supplied safety glasses and/or sunglasses (meets Australian Standard AS1067:2003)
- 5.3.9 Take rest breaks as required. If feeling weak or faint, immediately stop work and cool down, drink plenty of water.
- 5.3.10 Conduct ongoing toolbox talks and general updates on sun exposure.
- 5.3.11 Vehicle windows that are tinted to be wound up when driving between 9 am and 3 pm.

#### **5.4 First Aid Treatment for illness associated with Heat Stress**

##### **5.4.1 Prickly Heat**

Prickly heat results in an itchy painful rash:

- 5.4.1.1 Keep the rash cool and dry; and
- 5.4.1.2 Ensure the person stops hot work until the rash has settled down.

##### **5.4.2 Fainting, Cramps, Exhaustion**

- 5.4.2.1 Lie the person in the shade;
- 5.4.2.2 Provide cool water; and
- 5.4.2.3 Fan the person manually to cool the core body temperature.

##### **5.4.3 Heat Stroke**

- 5.4.3.1 With untreated heat stroke, there is risk of fatality;
- 5.4.3.2 Immediately start first aid by removing clothing, wetting the skin and manually fanning the person to increase evaporation;
- 5.4.3.3 Seek medical assistance; and
- 5.4.3.4 Inform your Supervisor.

##### **5.4.4 Education / Training**

- 5.4.4.1 Sun exposure awareness training should be provided to all employees and contractors working in the outdoor environment as part of the induction process. This awareness training should include sun protection methods, identification of skin cancers, and the benefits of early detection through self examination. Additional training will be provided as deemed necessary.
- 5.4.4.2 Education on sun protection will include a toolbox talk and issue of the Take 5 paper for 'Working in the Sun', posters and brochures; and
- 5.4.4.3 Staff are required to undertake the Take 5 Quiz, sign the quiz and the records are to be kept for 5 years.

## 6. RESPONSIBILITIES

It is all staff's responsibility to ensure that this procedure is followed. Specific responsibilities to ensure this procedure is followed, is delegated to relevant Engineers, Supervisors, WHSRs and WHS Coordinator.

## 7. NON-COMPLIANCE

It is a condition of employment that Personal Protective Equipment (PPE) issued MUST be worn during working hours as required. Failure to wear the appropriate PPE will result in the employee or contractor being removed from the worksite until such time as compliance with the requirements is achieved.

Repeated breaches of this provision by an employee may result in action being taken in accordance with Council's Disciplinary Procedure.

Repeated breaches of this provision by a contractor may result in action being taken in accordance with the Tender Documentation and the Work Health & Safety Procedure "Contractor Control".

## 8. REVIEW DATE

This policy will be reviewed where any of the following changes occur:

- Relevant legislation, regulations, standards or Safe-Plan policies are amended or replaced.
- Other circumstances are determined from time to time by the Chief Executive Officer due to changes in operational works of the Council.

## 9. REFERENCES

*Work Health & Safety Act 2011*

*Work Health & Safety Regulation 2011 Section 44*

## 10. LINKS

WHSQ - <http://www.deir.qld.gov.au/workplace/law/whslaws/legislation/index.htm>

Safety Links & Brochures

*WHS Queensland Safety Links – Rural – Skin Cancer, and Heat Stress*

*WHS Queensland Brochures – Is your Skin Ready for the Sun and Solar UV*

*Cancer Council Queensland – <http://www.cancerqld.org.au>*

<http://www.sunsafety.qld.gov.au>