

South Bank Corporation Procedure

Business Services

SUBJECT: Workplace Health and Safety Sun Protection Policy
DATE CREATED: January 2008
REVIEW DATE: January 2009

Policy

Why have a sun protection policy?

Under the *Workplace Health and Safety Act 1995*, South Bank Corporation has an obligation to ensure the workplace health and safety of all employees. This includes managing exposure to risks associated with protecting employees from exposure to levels of ultraviolet radiation (UVR) and heat that may cause adverse health effects.

The aims of this policy are:

- to reduce employee exposure to the sun; and thereby
- to reduce the incidence of, skin cancer, eye damage, heat stroke, and other conditions caused by exposure to the sun.

This policy recognising WH&S responsibilities, acknowledges the importance of sun protection and related issues to the Corporation.

Responsibilities

Employers are responsible for implementing measures to protect employees from recognised hazards at work. The Corporation provides employees with personal protective equipment, this includes, clothing, hats, sunscreens and sunglasses.

The Corporation also aims to:

- raise awareness of the harmful effects of prolonged exposure to the sun; and
- promote safe systems of work with strategies for the protection against sun exposure.

Employees have the obligation to use personal protective equipment if the equipment is provided by the workers' employer and the worker is properly instructed in its use. This includes protecting themselves from the risks associated with sun damage.

Employees are responsible for co-operating with sun protection measures put in place by the Corporation, and should take reasonable precautions to protect themselves whilst at work.

Employees also should report to the Corporation any problems they experience in complying with sun protection strategies.

Protection strategies

Strategies for protection against sun exposure include:

- Where possible, work will be carried out in shaded areas.
- Where possible, work that must occur in the direct sun will be scheduled before 10:00am or after 2:00pm.

- Breaks will be taken indoors or in shaded areas.
- Indoor meetings involving outdoor workers should be scheduled during peak UV times 10.00am to 2.00pm in lieu of early morning or late afternoon meetings.
- Between the hours of dawn until dusk, all employees who are conducting work outdoors will protect themselves against sun exposure by wearing personal protective equipment (section 4.0). The Corporation will provide and assist in the selection of appropriate PPE.
- Sun protection procedures will form part of any induction course for new employees.

Personal Protective Equipment (PPE)

Employees who work outdoors are required to wear the following clothing and personal protective equipment, provided by the Corporation, at all times between dawn and dusk.

Indoor workers who are required to conduct work outdoors between dawn and dusk are to be provided with PPE to be used during this time.

The use of PPE shall not be mandatory when travelling between buildings, where work will be conducted indoors.

Long sleeved protective shirts

- Shirts with long length sleeves and collars to protect the arms and neck.
- Made from a close weave, lightweight, breathable fabric with an ultraviolet protection factor (UPF) factor of 45.

Shirts must be buttoned at the wrist to provide maximum protection. The only exemptions are:

- Where the nature of the work presents obvious operational problems and/or hazards when wearing buttoned cuffs
- Where the wearing of buttoned long sleeves presents an obvious or immediate entanglement hazard in and around moving plant, levers, control switches or other tools and equipment

In the above instances sun screen is to be applied to the exposed areas as an alternate protection measure.

Pants & skirts

- If shorts and skirts are to be worn they should come to the knee.

Broad brimmed hats

- A broad brimmed hat should be worn at all times between dawn and dusk.
- The brim should measure no less than 8-10cm in width.
- If hard hats are to be worn, brim attachments with neck flaps should be attached.

Sunglasses

- Sunglasses which screen out of at least 95% of ultra violet light and comply with Australian Standards AS 1067.
- Sunglasses are glare resistant, lightweight, comfortable and fit closely to the face. Wrap around sunglasses offer the best protection.
- Clip-ons attachments are available for people with prescription glasses. Clear lens glasses, which offer UV protection, are also available.

Sunscreen

- Sunscreen should always be used in conjunction with other protective measures such as clothing, hats and sunglasses.
- It is to be easily accessible for all employees and should be applied generously to all areas of exposed skin at least 20 minutes before going outside.
- Sunscreen is to be water resistant and reapplied every 2 hours thereafter.
- Sunscreen is broad-spectrum to filter out UVA and UVB, and has a sun protection factor (SPF) of 30+ which filters out at least 96.7% of UVR.
- Allergies to sunscreen are rare. An employee who develops a skin irritation after using sunscreen should have access to another brand and consult their General Practitioner.

Disciplinary procedures

As noted previously, employees are obligated for co-operating with the risk controls implemented for sun protection measures put in place by the Corporation. Any employee who fails to wear any of the personal protective clothing and equipment as supplied, shall be counselled and be requested to wear it. The incident will be reported and disciplinary procedures may then be applied.

References

Workplace Health and Safety Act 1995
Workplace Health and Safety Regulations 1997
Queensland Cancer Fund