

**POLICY NO LG44
UV PROTECTION POLICY**

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced
STATUTORY AUTHORITY:	Workplace Health and Safety Act 2012
OBJECTIVE:	Council is committed to taking an active approach to the prevention of skin and eye damage and disease that may occur to workers due to exposure to the sun when working outdoors
POLICY INFORMATION:	Adopted 19 August 2013 – Minute 08/13.15.5.230 Amended 20 October 2014 – Minute 10/14.11.6.296 Amended 20 May 2019 – Minute 05/19.16.8.123

POLICY

1. SCOPE

This policy applies to all workers and volunteers of Break O' Day Council.

2. POLICY

This policy will apply during the months of **October to March** (spring and summer months) when the average UV Index levels are high and workers are required to use a combination of sun protection measures (hat, sunglasses and sunscreen) when working outdoors.

To assist with well-being and Vitamin D levels, UV PPE measures do not apply - from **May to August** (autumn and winter months) unless UV incidence is noticeably high.

In **April and September** (transition months) Team Leaders will utilise the Cancer Council's SunSmart App or website to identify the UV forecast. This information will be communicated so that workers can respond accordingly and protect themselves against UV radiation by applying/wearing UV Personal Protective Equipment (UV PPE).

All workers and volunteers will have access to UV PPE, available in Council vehicles and at relevant worksites.

Workers will receive instruction about sun protection and must acknowledge that it is an essential condition of employment that sun protection measures must be taken when appropriate.

UV PPE will be replaced on the authority of the appropriate Manager/Coordinator as required, subject to fair wear and tear or reasonable damage.

UV PPE will include (but is not limited to):

- long sleeved and collared shirts – sleeves not to be rolled up
- sunscreen to be applied every 2½ hours or in accordance with product recommendations
- long trousers
- **wide brim and/or bucket hats**
- sunglasses – for Outdoor workers these must be safety sunglasses that comply with Australian Standard AS 1067

3. RESPONSIBILITIES

Managers/ Coordinators/Team Leaders must ensure that:

- the appropriate use of UV PPE is enforced
- workers are educated about sun protection during the induction process and reminders are given on a regular basis
- UV PPE is readily available and used correctly

Workers and Volunteers must:

- use UV PPE in accordance with any information, training or instruction in the use of the equipment they have received
- store and maintain personal UV PPE in suitable, clean and hygienic condition
- report to their supervisor any damage to, defect in or need for replacement of UV PPE that has been issued to them
- not intentionally misuse or damage any of the UV PPE provided by Council
- not take or use Council provided UV PPE for any other use other than Council work related activities

4. RELATED LEGISLATION, REGULATIONS & POLICIES

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
BODC Health & Safety Induction Manual
PPE Policy LG47

5. MONITORING AND REVIEW

This policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.