



# SUN PROTECTION POLICY

Adoption Date:

Review Date:

Responsible Officer: General Manager

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## POLICY STATEMENT

Castlereagh Macquarie County Council has a “Duty of Care “to its employees, contractors, volunteers and visitors and the Sun Protection Policy provides a policy for its employees to implement appropriate sun protection control measures whilst at work.

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## PURPOSE

To reduce workers exposure to solar ultraviolet rays (UVR) by implementing appropriate sun protection control measures.

## POLICY OBJECTIVES:

The objectives of this Policy are to:

- Establish guidelines on acceptable and appropriate sun protection control measures for those employees working outside.
- Apply the principles of work health and safety (WHS) management and risk management to those employees working outside
- In managing and providing PPE in the workplace, the use of such clothing and equipment will be guided by the Castlereagh Macquarie County Council PPE uniform procedures document along with this Sun Protection Policy.

## LEGISLATION:

The policy relates to the following legislation;

- Local Government (State) Award 2023 or subsequent Awards
- WHS Act 2011 – Part 2 – Health and Safety Duties
- WHS Regulation 2017 – Part 3.1, Clause 32-38 Managing risks to health and safety Division 5, Clauses 44 to 47 – Personal Protective Equipment
- Cancer Council NSW – Sun Protection
- SafeWork NSW Code of Practice – How to Manage Work Health & Safety Risks

## APPLICATION/SCOPE:

This policy is applicable to all Castlereagh Macquarie County Council employees, contractors, volunteers and visitors who work outdoors for more than 30 minutes per day.

## **POLICY:**

### **Roles and Responsibilities**

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

<b>Roles</b>	<b>Responsibility</b>
The Elected Council	The elected Council must act in accordance with the Policy and abide by any determination made as a result of this Policy.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy.
Senior Biosecurity Officer	The Senior Biosecurity Officer is responsible for management, monitoring and reporting.
Biosecurity Officers	All supervisors must act in accordance with this policy and abide by any determination made as a result of this policy and enforce it
Workers	Council Officers must act in accordance with this policy and abide by any determination made as a result of this policy
General Public	The general public must act in accordance with this policy and abide by any determination made as a result of this policy.

### **Sun Protection Statement**

Supervisors/Managers in consultation with the General Manager shall conduct risk assessments to identify all tasks/activities that may have a high risk of exposure to UV.

Supervisors shall monitor workers exposure to UV by requiring outdoor workers to use sun protection measures at all times.

Other workers are required to utilise sun protection measures when outside during daily sun protection times (when UV Index is 3 and above) or if they are exposed to the Sun for more than 30 minutes, whichever comes first.

Managers/Supervisors shall ensure injury reporting requirements are followed when an incident of sunburn or excessive exposure to UV occurs in the workplace.

### **Uniform**

Workers will be provided with the following PPE for sun safety to cover as much skin as possible, which must be worn/used at all times whilst working outdoors.

- Long-sleeved shirt with a collar made from material with an ultraviolet protection factor (UPF) of 50+.
- Long trousers made from UPF50+ material.
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad brimmed, bucket or legionnaire style – attachable brims and neck flaps when wearing a hard hat.

Where office based staff are required to work outdoors, they shall be required to comply with the provisions of this procedure. PPE shall be provided subject to General Managers approval..

The wearing of shorts other than a Council issued item is not permitted in the workplace at any time.

Long sleeve shirts are not to be rolled up above mid forearm whilst on duty.

Where a worker presents at a workplace in any Non-Council issued clothing, they shall be removed from the workplace until such time as they present correctly attired. Time off shall be at the workers own expense and time.

### **Beanies and Hats**

Council issued beanies are provided as a component of Council's field uniform and may be worn in the cooler months generally from 1 April through to 30 September only.

Beanies may be worn under hard hats where hard hats are an onsite requirement. As long as they do not interfere with the fitting of the PPE.

Broad brimmed hats shall be worn on any day where UV levels are 3 or above. This is generally from 9:30am each day or if you are outside in the sun for more than 30 minutes.

The broad brimmed hat will measure no less than 7.5cms 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 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.

No caps or visors are to be worn in the workplace at any time whilst on duty. The Council supplied Broad brimmed hat shall be the only one to be worn.

### **Sunscreen**

A broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 50+ or higher and lip balm (50+).

This is available on request from the Store with a supply to be maintained in all plant/vehicles/worksites.

Note: If sunscreen is left in high temperatures for extended periods of time (for example, in the glove box of a car in the heat) the ingredients will begin to separate, leaving a gritty, lumpy or watery consistency that may affect how it is applied to skin, as well as the effectiveness of its UV protection. It is recommended to store the sunscreen in a cool place below 30°C.

### **Sunglasses**

Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standards (AS/NZS1067) or safety glasses rated "O" (AS/NZS 1337.1).

Where a worker wears prescription sunglasses they may be worn subject to the lenses and style being of a quality that provides protection from shattering or breakage and be Australian standard compliant.

### **Non Council Employees**

Contractors, sub-contractors and their workers are required to adhere to the sun protective PPE requirements of this procedure at their own cost.

The requirement for contractors to provide for sun safety measures shall be included in any tender and contract documentation as part of the WHS compliance assessment.

### **Personal Protective Equipment (PPE)**

General PPE provisions for workers is contained in Council's PPE Uniform procedure.

### **Skin Checks**

As a health and wellbeing initiative, Council shall, as a voluntary service, make available at a minimum annual skin checks at no cost to a worker.

## UV Awareness

Council will provide information on the effects of UVR exposure. The information will include prevention and early detection of skin cancer.

## Breach of this Policy

Continued breaches and/or deliberate breaches of this Policy may result in disciplinary action in accordance with the Local Government State Award disciplinary procedures.

## DEFINITIONS

Key Terms	Meaning
Award	Local Government (State) Award 2023 or subsequent Awards
PPE	Personal Protection Equipment
SPF	Sun Protection Factor
Supervisor	General Manager, Director, Manager, Works Coordinator, Ganger or other designated person with responsibility for the supervision of workers
UV	Ultra Violet
UVR	Ultra Violet Rays
Worker	An employee, contractor or employee of a contractor, volunteer

Version	Adopted Date	Minute No.	Details of Review
1	25 <sup>th</sup> November 2024		