



# Policies, Procedures and Guidelines

## SUN PROTECTION AND SAFETY POLICY

CSG010

### BACKGROUND

The Work and Safety Act 2011 provides that all employers have a duty of care towards their workers. This means that, amongst other obligations, if workers are working outside they must be suitably protected. Lachlan Shire Council (LSC) has developed this policy to meet this statutory obligation.

### OBJECTIVES

The aim of this policy is to reduce the incidence of skin cancer amongst outdoor workers by providing ultraviolet radiation (UVR) protection and to maximise personal safety through the provision of high visibility clothing.

### SCOPE

This policy applies to all workers of LSC who undertake duties in an outdoor environment where they are exposed to UVR and/or at potential risk of injury. These workers will be supplied with personal protective equipment (PPE) and clothing which reduce the risk of exposure to UVR and/or injury.

Casual, temporary workers, those undertaking duties related to an employment scheme or work experience and contractors will be provided with equipment and clothing determined on a case by case basis by the director. This policy does not cover the supply of clothing or uniforms to staff who are not required to work outdoors.

### DEFINITIONS

“Act” means the Work Health and Safety Act 2011

Outdoor worker means those workers who, due to the nature of their duties, are required to spend a proportion of their work time on either a worksite and/or in depots. Workers who may be required on occasions to attend field locations must wear clothing that provides reasonable protection..

“AS” means Australian Standard

“Plant” means machinery, equipment or vehicles

Worker means worker as defined in the *Work Health and Safety Act 2011*

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“Worksite” means any area of construction, building and demolition, industrial or commercial activity.

**POLICY**

LSC must ensure that systems of work and the working environment of its workers safe and without risks to health through the:

- provision and maintenance of equipment needed to protect outdoor workers from the sun and minimise the risk of injury;
- use of systems of work to reduce the amount of time workers spend in the sun;
- provision of adequate facilities for the welfare of the employees at work;
- provision of high visibility safety clothing;
- provision of information, instruction, training and supervision to ensure the health and safety of workers;
- ensure others are not exposed to health or safety risks while they are at the employer’s place of work.

Workers must cooperate by wearing or using safety equipment and or clothing provided by LSC (e.g. if LSC supplies long sleeved shirts, sunscreen, sunglasses and hats) every employee targeted by this policy must utilise these items.

**RESPONSIBILITIES**

All LSC workers are responsible for their personal health, safety and welfare and that of their fellow workers. They must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the Act or the regulations.

In times of extreme heat supervisors should reassess work practices to ensure the safety of their workers. Requests to modify work hours to suit extreme conditions must be made by the supervisor to the director for approval.

**CLOTHING PROTECTION**

It is **compulsory** for outdoor workers to wear UV sun protection clothing and personal protective equipment, as supplied by LSC and adopted as uniform, at all times. Outdoor workers including those operating plant or vehicles, must wear as a minimum the following protective clothing and personal protective equipment at all times:

- long sleeved shirts

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- long trousers or overalls or knee-length shorts
- broad brimmed hats
- wrap sunglasses (with safety lenses)
- 30+ broad spectrum sunscreen (water resistant)
- lip balm
- other safety equipment that may be task specific.

**LONG SLEEVED SHIRTS**

- Shirts with a minimum sun protection factor of UPF 48+ (when newly purchased) will be provided to outdoor workers.
- Shirts must have long sleeves and collars to protect the arms and neck.
- Shirts will be made from close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort.
- High visibility shirts are to replace existing shirts and safety vests.

**LONG TROUSERS OR OVERALLS OR KNEE-LENGTH SHORTS**

- Loose fitting long trousers with a minimum UPF 48+ (when newly purchased) in either light weight or heavy weight shall be worn by workers.
- Except where permitted for certain positions where the normal duties involve work either indoors or in enclosed plant where the sun is not shining directly on to legs, shorts can be worn provided they come to the knee.
- Overalls must have long sleeves and collars or be worn with a long sleeve shirt.

**BROAD BRIMMED HATS OR HARD HAT BRIM ATTACHMENTS**

- A broad brimmed hat with a minimum of 7.5mm brim or a bucket hat with a minimum of a 6mm brim must be worn at all times. If hard hats are to be worn, brim attachments will be provided.
- Hats or brim attachments and/or neck flaps are required to have a broad brim, measuring no less than 8 – 10 centimeters in width as recommended by the NSW Cancer Council.
- Baseball caps are prohibited.

**SUNGLASSES**

- Sunglasses which screen out at least 99% of UV light and comply with AS1067 are to be provided to all outdoor workers.
- If safety sunglasses are required then they must comply with AS1377 and AS1338.

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- Safety glasses will be glare resistant, lightweight, comfortable and fit closely to the face. Wraparound sunglasses offer the best protection. Clip-ons are available for persons with prescription glasses. Clear lens glasses which offer UV protection are also available.
- In selecting eye protection other hazards must be taken into account such as infection control procedures, chemicals, grinders, gases. Each worker should have his or her own set of glasses.
- Sunglasses provided by LSC must comply with AS1067 and AS1338.

**SUNSCREEN**

- Sunscreen should always be used in conjunction with other protective measures such as clothing, hats and sunglasses.
- Sunscreen must be easily accessible for all workers and stored in a cool place. It should not be used past its expiry date.
- Sunscreen should be labelled water resistant and broad-spectrum to filter out UVA and UVB.
- Sunscreen must have a sun protection factor of 30+.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. It is recommended that an average size adult use one teaspoon of product on each limb. Half a teaspoon should be applied to the face and neck – including ears and back of neck.
- Sunscreen should be reapplied every 2 hours.
- A worker who develops a skin irritation after using sunscreen should have access to another brand and consult their General Practitioner.
- Lips should be protected with a lip balm containing SPF30+.
- Provision of non-oily/greasy sunscreen should be provided for workers who maintain and use equipment and/or work in dirty and dusty environments.

**FOOTWEAR**

The type of footwear is a standard supply and will be replaced when deemed unserviceable.

Safety work boots are to be worn at all times except in special circumstances such as:

- Carpenters working on rooftops or bridge carpenters climbing on bridge girders etc, or other workers working on water, or climbing down ladders into wet wells etc, and others in extenuating circumstances with the approval of their supervisors.
- Where a worker has a proven medical condition, which requires an alternative to the standard issue, the following procedure should be adopted:

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- a medical certificate is to be provided by the worker identifying that the standard issue is not suitable and stating specific reasons from the doctor as to why a special type of safety footwear is required.
- the certificate is to be forwarded to the worker's supervisor who is to acknowledge its receipt and forward on to People and Organisational Development team or an appropriate safety officer.

Those staff, who due to the nature of their duties are required to spend a proportion of their work time either at a worksite, in workshops and/or depots are also issued with appropriate footwear and as a result are included in the provision of this policy.

Workers who may be required on occasion to attend field locations, must wear footwear that provides reasonable protection.

### OTHER SAFETY EQUIPMENT

The following safety items will be provided on an individual needs basis:

- Safety glasses
- Safety goggles
- Lip balm
- Hard hats
- Hearing protection
- Welding attire
- Gum boots
- Disposable overalls
- Respirators – chemical and/or dust
- Water proof clothing
- Insect repellent
- Soap
- Towel
- Safety harness
- Material safety data sheets
- Face shields
- Chaps
- Reflective fluorescent safety vests for emergency night work
- Fluorescent safety vests

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- any other safety equipment that is recommended by WorkCover.

### Supply of protective equipment

LSC will provide the following protective clothing and equipment to all permanent workers:

#### OUTDOOR STAFF

Those workers undertaking tasks as a: labourer, plant operator, water operator, sewer operator, parks and gardens, store and overseer will be issued with:

- One (1) wide brimmed hat;
- Five (5) UPF rated long sleeve shirts with a minimum UPF 48+ rating (when newly purchased) with the top half high visibility fluorescent lime with bottom half navy colour;
- Five (5) pairs of long trousers or knee-length shorts in the colour of navy with a minimum UPF 48+ rating (when newly purchased). A choice of either light weight, heavy weight, long shorts or combination;
- Two (2) sloppy joes:
  - one (1) single fleece with a minimum UPF 48+ rating (when newly purchased);
  - one (1) double fleece with a minimum UPF 48+ rating (when newly purchased);
  - both with top half high visibility fluorescent lime and bottom half navy;
- One (1) jacket with a minimum UPF 48+ rating (when newly purchased). Top half high visibility fluorescent lime and bottom half navy;
- One (1) pair of safety gloves;
- One (1) pair of safety work boots;
- One (1) pair of Cancer Council approved sunglasses (with safety lenses) that meet AS1067. The difference in cost between the standard prescription lens and treated lens to be considered by the director, upon application.

All of the above personal protective clothing excluding the jacket shall be replaced when deemed unserviceable, not on a yearly basis. Jacket replacement will be considered on an individual case by case basis, but normally after three years' service.

#### WORKSHOP STAFF (MECHANICS AND WELDERS)

Due to the nature of their duties, workshop staff will be issued with:

- One (1) wide brimmed hat;

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- Five (5) UPF rated long sleeve shirts in the colour of navy with a minimum UPF 48+ rating (when newly purchased);
- Five (5) pairs of long trousers or overalls or knee-length shorts in the colour of navy with a minimum UPF 48+ rating (when newly purchased). A choice of either light weight, heavy weight, long shorts or combination;
- Two (2) sloppy joes:
  - one (1) single fleece with a minimum UPF 48+ rating (when newly purchased);
  - one (1) double fleece with a minimum UPF 48+ rating (when newly purchased);
  - both with top half high visibility fluorescent lime and bottom half navy;
- One (1) jacket with a minimum UPF 48+ rating (when new). Top half high visibility fluorescence lime and bottom half navy;
- One (1) pair of safety work boots;
- One (1) pair of Cancer Council approved sunglasses (with safety lenses) that meet AS1067. The difference in cost between the standard prescription lens and treated lens would be considered by the director, upon application;
- One (1) fluorescent safety vest lime green in colour.

All of the above personal protective clothing, excluding the jacket, shall be replaced when deemed unserviceable and not on a yearly basis. Jacket replacement will be considered on an individual case basis, but normally after three years' service.

**OTHER STAFF**

Other staff, those who are exposed to UVR for significant periods of time or in areas where highly visibly safety clothing is required, for example, Infrastructure Services and Environment and Planning Services staff shall be required to wear:

1. long sleeved shirt
2. long trousers
3. broad brimmed hats
4. sunscreen
5. Highly visible safety vest
6. sunglasses, and
7. other necessary safety equipment.

To assist these staff, the following items may be issued:

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- One (1) wide brimmed hat.
- One (1) jacket with a minimum UPF 48+ rating (when new). Top half high visibility fluorescence lime and bottom half navy;
- One (1) pair of Cancer Council approved sunglasses (with safety lenses) that meet AS1067. The difference in cost between the standard prescription lens and treated lens would be considered by Director, upon application.
- One (1) pair of safety work boots.
- One (1) fluorescent safety vest lime in colour.

All of the above personal protective clothing excluding the jacket, shall be replaced when deemed unserviceable and not on a yearly basis. Jacket replacement will be considered on an individual case basis, but normally after three years' service.

**MAKE USE OF SHADE**

Workers should take advantage of natural shade wherever possible. Requests for shade structures will be dealt with on their merits and determined by the General Manager/Director Infrastructure Services.

**REPLACEMENT OF CLOTHING AND EQUIPMENT**

Clothing and equipment will be replaced on a wear and tear basis. Items must be returned to the store person who will determine whether the item is serviceable or not. In the event that clothing is damaged or lost due to worker neglect or deliberate mutilation or stolen, each case will be determined on its merits as to replacement at LSC or worker cost.

Additional clothing and equipment may be purchased or acquired provided such purchases meet the necessary standards and have been approved by the relevant supervisor.

**MAINTENANCE OF CLOTHING AND EQUIPMENT**

Workers who are issued with personal safety clothing and/or equipment have an obligation to look after that clothing and/or equipment and keep it in reasonable and safe condition. Workers must meet any cleaning/laundry costs associated with PPE clothing issued to them.

The worker is responsible for notifying the store person of any lost or stolen items.

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Those items of equipment, which require periodic testing and/or inspection, must be made available at the prescribed time.

## DISPUTES

Any dispute regarding the replacement of unserviceable or lost items will be referred to the supervisor in the first instance.

## PROPERTY/OWNERSHIP

Personal protective safety clothing or equipment remains the property of LSC.

## TERMINATION OF EMPLOYMENT

Workers upon termination are required to return all personal protective clothing that displays a LSC logo/emblem as well as the all-weather (high visibility) jacket.

## EXEMPTIONS

There are no exemptions to the wearing of personal protective clothing and equipment under this policy.

A worker is not permitted to commence duty, enter a worksite or perform a work function until such time as he/she is correctly attired. All time lost by the employee as a result will be without pay.

Any worker who fails to wear any of the personal protective clothing and/or equipment supplied, will be counselled by their supervisor and be requested to wear it. If the employee continues to breach the policy, LSC disciplinary procedure will be applied.

## EDUCATION AND TRAINING OF WORKERS

All workers will be made aware of this policy and the duty to comply on induction.

## REFERENCES

- Work Health and safety Act 2011
- Cancer Council Australia - Guidelines for skin cancer and outdoor work

## GENERAL MANAGER

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