

City Policy & Procedure – Sun Protection in the Workplace

Policy Statement

Exposure to UVR from the sun causes skin and eye damage and is also the main cause of skin cancer in Australia. The risk of skin cancer increases with increasing amounts of exposure to the sun.

The City recognises that a combination of sun protection control measures, which includes engineering and administrative controls and personal protective equipment and clothing, provides the best protection to Outdoor Workers and Occasional Outdoor Workers from exposure to solar UVR.

This Policy is to be complied with by Outdoor Workers and Occasional Outdoor Workers whether paid or unpaid and Contractors in fulfilling their duty of care under OSH legislation.

Scope

The purpose of this document is to implement measures that will assist in the reduced risk of skin cancer posed to Outdoor Workers and Occasional Outdoor Workers and Contractors through exposure to the harmful effects of the sun.

Legislative and Strategic Context

- Occupational Safety & Health Act 1984
- Occupational Safety & Health Regulations 1996
- AS/NZS 4399:1996 Sun Protection Clothing – Evaluation and Classification
- AS/NZS 2604:2012 Sunscreen Products – Evaluation and Classification
- AS/NZS 1607:2003 Sunglasses and Fashion Spectacles

Review Position and Date

This policy is to be reviewed annually by the Occupational Health and Safety Advisor in conjunction with the Document Owner: Human Resources Manager.

Associated Documents

- Occupational Safety and Health Policy
- Occupational Safety and Health Manual

Definitions

UVR	Ultraviolet Radiation
Outdoor Worker	Any person whose regular duties require them to be outside in direct sunlight for more than an hour a day on a cumulative basis.
Occasional Outdoor Worker	Any person whose duties requires them to be outside in direct sunlight for more than 30 minutes but less than an hour during any one day.

Procedure

(1) Periodic assessment of the exposure risk

Managers/Supervisors are to undertake periodic assessment of hours of work, personal protective equipment, and training.

(2) Work hours

Where operationally possible work with high UVR exposure is to be scheduled outside the peak UVR times.

(3) Personal protective equipment

Outside Workers and Occasional Outside Workers will be provided with the following personal protective clothing and equipment compliant with Australian Standards, the use of which is mandatory.

- Long sleeved shirts
- Long trousers
- Broad brimmed hat with a brim no less than 7.5 cm or Legionnaire style hat with flap to cover ears and neck
- Sunscreen
- Sunglasses
- Other PPE can be made available as required e.g. gloves

(4) Exemption

The only grounds for an exemption from compliance with this procedure will be on medical grounds.

Outside Workers and Occasional Outside Workers who seek such an exemption must provide a medical certificate stating the reason an exemption is being sought.

Once received the manager/OSH Advisor will, in consultation with the Outside Worker or Occasional Outside Worker and the Outside Worker or Occasional Outside Worker's Doctor, establish a remedial time frame to rectify the underlying medical condition so that compliance with this procedure can be re-established at the earliest opportunity.

Any ongoing condition will require a regular review and updated medical certificate at no less than 3 monthly intervals.

- a. The Outside Worker or Occasional Outside Worker will be required to wear appropriate personal protective equipment and clothing, and such other measures deemed appropriate with providing adequate UVR protection while the condition persists

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OSH Advisor		Human Resources Manager	
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