

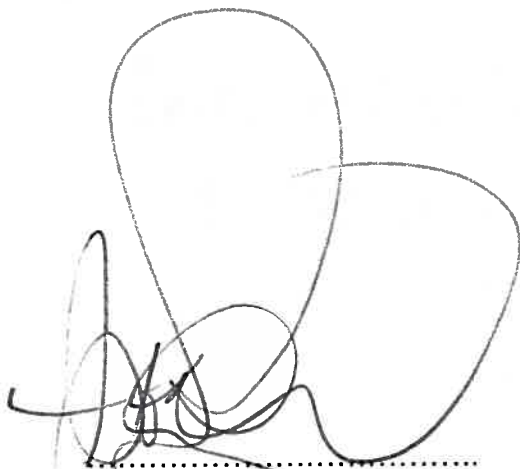


Sun Smart and Personal Protective Equipment Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		WHS COORDINATOR			
REVIEWED BY:		MANEX, Work Health and Safety (WHS) Consultative Group			
REVIEW DUE DATE:		November 2024			
REVISION NUMBER:		6			
DOCUMENT NUMBER:		WHS:POL:004			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
6	25/11/2021	22.11/21	Document updated to current format. Definitions section included. Department titles updated. Purpose, roles, and responsibilities expanded. List of supporting Standards, policies and procedures expanded.	WHS Coordinator	Council
5	27/09/2018	24.09/18	Updates to reference / version numbers and an increase in review period from two to three years.	WHS Coordinator	Council
4	22/09/2016	21.09/16	Updates to reference / version numbers.	WHS Coordinator	Council

Note: Document Control continued at Appendix A



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General Manager

30/11/21
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Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

To have a comprehensive Sun Smart and Personal Protective Equipment policy that is based on industry guidelines to address risks from exposure to UV radiation and exposure to other workplace hazards where **Personal Protective Equipment (PPE)** forms a useful part of the risk control measures.

APPLICABILITY

This policy applies to all contractors, Councillors, employees and volunteers of Glen Innes Severn Council who work in an environment where they are exposed to workplace hazards such as UV radiation, and who shall be supplied with personal protective clothing and equipment to reduce the risk of exposure.

OUTCOMES

Council has effective risk controls in place to mitigate the exposure of workers to workplace and environmental hazards, eliminating or reducing risks through the correct use of PPE and other controls.

ROLES AND RESPONSIBILITIES

Glen Innes Severn Council employees are responsible for their personal health, safety and welfare, and that of their fellow workers. They are required to cooperate with their employer in the interest of health, safety and welfare in accordance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*.

Responsibilities of workers include:

- complying with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*;
- complying with Council's requirements as an employer under the *Local Government (State) Award 2020* and any relevant legislation, which includes supplying employees with protective clothing and equipment suitable to the nature of the work performed and the work environment; and
- demonstrating a positive and proactive approach to health and safety.

Council is responsible for ensuring that all workers are aware of the expectations and recommendations of this Policy and ensuring that the Policy and any associated procedures are implemented and followed.

It is the responsibility of supervisory staff to enforce this policy and the relevant Sun Smart and Personal Protective Equipment Procedures (herein referred to as “the procedure”) to ensure that each employee who is required to wear protective clothing / equipment does so at the appropriate times.

DEFINITIONS

At Risk Group:

Persons who are exposed to risks from situations in the workplace, which may include:

- Physical hazards caused by high noise levels;
- Extreme weather or other environmental factors;
- Hazards when using machinery or working near machinery;
- Workplaces where the nature of the work involves high-risk activities and processes including but not limited to construction sites, work sites with mobile plant and traffic; and
- UV exposure from the sun, including working outdoors daily throughout the year or working outdoors for short periods (e.g., 10 minutes) that amount to a total exposure of 30 minutes or more on any one day.

Australian Standard:

Standards are voluntary documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable. They cover a variety of subjects, including consumer products and services, the environment, construction, energy and water utilities, and more. To ensure they keep pace with new technologies, standards are regularly reviewed by Standards Australia technical committees.

Personal Protective Equipment (PPE):

Refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to: boots, ear plugs, face masks, gloves, goggles, hard hats, high visibility clothing, respirators, safety harnesses, safety shoes and sunscreen.

Persons conducting a business or undertaking (PCBU):

A broad term used throughout work health and safety legislation to describe all forms of modern working arrangements, which we commonly refer to as businesses. A person who performs work for a PCBU is considered a worker.

SunSmart:

A not-for-profit, health promotion program in Australia that promotes a balance between the benefits and harms of sunlight exposure, most notably including vitamin D and skin cancer.

Ultraviolet Index (UVI):

The ultraviolet index or UVI is an international standard that measures the strength of the ultraviolet (UV) radiation from the sun at a particular place on a particular day.

Ultraviolet Radiation (UV):

Ultraviolet radiation that reaches the Earth's surface is made up of two (2) types of rays, called UVA and UVB. Ultraviolet radiation also comes from sun lamps and tanning beds. UV rays can cause sunburn. Exposure to UV rays can cause premature aging of the skin and signs of sun damage such as wrinkles, leathery skin, liver spots, actinic keratosis, and solar elastosis.

POLICY STATEMENT

Council employees identified in the "at risk" group must wear protective clothing and PPE in accordance with the procedure.

If alternate equipment not supplied by Council is required for medical reasons, the type of equipment and cost will be discussed with management on presentation of a medical certificate. The alternate protective equipment must be suited to the requirements of the person's work and work environment.

Breaches of this Policy may result in disciplinary action. The exact nature of disciplinary action will depend on the severity of the breaches to this policy and attached procedures and may result in counselling, a warning, suspension or termination of employment.

LEGISLATION AND SUPPORTING DOCUMENTS**Relevant Legislation, Regulations and industry standards include:**

- *Work Health and Safety Act 2011 (NSW);*
 - *Work Health and Safety Regulation 2017 (NSW);*
 - *NSW Work Health and Safety (Mines and Petroleum Sites) Act 2013;*
 - *NSW Work Health and Safety (Mines and Petroleum Sites) Regulation 2014;*
 - *Local Government (State) Award 2020;*
 - *NSW Cancer Council Sun Smart Guidelines - Advice for Local Government;*
 - *AS/NZS 2604:2021 Sunscreen products - Evaluation and classification;*
 - *AS/NZS 2210.1:2010 Safety, protective and occupational footwear - Guide to selection, care and use;*
 - *AS/NZS 4602.1:2011 High visibility safety garments - Part 1: Garments for high risk applications;*
 - *AS/NZS 2161.6:2014 Occupational protective gloves, Part 6: Protective gloves for structural firefighting - Laboratory test methods and performance requirements;*
 - *AS/NZS 1337.1:2010 Personal eye protection;*
 - *AS/NZS 1270:2002 (R2014) Acoustics - Hearing protectors;*
 - *AS/NZS 1716:2012 Respiratory protective devices;*
 - *AS/NZS 1801.1:1997 Occupational protective helmets;*
 - *AS/NZS 1906.4 Retroreflective materials and devices for road traffic control purposes, Part 4: High-visibility materials for safety garments;*
 - *AS/NZS 4399.1:1996 Sun protective clothing - Evaluation and classification; and*
 - *Royal Life Saving Society Australia - Lifeguard Uniform Policy.*
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Relevant Council Policies and Procedures include:

This policy is to be read where applicable in conjunction with Council's:

- *Sun Smart and Personal Protective Equipment Procedure;*
- *Work Health and Safety Management Plan;*
- *Work Health and Safety Health Monitoring Procedure;*
- *Glen Innes Aggregates Safety Management System;*
- *Volunteer Handbook;*
- *Corporate Uniform Policy;*
- *Human Resources Policy Statement Register;*
- *Manual for Community Committees of Council;*
- *Children Youth and Family Services Policies;*
- *Life Choices - Support Services Policies; and*
- *WHS Online Contractor Induction.*

VARIATION AND REVIEW

The Sun Smart and Personal Protective Equipment Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A**Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
3	25/09/2014	16.09/14	Updates to reference / version numbers.	WHS Coordinator	Council
2	23/08/2012	10.08/12	Amendments to Acts and Regulations.	WHS Coordinator	Council
1	22/10/2009	14.10/09	New Policy.	WHS Coordinator	Council