

Document 2 Sun Protection Policy

SUN PROTECTION POLICY for Employees/Contractors/Visitors

.....recognises that supervision of outdoor workers and monitoring of the use of sun protection control measure is required to ensure compliance.

.....recognises that standard company grievance procedures will be initiated where an employee fails to comply with sun protective control measures.

.....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 employees from exposure to solar UVR.

.....will ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UVR occurs in the workplace.

Management will:

- provide shaded areas or temporary shade where possible
- encourage workers to move jobs tasks where possible to shaded areas
- consider applying window tinting to work vehicles
- modify reflective surfaces where possible
- identify and minimise contact with photosensitising substances
- provide indoor areas or shaded outdoor areas for rest/meal breaks
- schedule outdoor work tasks to occur when levels of solar UVR are less intense, such as earlier in the morning or later in the afternoon
- schedule indoor/shaded work tasks to occur when levels of solar UVR are strongest, such as the middle part of the day or later in the day
- encourage employees to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to solar UVR for long periods of time
- provide daily access to the SunSmart UV Alert
- provide and ensure use of appropriate sun protective PPE in line with Sun Smart guidelines including:
 - Sun protective work clothing
 - Sun protective hats
 - Sunglasses
 - Sunscreen
- provide training to employees to enable them to work safely in the sun
- ensure training is provided as part of induction for new employees
- ensure employees are provided with information to effectively examine their own skin
- ensure managers and supervisors act as positive role models
- adopt sun protection practices during all company social events
- Promote the use of sun protection measures 'off the job'.

Employees, Contractors and Visitors will:

- cooperate with all measures introduced by management to minimise the risks associated with
- exposure to solar UVR
- comply with instructions and advice in regards to the use of sun protection control measures
- participate in sun protection education programs
- act as positive role models
- be responsible for their own sun protective practices at work.

Review

This policy will be reviewed on a regular basis, or at least every two years.

Name (please print): _____

Position: _____

Signature: _____

Date: _____

Date of next policy review: _____

Employees / Contractors / Visitors witness:

“I have read and understand this policy and will comply as applicable.”

Signed:.....Position:.....

Signed:..... Position.....

Signed:.....Position: