

1. BACKGROUND

Employers have a duty of care to their workers safety and have an obligation to ensure that workers are wearing the correct PPE for the task. In accordance with the Work Health & Safety Act a worker must comply with any reasonable direction given to them to protect their safety. For example, if Council supplies personal protective equipment (PPE) including long trousers, long sleeved shirts, sunscreen, sun glasses and hats then workers must use them.

2. PURPOSE

Coonamble Shire Council is committed to providing a safe working environment while undertaking work for the Council. Therefore it is critical to outline expectations for working outside under ultraviolet (UV) radiation. All council staff, are responsible for taking reasonable care of their personal health and safety while not putting other workers at risk through their actions. Workers are required to comply with any reasonable instruction given by an employer to comply with the Work Health & Safety Act 2011 and Work Health and Safety Regulations 2017.

3. POLICY OBJECTIVE

The guidelines set out in this policy have been developed to protect the health and safety of all council workers.

4. LEGISLATION

- Work Health & Safety Act 2011 (NSW).
- Work Health and Safety Regulation 2017 (NSW).
- Local Government (State) Award 2017
- Code of Practice: Work health and safety consultation, cooperation and coordination.
- Australian Standard AS1067
- Australian Standard AS/NZS 2210.3-2009.
- Australian Standard 2210

5. APPLICATION/SCOPE

This policy applies to all workers of council who work in an environment where they are exposed to UV rays for a period of more than half an hour. These positions shall be supplied with personal protective equipment and clothing to minimise the risk of exposure to UV rays.

6. POLICY

6.1 CLOTHING PROTECTION

Council workers working in an environment exposed to UV rays must wear the following protective clothing and personal protective equipment at all times:

- Long sleeved shirts
- Long trousers or overalls OR knee length shorts
- Broad brimmed hats or "Legionaries" type cap
- Wrap sunglasses
- 50+ broad spectrum sunscreen (water resistant)
- Other safety equipment as required

Long sleeved shirts and ¾ length shirts

Shirts which are made from at least 75% cotton or natural fiber and of close weave, loose fitting to allow for air circulation and comfort. Shirts must have either full length sleeves or ¾ sleeves and collars which include Council identification.

Trousers / knee length shorts

Loose fitting long trousers or knee length shorts with a minimum UPF48+ in either lightweight or heavyweight shall be worn by workers. Staff shall have the choice of what type of trousers they prefer, e.g. lightweight/ heavyweight trousers and/or belt type/track suit style made from cotton drill.

Overalls

Overalls with a minimum of 48+ UPF are to be provided, which are made from at least 75% cotton, close weave, loose fitting to allow for air circulation and comfort. Overalls must have long sleeves and collars and include council identification.

Hats

A broad brimmed hat or legionaries cap will be worn at all times whilst working in direct sunlight, where practical if hard hats are to be worn, then flaps or broad brim are to be attached to these hats a brim width of no less than 8cm 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%. Legionaries' caps are to meet 48UPF rating.

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 a fabric either of wool/fur or washable style 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. Caps are not to be worn under other types of hats.

Sunglasses

Sunglasses shall meet the Australian Standard AS1067 and offer a 99% protection from ultraviolet rays, be close fitting and of a wraparound style.

Both tinted and clear prescription lenses can be treated so that they provide protection from UVR. Clip on sunglasses that attach to normal prescription glasses are available, and sunglasses that meet the Australian Standard AS1067.

Sunscreen

No sunscreen can provide 100% protection. For the best protection use a sunscreen that is

- 50+
- broad spectrum
- water resistant

To be effective sunscreen should be applied about 20 minutes before going out in the sun and be applied generously so that it goes on easily and evenly and be re-applied every two hours to replace sunscreen which has been wiped, sweated, washed off, or otherwise removed.

Sunscreen should be kept in a cool place. Do not keep in the glove box of vehicles. If sunscreen is to be kept in a vehicle the most suitable place is in an esky or lunch box. Sunscreen should be incorporated with all personal protection equipment (PPE) and can be issued at the depot store.

Footwear

Employees are required to wear steel capped boots which meet with the Australian Standard AS/NZS 2210.3-2009. Protective footwear is classified as either Type 1 (heavy duty) or Type 4 (waterproof duty) and in accordance with AS 2210. Boots are to be of a dark or neutral colour. Steel capped boots are required at all times on construction, traffic, vessels and fleet operations workplaces and other places, including depots, as determined through risk assessments. Appropriate boots are supplied by the depot store and are required to be worn during work hours.

Employees who choose to purchase "high top" steel capped boots (either lace up or zipped) of a style not carried by the depot store must seek authorisation by their Manager prior to purchase. Council will reimburse the employee on production of a receipt, the cost of Council supplied boots. This amount will be determined by the store on an annual basis.

Other employees, such as Pool Attendants, Cleaners and Youth Workers due to their nature of work, are required to wear appropriate joggers at all times. Joggers are purchased by employee and will be reimbursed up to a value of \$150 (old shoes must be returned to the Store before authorised replacements are purchased). Employees who primarily perform administrative work are required to wear enclosed and appropriate footwear.

Other safety equipment

Other, safety items provided on an individual needs basis includes, but is not limited to:

- safety glasses
- safety goggles
- hard hats
- ear muffs / ear plugs
- dust masks
- welding aprons
- gloves
- safety boots
- wet weather gear
- safety jackets (where applicable)

6.2 SUPPLY OF PROTECTIVE CLOTHING

Council will provide protective clothing and equipment to all permanent employees of council in the form of the following (to be replaced when deemed unserviceable):

- ONE (1) wide brimmed hat OR one legionaries cap for workers;
 - FOUR (4) UPF rated shirts with a minimum of UPF+48 rating. Council identification will be included as required;
 - ONE (1) pair of steel capped boots;
 - ONE (1) Cold Weather Jumper with Council identification on it
 - ONE (1) Cold Weather Jacket with Council identification on it upon request
 - FOUR (4) pairs trousers OR knee length shorts [or a combination up to four items]
- OR
- FOUR (4) pairs UPF+48 Overalls (Council identification shall be included)

All of the above personal protective clothing shall be replaced when deemed unserviceable or professional presentation unacceptable.

6.3 CASUAL / TEMPORARY WORKERS

Casual and temporary employees will receive a minimum of TWO (2) sets of clothes for a period of three (3) months and after such time, shall receive the maximum amount as for permanent employees as set out in 10 (above).

6.4 WORK EXPERIENCE STUDENTS

Work Experience Students will be required to wear suitable, non-flammable clothing with long sleeves, durable trousers and safety boots for outdoor work. Students must supply their own protective clothing and a high visibility vest may be issued with Council identification but must be returned on completion of the work experience program. Boots maybe supplied depending on the length of the work experience.

6.5 OTHER PERSONAL PROTECTIVE EQUIPMENT

- The following safety items will be provided on an individual needs basis:
- Cancer Council approved sun glasses
- 50+ broad spectrum, water resistant screen
- As well as all other Safety Equipment that is recommended by SafeWork NSW.

6.6 REPLACEMENT ITEMS

As stated above items will be replaced only if the unserviceable items are returned to the Store, the staff manning the Store will determine whether or not the item is serviceable.

6.7 RESPONSIBILITY

The employee will be responsible to notify the Store of any lost or stolen items. Employees who frequently lose or misuse items may be referred to their supervisor for appropriate action.

6.8 MAINTENANCE

The employee will be responsible for the maintenance and safe keeping of all personal protective equipment at all times.

6.9 DISPUTES

Any disputes regarding the replacement of unserviceable or lost items will be referred to the Asset Manager in the first instance.

6.10 PROPERTY OWNERSHIP

At all times personal protective equipment and clothing remains the property of Council.

6.11 TERMINATION OF EMPLOYMENT

Employees upon termination may be required, at the discretion of Council, to return all items of personal protective equipment and clothing with the Council logo directly to the Store.

6.12 EXEMPTION

There will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment, unless supported by medical evidence.

6.13 GRIEVANCE PROCEDURE

Any employee who fails to wear any of the personal protective equipment will be stood down without pay until such time as they are prepared to wear the personal protective clothing and equipment.

Failure to comply with a health and safety duty may result in disciplinary action in accordance with the Local Government (State) Award 2017 and is in breach of the Work Health and Safety Act 2011 (NSW).

6.14 EDUCATION AND TRAINING OF WORKERS

An induction for all new employees will be given where workers are made aware of this policy and their duty to comply. Supervisors who work in an environment exposed to solar UV radiation will be required to monitor and enforce this policy in accordance with their health and safety duties.

6.15 HEALTH SCREENING

Skin cancer screening sessions will be encouraged by Council and Council reserves the right to request any employee to have skin cancer screening examination.

6.16 PLANT

Where practical, all plant items should be air conditioned and all large areas of glass should be tinted.

6.17 CONTRACTORS


Contractors and their employees are required to meet the minimum PPE requirements as set out in clause 4.1 at their own cost. There will be no exemptions to this requirement.

6.18 WEARING OF CLOTHING

Council requires all employees provided with protective clothing to wear the clothing to and from work.

7. DEFINITION

"Council"	means Coonamble Shire Council
"Act"	means the Work Health and Safety Act 2011
"Regulations"	means the Work Health and Safety Regulation 2017
"SPF"	means Sun Protection Factor
"UV"	means Ultra Violet
"UVR"	means Ultra Violet Radiation
"UPF"	means Ultra Violet Protection Factor
"PPE"	means Personal Protective Equipment
"WH&S"	means Work Health & Safety

Title: U.V. CLOTHING AND PERSONAL PROTECTION POLICY		
Department: People, Risk and Improvement		
Version	Title	Date
1.	Training and WHS Coordinator	12/03/1997
2.	Training and WHS Coordinator	03/11/2015
3.	Training and WHS Coordinator	01/12/2020
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The People, Risk and Improvement Manager will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines. This policy is developed in consultation with Councils Health and Safety Committee.</p> <p>Endorsement by this committee will be sought on initial development and major amendments. As this document is an internal operational policy, it will not be submitted for approval at Council Meetings.</p> <p>Review Date: 01/12/2023</p>		
Amendments in the release:		
Amendment History	Details	Date
Policy Adopted by Council	Endorsed by Council	12/03/1997
Amendments Endorsed by Council	Council Minute No. 1921	13/05/1998
Amendments Endorsed by Council	Council Minute No. 6468	10/10/2007
Amendments Disseminated to Health and Safety Committee	Reviewed by the Health and Safety Committee	29/10/2007
Policy Reviewed	Endorsed by the Health and Safety Committee	03/11/2015
Approved and signed for adoption	Adopted by General Manager	10/12/2015
Amendments Disseminated to Health and Safety Committee	Reviewed by the Health and Safety Committee	19/02/2019
Policy Reviewed	Endorsed by the Health and Safety Committee	01/12/2020
Approved and signed for adoption	Adopted by General Manager	
Annexure Attached:		
Hein Basson		$\frac{15}{12}$ 20.
General Manager		