

POLICY NO:	25/93
POLICY TITLE:	PERSONAL PROTECTIVE CLOTHING POLICY
SECTION RESPONSIBLE:	CORPORATE & COMMUNITY SERVICES (HUMAN RESOURCES)
MINUTE NO:	510/1780
REVIEW DATE:	30TH JUNE, 2010

OBJECTIVE:

Council is committed to providing a safe and healthy workplace for all employees, contractors and members of the public. This policy is designed to ensure the protection of staff and contractors who regularly work outdoors by reducing their exposure to ultraviolet radiation (UVR) and thereby reducing the potential incidence of skin cancer. This policy has been developed in line with recommendations specified in the Sun Safety At Work Policy developed by the Cancer Council of NSW and Union Safe.

SCOPE OF THE POLICY

This policy applies to all employees, including casual employees, and contractors exposed to UVR whilst they are engaged on Council premises or worksites. Whilst the principles of this policy apply to contractors working on Council worksites, all contractors are required to meet the minimum personal protective clothing requirements specified in this policy at their own cost. There will be no exceptions to this requirement.

DEFINITIONS

'Act'	means the NSW Occupational Health and Safety Act (2000)
'Regulation'	means the NSW OHS Regulation 2001
'SPF'	means Sun Protection Factor
'UV'	means ultraviolet
'UVR'	means ultraviolet radiation
'UPF'	means Ultraviolet Protection Factor'
'PPE'	means personal protective equipment
'OHS'	means occupational health and safety
'AS'	means Australian Standard

THE OCCUPATIONAL HEALTH AND SAFETY ACT

The Occupational Health and Safety Act 2000 states that employers have a duty of care towards employees. This means that Council is responsible for ensuring the health and safety of all employees. Exposure to UVR has been recognised as an occupational health and safety hazard and as such employees who work outdoors must be protected from the harmful effects of UVR.

Under the Act, both employers and employees have a duty of care to maintain a safe working environment. Council is responsible for implementing measures to protect employees from recognized hazards at work, such as UVR, and employees are responsible for cooperating with sun protection measures put in place by Council.

POLICY

Council will ensure that worker exposure to UVR in the workplace is minimised all year round by implementing a control strategy that includes the following protective measures.

1. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Clause 15 of the OHS Regulation requires an employer to provide personal protective equipment which is appropriate for the person and effective in controlling the identified risk.

Council will ensure that outdoor workers are provided with an adequate supply of suitable protective clothing designed to maximise sun protection. Where possible, Council will provide clothing with a UPF rating of at least 40. The following items will be provided:

1.1 Long sleeved protective shirts

- All shirts will have long or three quarter length sleeves and collars to protect the arms and neck
- All shirts will be made from a close weave, lightweight, breathable fabric and be loose fitting to allow for air circulation and comfort
- All shirts will be high visibility and designed to replace standard shirts and safety vests.

1.2 Long trousers

- Employees will be issued with long trousers or knee length shorts. **Where shorts are worn they MUST come to the employee's knee.**

1.3 Hats and hardhat brim attachments

- A hat designed to reduce direct exposure to the face, neck and ears must be worn at all times whilst working outdoors, with the exception of periods where employees are able to make use of the

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shade of buildings or other structures or natural shade provided by trees or shrubs at the worksite. Council will provide all outdoor workers with an appropriate hat being either a broad brimmed hat with a brim measuring no less than 8 – 10 cm in width, or a bucket style hat with a deep crown to sit low on the head with a brim of at least 6cm.

- In situations where hard hats are to be worn, brim attachments with neck flaps must be attached.

1.4 Sunglasses

- Sunglasses which comply with AS 1067 will be provided to all outdoor workers.
- Where safety sunglasses are required, such glasses must comply with AS 1337 and AS 1338.
- For employees who are required to wear prescription glasses, clip on lenses which provide UV protection that comply with AS 1337/AS 1338 will be provided.

1.5 Sunscreen

- Sunscreen does not offer 100% protection from UVR and should always be used in conjunction with other protective measures such as clothing, hats and sunglasses.
- Sunscreen will be made easily accessible for all employees required to work outdoors.
- Sunscreen provided will be broad-spectrum with a SPF of 30+.

2. SUN SMART WORK PRACTICES

MAKE USE OF SHADE

- Employees are encouraged to make use of the shade of buildings or other structures or natural shade provided by trees or shrubs at the worksite
- Where possible, Council staff should plan their work routines so as to limit their exposure to ultraviolet radiation.

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RESPONSIBILITY

Council and employees will ensure compliance with this policy.

Managers, Team Leaders, Overseers and Gangers are to ensure that employees and contractors under their supervision are provided with a copy of this policy and adhere to the requirements as specified.

Managers, Team Leaders, Overseers and Gangers are to enforce the policy. Any employee who fails to wear any of the personal protective clothing as supplied will be subject to disciplinary action in accordance with the Greater Hume Shire Council Disciplinary Policy and the Local Government (State) Award.

REVIEW

This policy will be reviewed and monitored annually.

POLICY DOCUMENT CONTROL

Personal Protective Clothing	First Adopted	15 Feb 2006 Min 510
Personal Protective Clothing	Readopted	18 Feb 2009 Min 1780