



U.V. CLOTHING AND PERSONAL PROTECTION POLICY

Approval Date: 10 December 2015

Review Date: 10 December 2017

Responsible Officer: Training & WHS Co-ordinator

1. 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.

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. 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.

2. POLICY STATEMENT

2.1 Responsibilities

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.

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.

2.2. Clothing Protection

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

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

1. Long sleeved shirts
2. Long trousers or overalls OR knee length shorts
3. Broad brimmed hats OR "Legionaries" type cap
4. Wrap sunglasses
5. 50+ broad spectrum sunscreen (water resistant)
6. Other safety equipment.

2.2.1 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 full length sleeves or ¾ sleeves and collars and include Council identification.

2.2.2 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.

2.2.3 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.

2.2.4 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 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.

2.2.5 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 also available and sunglasses that meet the Australian Standard AS1067.

2.2.6 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.

2.2.7 Other Safety Equipment

Other safety items will be provided on an individual needs basis include, but are 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)

2.3 SUPPLY OF PROTECTIVE CLOTHING

Council will provide protective clothing and equipment to all permanent employees of council in the form of the following:

- ONE (1) wide brimmed hat OR one legionaries cap for workers (to be replaced when deemed unserviceable);

and

- ONE (1) Cold Weather Jumper with Council identification on it.

and

- FOUR (4) UPF rated shirts with a minimum of UPF+48 rating. Council identification will be included as required (to be replaced when deemed unserviceable);

and

- FOUR (4) pairs trousers OR knee length shorts [or a combination up to four items (to be replaced when deemed unserviceable)

OR

FOUR (4) pairs UPF+48 Overalls (Council identification shall be included) - (to be replaced when deemed unserviceable).

All of the above personal protective clothing shall be replaced when deemed unserviceable.

2.3.1 Casual / Temporary Workers

Casual 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 and set out in 5 (above).

2.3.2 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.

2.3.3 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 Safe Work NSW.

2.4. REPLACEMENT ITEMS

As stated above items will be replaced only if the unserviceable items are returned to the Storeman who will determine whether or not the item is serviceable.

2.4.1 Responsibility

The employee will be responsible to notify the Storeman of any lost or stolen items.

2.4.2 Maintenance

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

2.4.3 Disputes

Any disputes regarding the replacement of unserviceable or lost items will be referred to the Plant, Depot, Water & Sewerage Manager in the first instance.

2.4.4 Property Ownership

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

2.5 Termination of Employment

Employees upon termination may be required, at the discretion of Council to return all items of personal protective equipment to the Depot & Facilities Supervisor.

2.6 EXEMPTION

There will be no exemptions to the wearing of personal protective clothing and equipment as well as other safety equipment.

2.7 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 2014 and is in breach of the Work Health and Safety Act 2011 (NSW).

2.8 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.

2.9 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.

2.10 PLANT

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

2.11 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.

2.12 WEARING OF CLOTHING

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

2.13 DEFINITIONS

"Council"	means Coonamble Shire Council
"Act"	means the Work Health and Safety Act 2011
"Regulations"	means the Work Health and Safety Regulations 2011
"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

3. RELATED DOCUMENTS AND LEGISLATIVE PROVISIONS

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- Code of Practice: Work health and safety consultation, cooperation and coordination

4. POLICY REVIEW

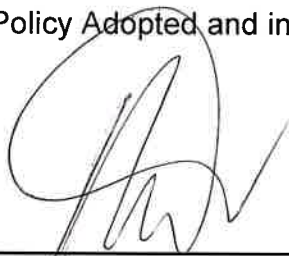
This policy is developed in consultation with Council's Health and Safety Committee. Endorsement by this committee will be sought on initial development and major amendments. As this document is an internal operational policy, it will not be submitted for approval at Council meetings.

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment).

Policy Review History

Date	Changes Made	Approved By
12 Mar 1997	Policy Adopted	Council
13 May 1998	Amendments Adopted	Council Resolution #1921
10 Oct 2007	Amendments Adopted	Council Resolution #6468
29 Oct 2007	Amendments disseminated to Health & Safety Committee	
3 Nov 2015	Policy reviewed and endorsed	WHS Committee
10 Dec 15	Approved and signed for adoption	General Manager

Policy Adopted and in effect on: 10 December 2015



RICK WARREN
GENERAL MANAGER