

## 1. Purpose

The Greater Dandenong City Council (GDCC) is committed to providing a safe and healthy work environment. It is the responsibility of management to work co-operatively, and in consultation with employees, to attain this standard and minimise injury and illness in the workplace.

## 2. Scope

To provide a work environment and work practices which minimise risks from Ultra Violet Radiation (UVR) for outdoor workers.

To ensure that all employees, in particular those whose occupations regularly expose them to UVR, are aware of the risks associated with exposure to UVR and the preventative steps to be taken.

All workers are covered by the provisions of this policy, however, compliance is compulsory for those who fall under the definition of an outdoor worker.

## 3. Definitions

**Hazard:** A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

**Health and Safety Representative (HSR):** An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

**Outdoor Worker:** An employee who is required to work outdoors for 2 hours or more on average, daily, as part of normal duties.

**Personal Protective Equipment (PPE):** Clothing and equipment designed to be worn, that can provide a level of protection from injury or illness from workplace hazards.

**Risk Assessment:** The process of determining the likelihood and consequence of injury, disease or illness, or damage arising from exposure to a hazard. If there are existing Risk Controls already in place, an Assessment of Risk considers the reliability and robustness of these existing Risk Controls when determining the Inherent and Residual Risk Level/Score.

**Safe Work Method Statement (SWMS):** A document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks and describes the manner in which the risk control measures are to be implemented. A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

**SPF:** Sun Protection Factor (SPF) identifies the amount of protection given by sunscreens. An SPF 50+ is the minimum recommended factor.

**Ultra Violet Radiation (UVR):** The rays of the sun that cause skin damage.

## 4. Responsibilities

For general OHS responsibilities refer to the GDCC OHS Responsibility Procedure.

OHS Manager is responsible for:

- ensuring the Procedure is implemented and reviewed, as required.

**Managers** are responsible for:

|                                                       |                     |                      |                                            |  |                                  |
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| UV Radiation Protection for Outdoor Workers Procedure |                     |                      | This Document is Uncontrolled when Printed |  | Responsible Officer: OHS Manager |
| Version: 2.0                                          | Status: Operational | Issue Date: May 2025 | Next Review: May 2028                      |  | 1/6                              |

- implementing the Procedure in their area of responsibility and incorporating it into local procedures and / or other safe work instructions;
- ensuring persons comply with UVR protection requirements.
- monitoring work conditions and ensuring, as far as practicable, a safe working environment which may include 'modification of the working environment'.
- providing appropriate storage facilities for PPE, adequate training and information and are responsible for ensuring compliance with this procedure

**Employees** are responsible for:

- ensuring that prescribed PPE identified in corporate & local procedures is **worn/used at all times** without modification whilst performing the task.
- taking proper care of all PPE that is supplied to them.

## 5. Procedure

### 5.1 Provisions for the protection against UV Radiation.

Through the Occupational Health and Safety Act 2004, GDCC recognises the need to, as far as practicable, reduce the potential for skin damage by application of recognised protective measures, PPE, clothing and products.

Managers & Team Leaders must ensure their outdoor workers, as defined, must be supplied with and are required to wear:

- Long sleeve shirts and long trousers, of a light breathable fabric, either cotton or polyester/cotton blend, light in colour (where appropriate) and be of a closely woven material which hangs loosely on the body to allow adequate airflow. Other recommended fabrics include linen and hemp.
- Eye protection compliant with Australian Standard AS1067 or 1337. Sunglasses should be glare resistant (where appropriate - polarised lenses), lightweight, be comfortable, fit closely to the face and have an eye protection factor (EPF) 9 or 10. E.g. wrap around sunglasses. 'Fit-overs' (or similar) should be provided to employees with prescription glasses. Also, check the label on all sunglasses to ensure that the sunglasses are suitable for driving.
- Sunscreen with a minimum SPF 50+ rating (water resistant). Apply to unprotected areas of the skin at the start of the work day and reapply at least every 2 hours thereafter. Store sunscreen appropriately (as per instructions) and check expiry date regularly.
- Lip Balm with a minimum SPF 50+ rating (water resistant). Reapply frequently (at least every 2 hours) for added protection from sun, wind and cold.
- Broad brimmed hats of at least 4 - 8cm or legionnaire style hats made of close weave material, whenever hard hats are not required. Neck flaps and brim attachments are recommended when a hard hat must be worn for safety reasons, provided it does not increase any other safety risk.
- Managers/supervisors will ensure Council issued devices (tablets, mobile phones etc) will be equipped with access to the Sun Smart app.
- If practicable, Managers/supervisors will ensure consideration is given to allocating tasks of very high to extreme UV Index ratings to lower risk parts of the day / week if staff are exposed to the outdoor environment.
- Managers/supervisors will ensure that the requirements of this policy are observed and will report any concerns to the Health and Safety Consultant.

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- All staff covered by this policy shall comply with the requirements of this policy.
- Council-supplied personal protective equipment will be available to all employees working outdoors all or part of the day.
- The purchase of all personal protective equipment, at variance with existing supplies is to be made in consultation with HSRs and the Health & Safety Consultant.

## 5.2 Ownership and Responsibility

It is the responsibility of the employee to ensure that prescribed PPE identified in corporate & local procedures is **worn/used at all times** without modification whilst performing the task. It is also the employee's responsibility to take proper care of all PPE that is supplied to them. Supervisors / Team Leaders must also comply with this requirement. Team Leaders / managers must ensure that staff are aware of their obligation to comply with requirements to wear PPE where specified.

All items issued to staff will remain the property of GDCC and shall be returned on ceasing employment if requested by the relevant Team Leader or Manager.

Team Leaders and Managers are responsible for providing appropriate storage facilities for PPE, adequate training and information and are responsible for ensuring compliance with this procedure.

Team Leaders and Managers are responsible for monitoring work conditions and ensuring, as far as practicable, a safe working environment which may include 'modification of the working environment' – (check references and links in section 6 below for guidance).

## 5.3 Describing Level of Solar UVR

Levels of solar UVR vary across Australia on any given day. The UV Index, a rating system adopted from the World Health Organisation, is a simple way of describing the amount of solar UVR at the earth's surface. The values of the UV Index range from zero upward. The higher the number, the stronger the levels of solar UVR and the less time it takes for damage to occur.

### *The UV Index has five categories:*

**Low:** UV Index of 1–2

**Moderate:** UV Index of 3–5

**High:** UV Index of 6–7

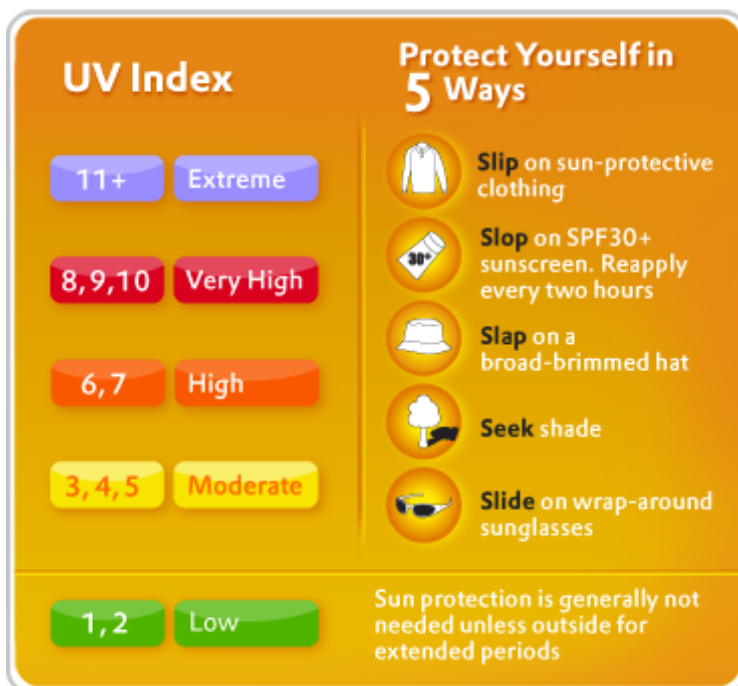
**Very High:** UV Index of 8–10

**Extreme:** UV Index of 11 and above

When the UV Index is at 3 and above, the amount of solar UVR reaching the earth's surface is strong enough to damage the skin, which can lead to skin cancer.

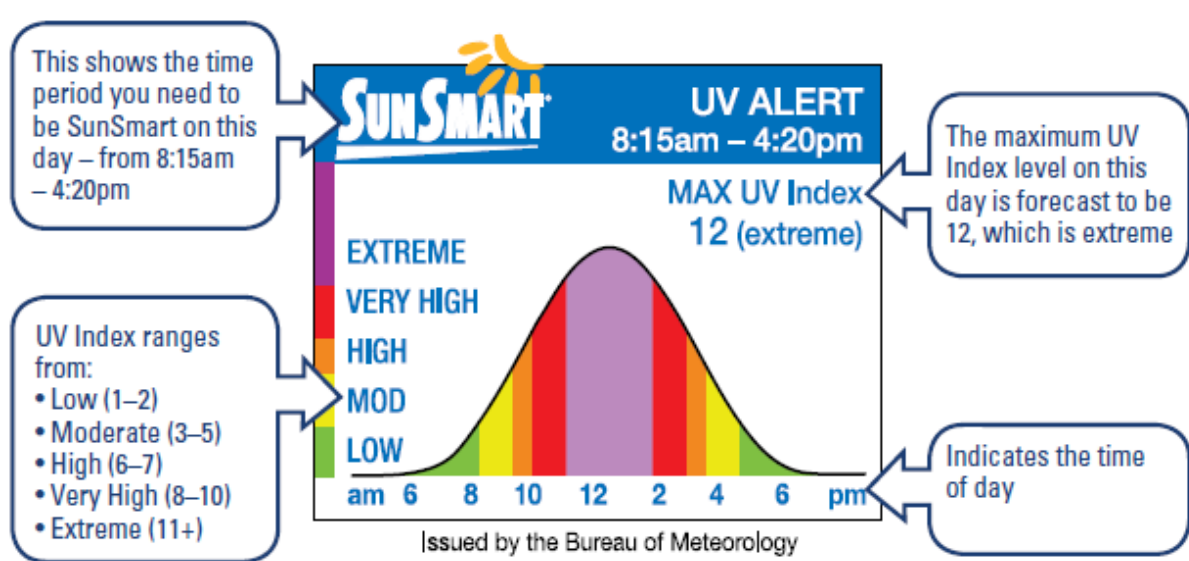
## 5.4 5 Steps to be Sun Smart

Cancer Council Australia recommends Australians take five steps to protect against sun damage when the SunSmart UV Alert indicates the UV Index is at 3 or above:



## The SunSmart UV Alert

The SunSmart UV Alert is a tool workplaces can use to protect workers from the sun's UVR. Based on the UV Index, the Bureau of Meteorology issues the SunSmart UV Alert whenever the UV Index is forecast to reach 3 or above. The SunSmart UV Alert is reported daily in newspapers around Australia, some mobile phone and radio weather forecasts and on the Bureau of Meteorology website. Visit [www.bom.gov.au](http://www.bom.gov.au) and search for the SunSmart UV Alert.



## 5.5 Purchase Specifications

PPE must conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines.

Reviews of the need for and adequacy of PPE will be conducted regularly. All reviews will be in consultation with the affected employees and HSRs (where applicable). Proposed significant changes or purchase of new equipment shall be brought to the attention of the Health & Safety Consultant prior to purchase.

## 5.6 Training

GDCC recognises the need to educate all employees through information and awareness campaigns from professional organisations like Sun Smart and the Cancer Council. Training needs will be set out in GDCC's Training Register and subsequent Training Plans.

## 6. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*
- *Skin Cancer and Outdoor work – The Cancer Council Victoria: [SunSmart at work | Cancer Council](#)*
- *Free SunSmart App: [SunSmart App | Cancer Council](#)*
- *Guide on Exposure to Solar UVR – Safe Work Australia: <https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-exposure-solar-ultraviolet-radiation.pdf>*

## 7. Related Documents

OHS Policy

OHS Communication & Consultation Operational Procedure

OHS Issue Resolution Operational Procedure

OHS Responsibility Procedure

OHS Risk and Change Management Procedure

OHS Personal Protective Equipment Procedure

## 8. Document History

| Version Number | Issue Date | Description of Change                                                                                                                                                                          |
|----------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0.1            |            | 1 <sup>st</sup> Draft from Risk & OHS Unit.<br>Previous version of Procedure was under old document control process:<br>COS0044 Version "D" Effective: August 2010, Last Review: December 2016 |
| 0.2            |            | Accepted by OHS Policy Sub-Committee                                                                                                                                                           |
| 0.3            |            | 14 Day Employee Consultation                                                                                                                                                                   |
| 1.0            | Oct 2020   | Approved by OHS Oversight Team                                                                                                                                                                 |
| 1.1            | April 2025 | 2 <sup>nd</sup> Draft from OHS Unit                                                                                                                                                            |

|     |          |                                        |
|-----|----------|----------------------------------------|
| 1.2 | May 2025 | 14 Day Employee Consultation completed |
| 2.0 | May 2025 | Approved by OHS Committee              |