

POLICY:-	
Policy Title:	SUN PROTECTION
File reference:	F10/418 & F10/618
Date Policy was adopted by Council initially:	28 February 2008
Resolution Number:	66/08
Other Review Dates:	15 December 2011
Resolution Number:	484/11
Current Policy adopted by Council:	15 December 2011
Resolution Number:	484/11
Next Policy Review Date:	2013

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WH&S Coordinator
Committee/s (if any) consulted in the development of this policy::	WH&S Committee
Responsibility for implementation:	Director of Works and Operations
Responsibility for review of Policy:	Director of Works and Operations

ULSC Sun Protection Policy

Adopted: 15 December 2011

Objective

The aim of this policy is to reduce council employee's exposure to solar ultra violet rays (UVR) by implementing appropriate sun protection control measures.

Scope

This policy applies to all employees of Upper Lachlan Shire Council who work in an environment where they are exposed to ultraviolet radiation. This includes casual, temporary and permanent staff (indoor and outdoor), contractors, volunteers and participants in work experience programs, or other Work schemes.

Responsibilities

Council will endeavour to provide:

- A working environment that is safe and without risks to health;
- Information, instruction, training and supervision in relation to sun protection measures;
- Sufficient budgetary resources to allow for the implementation and continued compliance with this policy.

General Manager and Directors will:

- Ensure education and training on sun safety practices is made available to all employees;
- Ensure education and training is provided to new employees as part of the induction process;
- Provide personal sun protection equipment to all staff involved in conducting council business outdoors. This includes indoor staff whose duties involve work activities outdoors;
- Encourage all managers and supervisors to act as positive role models;
- Ensure staff who work in outdoor environments are issued with and wear sun protective clothing and equipment.

Employees will:

- Wear all issued personal sun protection equipment;
- Participate in training provided for sun safety;
- Be responsible for their own sun protective practices at work;
- Comply with all directions in regards to the use of sun protection control measures.

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Non Council employees

Contractors, sub contractors and their employees are required to meet the sun protective PPE requirements of this policy at their own cost. The requirement for contractors to provide for sun safety measures shall be included in the tender and contract documents as part of the ‘best value for money’ assessment.

Persons working under employment schemes, work experience programs and volunteers are required to meet the sun protective requirements of this policy.

Personal Protective Equipment

Council policy ‘Protective Clothing and Equipment’ covers the issue and use of personal protective equipment for indoor and outdoor staff.

Non-Conformance

Non conformance with this policy will be treated as a disciplinary matter.

This Policy must be read in conjunction with the Sun Protection Procedures and subsequent procedures

Related Policies/Procedure

- Sun protection procedure
- Protective Clothing and Equipment Policy
- OHS&R policy
- Skin Check Procedure.

Variation to Policy

The Council reserves the right to vary the terms and conditions of this policy