

EDUCATION SECTOR

PROTECTION FROM HEAT AND UV RADIATION PROCEDURE (12)

PURPOSE

To provide guidance in the management of risk from exposure to heat and solar ultraviolet radiation (UVR).

RESPONSIBILITIES

PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU) must:

- make available and use appropriate resources and processes to eliminate or minimise heat and UV radiation risks as far as reasonably practicable
- adopt a hazard management approach to risks arising from exposure to heat and UVR (identification, assessment, control and review)
- ensure effective control measures are in place to minimise exposure to heat and UVR - including in-door/out-door job rotation and supply of appropriate personal protective equipment (PPE)
- provide information, instruction and supervision to workers as required for protection from heat and UVR
- consult, coordinate and cooperate formally with other duty holders, workers and worker representatives about heat and UVR exposure to monitor the risk and the effectiveness of controls.

OFFICERS:

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

WORKERS must:

- report any concerns relating to heat and UVR exposure
- consult and communicate regarding the identification and control of heat and UVR exposure
- comply with all reasonable instructions and procedure relating to heat and UVR exposure
- use and maintain PPE as instructed
- take reasonable care for personal safety and avoid adversely affecting the health and safety of others through an act or omission.

DEFINITIONS

Definitions of terms can be found in the sector specific Catholic Church Safety Manual or via this link [here](#).

ACTIONS

INFORMATION

Heat illness includes heat stress, heat exhaustion and heat stroke and may cause serious health effects and in extreme cases, death.

UVR exposure = UV radiation level above 3* will cause damage

Workers who work outdoors for all or part of the day are at risk of skin cancer through exposure to UVR. Damage is permanent and irreversible and increases with each exposure.

**UV Index 3 = Exposure Category Moderate. The exposure category is based on the response of fair-skinned people to UV radiation.*

| HAZARD IDENTIFICATION | |
|--|--|
| | Identify workers activities and environments that have the potential for exposure to heat and /or UVR |
| RISK ASSESSMENT | |
| Risk Assessment | <ul style="list-style-type: none"> Risk assessments must be documented for scheduled and high risk outdoor activities and Take 5 for other activities Identify exposure (duration and intensity) to heat and direct sunlight. Consider further risks associated with the work i.e. reflective surfaces, physical workload (nature of work and duration), access to shade and water, air temperature, humidity and air movement. <p>Note: Reflective surfaces will increase risk, eg bitumen, concrete, sand, glass, roofing iron, water and aluminum foil.</p> <ul style="list-style-type: none"> Consider individual workers' physical fitness e.g. overweight, heart/circulatory condition, skin disease and or use of medications. All risk assessments shall be reviewed and updated as required. |
| CONTROLS - initiate appropriate controls based on the hierarchy of controls: | |
| Shelter / Shield / Airflow | <ul style="list-style-type: none"> Encourage workers to maximise use of shade provided by trees, buildings and other structures where possible. If there is no access to natural shade, fixed or portable shade structures must be provided where practical. Shield persons from radiant heat from indoor work i.e. welding, kilns. Increase air movement e.g. ventilation, fans, cooling. |
| Clothing | <p>Selection must take into account both the material and the design:</p> <ul style="list-style-type: none"> Cover as much skin as possible i.e. long pants and work shirts with a collar and long sleeves are best. Choose lightweight, closely woven material with an ultraviolet protection factor (UPF) 50+. Choose loose fitting clothing to keep cool in the heat (Caution: Care must be taken to ensure that loose clothing does not become a further hazard with risk of entanglement). Maintain integrity of clothing and equipment supplied. <p>Note: Secondary hazards such as fire risk shall be considered and assessed to determine if priority over protection from UVR and heat will take precedence.</p> |
| Hat | <p>A hat should shade your face, ears and neck</p> <ul style="list-style-type: none"> Broad brimmed styled hat should have a minimum 7.5cm brim. Bucket style hat with a deep crown, angled brim of minimum 6cm and sit low on the head Legionnaire style hat should have a flap that covers the neck and joins to the sides of the front peak. If wearing a hard hat or helmet use a brim attachment or use a legionnaire cover as recommended. |
| Eye Protection | <p><u>Sunglasses</u></p> <ul style="list-style-type: none"> Wear close fitting, wraparound style sunglasses. Check to ensure they meet the Australian Standard (AS/NZS 1067:2003 – category 2, 3 or 4) and safe for driving. Look for an eye protection factor (EPF) 10. Polarised lenses reduce glare and make it easier to see on sunny |

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|--|--|
| | <p>days.</p> <p><u>Industrial glasses/Welding shield</u></p> <ul style="list-style-type: none"> Filters for protection against radiation generated in welding and allied operations shall meet AS/NZS 13381.1 2012 (includes reference to documents for specific work). |
| Water | <ul style="list-style-type: none"> Ensure adequate drinking water is available. Encourage workers in high risk activities to consume about 200ml every 15 to 20 minutes |
| Work Schedule | <ul style="list-style-type: none"> Provide extra rest breaks in a cool area, if possible in an air-conditioned environment to assist in lowering metabolic heat productions and reduce body heat. Reallocate or rotate workers duties and or arrange more workers to do the job to reduce individual exposure. Reschedule work when extreme weather is predicted to either earlier or later in the day/or indoor work. |
| Sunscreen | <ul style="list-style-type: none"> Sunscreen to be available. Apply to clean dry skin 20 minutes before going outside. Reapply every 2 hours or more regularly if you are perspiring or involved in water activities. Broad-spectrum sunscreen with an SPF 30+ rating will, if applied correctly, provide good sun protection. (monitor the expiry date and store in a cool place below 30°). Lips need to be protected with a lip balm containing SPF 30+. |
| INFORMATION, INSTRUCTION AND TRAINING | |
| | <ul style="list-style-type: none"> Inform workers of this procedure at induction. Instruct and supervise workers on the requirement to wear PPE, use sunscreen and drink adequate water |
| HEALTH MONITORING | |
| Self-Examination | <ul style="list-style-type: none"> Early detection of skin cancer is vital. In most cases, health surveillance for skin cancer involves self-examination. <i>See supporting information and links within this procedure</i> |
| DOCUMENT CONTROL | |
| | <ul style="list-style-type: none"> Keep a record of PPE issued. F62.1-2014 PPE Register can be used. All documented risk assessments must be retained. |
| MONITOR AND REVIEW | |
| | <ul style="list-style-type: none"> Complete Site Level Procedure Verification (Appendix 1). This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the CCSM Audit Procedure No. 7. |

RELATED DOCUMENTS

INTERNAL DOCUMENTS

Work Health & Safety and Injury Management Policy
 Catholic Church Safety Manual (CCSM) Procedures No 1-30

EXTERNAL DOCUMENTS

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012

Model Code of Practice (Work Health and Safety) – Managing the work environment and facilities can be found at: <http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/environment-facilities-cop>

APPENDICES

Appendix 1 – Procedure Verification

FORMS

[F62.1-2014 PPE Register](#)

SUPPORTING INFORMATION

AS/NZS 1338.2:2012 Filters for eye protectors. Part 2: Filters for protection against ultraviolet radiation

AS/NZS 1067:2003 Sunglasses and fashion spectacles

Government of South Australia, SafeWork SA - The Cancer Council Australia –

<http://www.cancer.org.au/content/pdf/PreventingCancer/BeSunsmart/Skincanceroutdoorworkbooklet.pdf>

Guide on Exposure to UVR

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/788/Guide-Exposure-Solar-Ultraviolet-Radiation.pdf>

Sun Smart App Information

<http://www.sunsmart.com.au/tools/interactive-tools/free-sunsmart-app>

VERSION CONTROL AND CHANGE HISTORY

| Version | Approved By | Approved Date | Reason for Development of Review | Consultation | Review Date |
|---------|--------------|---------------|----------------------------------|---------------------|-------------|
| 5 | Sector Forum | 18/2/14 | Update to WHS Legislation | CSH&W Website & ESF | Feb 2017 |
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APPENDIX 1 - PROCEDURE VERIFICATION

| TARGET | MEASUREMENT | YES/NO | ACTIONS |
|---|--|--------|---------|
| Risk assessments are completed for scheduled outdoor work | Check documented risk assessments And ask workers for examples of Take 5. | | |
| Risk controls are in place | Risk assessment and visual evidence | | |
| Paid workers who are scheduled to work outdoors are supplied with appropriate PPE | PPE record sited and signed by workers | | |
| Workers have access to adequate drinking water | Check availability of drinking water | | |
| Workers are provided with sunscreen (where applicable) and given instruction in its use | Check sunscreen is available. Workers understand how to use it | | |

Record completed procedure verification on [Audit Procedure 7](#).

Verification completed by:

Signature:

Name:

Date:

Officer:

Signature:

Name:

Date: