

SUN SAFETY POLICY

Document ID	Sun Safety Policy
Version	1.0
Date	1 December 2018
Date of Next Review	1 December 2019
Approved by	Company Director
Responsible HSR	HR Consultant
Relevant Legislation	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) Corporations Act 2001 NSW Codes of Practice SafeWork NSW
Related Documents	Workplace Health Safety Policy Code of Conduct

1. Purpose

Fishtales Co Pty Ltd (Fishtales) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of everyone involved in or affected by its activities.

The purpose of the policy is to create environments and encourage behaviour which reflects a healthy UV exposure balance. This policy aims to:

- Provide appropriate sun protection control measures to ensure a safe working environment; and
- Provide ongoing education that promotes personal responsibility for skin cancer prevention.

2. Statement of intent

Fishtales prioritises prevention of ill-health to all individuals foremost in conducting its activities. Therefore, Fishtales is not only committed to ensuring that all legislative requirements are met, but to maintaining a position of excellence through a detailed, thorough approach to sun safety.

Fishtales recognises that a combination of sun protection control measures, which includes engineering and administrative controls, personal protective equipment and clothing, provides the best protection to employees from exposure to solar UVR.

We seek the co-operation of all workers to reduce the risk of skin cancer.

3. Definitions

Consultation	<p>Consultation required under the WHS Act involves:</p> <ul style="list-style-type: none"> • sharing relevant information • giving workers a reasonable opportunity to express their views, raise issues and contribute to decision making • taking workers' views into account • advising workers of the outcome of consultation in a timely manner.
Due diligence	Requires an employer to take every precaution reasonable in the circumstances to protect the health, safety and welfare of all who work in, are contracted to and visit Fishtales worksites.
Health and Safety Representative (HSR)	An employee who represents the health and safety interests of Fishtales' workers, consistent with the procedures outlined in this Policy
Reasonably practicable	<p>in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> • the likelihood of the hazard or the risk concerned occurring; • the degree of harm that might result from the hazard or the risk; • what the person concerned knows, or ought reasonably to know, about: a) the hazard or the risk, and b) ways of eliminating or minimising the risk; • the availability and suitability of ways to eliminate or minimise the risk; • after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Risk	Any potential injury or harm, a measure of the likelihood and consequence of injury or harm occurring
Risk control plan	A plan which sets out how to prepare for the control of risks in the workplace
UV Index	This index divides UV radiation levels into categories; low (1-2), moderate (3-5), high (6-7), very high (8-10) and extreme (11 and above).
Worker	<p>A person who performs work for or on behalf of Fishtales. Examples include:</p> <ul style="list-style-type: none"> • an employee; • a contractor or sub-contractor; • an employee of a labour hire company; • a student participating in work-integrated learning; • an apprentice or trainee; and • a volunteer.
Workplace	any place where work is carried out for Fishtales and includes any place where a worker goes, or is likely to be, while at work.

4. Responsibilities

Management are responsible for:

- Providing UPF50+ sunscreen;
- Providing long sleeve shirts made from material with UPF50+;
- Encouraging recommended additional cancer prevention measures;
- Encouraging workers to take rest breaks in shaded areas;
- Providing sufficient training to workers to enable them to work safely in the sun;
- Ensuring that workers are provided with information to effectively examine their own skin;
- Ensuring that injury reporting procedures are followed when an incident of sunburn or excessive exposure to UV radiation occurs in the workplace;
- Ensuring that managers and supervisors act as positive role models; and
- Identifying and minimising contact with photosensitising substances such as coal tar derivatives, dyes and chlorinated hydrocarbons.

Workers have an obligation to:

- take reasonable care of the health and safety of themselves and others;
- wear personal protective equipment and clothing where necessary, including but not limited to hat, lip balm, long clothing;
- wear close fitting sunglasses with an eye protection factor of 9 or 10, or meet the Australian Standards (AS/NZS1337.1:2010);
- Notify their manager if they are sunburnt, or feeling like they may be getting burnt;
- familiarise themselves with, and comply with, any relevant policy, procedure or standard relating to work health and safety; and
- report all known or observed hazards to their manager.

5. Application and implementation

This policy applies to all business operations and functions, including situations where workers are required to work off-site.

Fishtales will review this Policy annually, and/or in accordance with changes in legislation, activities, services and products. As a result of this review, changes may be made to this Policy from time to time and all workers will be required to comply with those changes.

This Policy does not form part of any worker's contract of employment nor does it form part of any contract for service.

6. Procedure

Conducting an ultraviolet (UV) risk assessment in the workplace will identify those employees who have a higher risk of exposure to UV radiation and the situations and work systems that have a higher exposure to UV radiation.

The information obtained from the risk assessment will be used to develop a risk control plan, as a part of the workplace's Sun Safety Policy.



7. Consultation

The views of workers are valued and taken into account; and as far as practicable, workers are involved in safety decisions and developing procedures.

Consultation with workers will take place on sun safety including but not limited to:

- The assessment of exposure to solar UV radiation,
- the development and implementation of safe working procedures, and other control measures.

8. Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, up to and including termination of employment, or cessation of engagement.

9. Support

For support or advice regarding this policy, contact Carrie Evans, HR Consultant on Ph: 0416542395, or Email: Carrie@fishtalesco.com.au

Further information is available from the Cancer Council website www.cancerCouncil.com.au/sunsmart.