

Document uncontrolled when printed



Government of South Australia
Department of Education and
Children's Services

Procedure ID no 0477/05

UV RADIATION / SUN PROTECTION PROCEDURE

This procedure is applicable to: All Department of Education and Children's Services employees.

DOCUMENT CONTROL

Managed by: Phil O'Loughlin	Responsible position: Executive Director Human Resource & Workforce Development	Version:
Contact person: Voula Panayotopoulos	Approved by: Chief Executive	File number: 0477/05
Contact position: Director, Health and Safety Services	Date approved: 11 September 2011	Status: FINAL
Contact number: 8226 0949	Next review date: 10 September 2014	Security classification: Health and Safety Services

CONTENTS

1. TITLE.....	3
2. PURPOSE.....	3
3. SCOPE.....	3
4. OBJECTIVES.....	3
5. PROCEDURE DETAIL.....	4
6. ROLES AND RESPONSIBILITIES.....	5
7. MONITORING, EVALUATION AND REVIEW.....	5
8. DEFINITIONS AND ABBREVIATIONS.....	6
9. ASSOCIATED DOCUMENTS.....	6
10. REFERENCES.....	7

REVISION RECORD

Date	Version	Revision description
5/1/10	1	Cut and paste relevant documents

1. TITLE

UV Radiation / Sun Protection Procedure.

2. PURPOSE

This document aims to guide the development of safe systems of work to reduce risk of injury to employees due to exposure to UV radiation and the sun, by:

- 2.1 Complying with relevant legislation, Australian Standards and codes of practice, and the South Australian Public Sector Code of Practice for Crown Self-Insured Employers.
- 2.2 Complying with the DECS Occupational Health, Safety & Welfare and Injury Management Policy.
- 2.3 Satisfying the requirements of the Safety and Wellbeing in the Public Sector 2010-2015 Strategy (SWIPS).
- 2.4 Maximising organisational health and wellbeing while delivering high quality service and learning outcomes for students and children.
- 2.5 Managing the risks associated with UV and solar radiation.

3. SCOPE

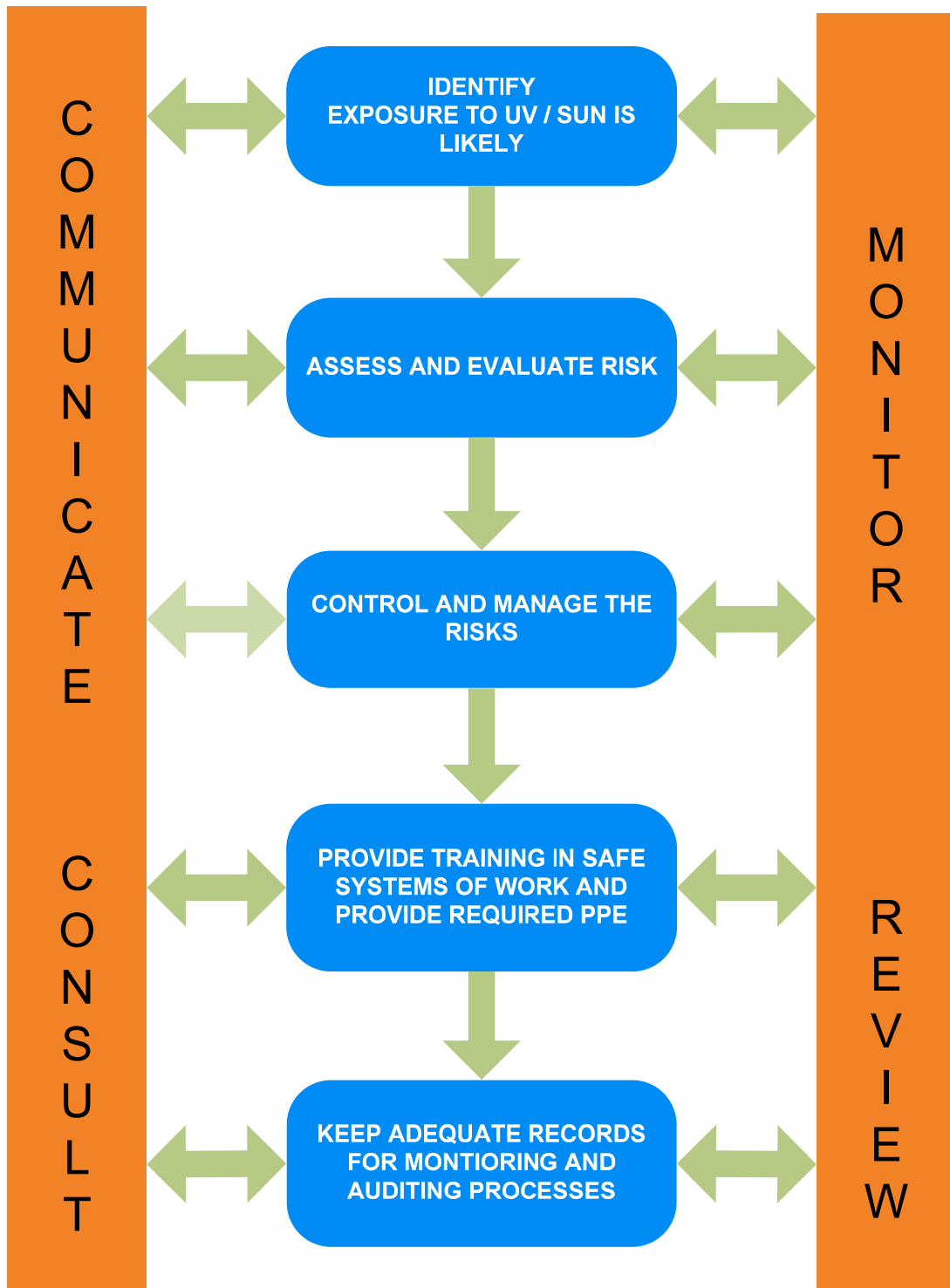
This procedure applies to all DECS activities where hazardous UV or solar radiation may be present.

4. OBJECTIVES

- 4.1 Provide and maintain safe and healthy work environment for employees, students and visitors.
- 4.2 Identify potential risks to employees, students and others visiting DECS sites from UV and solar radiation.
- 4.3 Encourage early reporting of, and response to, UV and sun hazards and incidents.
- 4.4 Reduce the incidence of workplace injury and illness.
- 4.5 To assist site managers to identify, implement and review UV and solar radiation control measures.

5. PROCEDURE DETAIL

UV RADIATION AND SUN PROTECTION FLOWCHART



6. ROLES AND RESPONSIBILITIES

POSITION	ROLES AND RESPONSIBILITIES
SITE MANAGERS	<p>Site managers are responsible for integrating the DECS occupational health, safety & welfare and injury management policy in their operations, and shall:</p> <ul style="list-style-type: none"> • Identify situations where employees (and volunteers) will be required to undertake work while exposed to the sun. e.g. yard duty, supervising student excursions / camps, sports days, maintenance and ground work. • Where possible provide shade cover for play areas. • Consult with relevant employees and Health and Safety Representatives in the development of safe systems of work for working in the sun at the site, and for work such as excursions, aquatics and agricultural studies. • Consider strategies such as: <ul style="list-style-type: none"> ○ Rescheduling certain jobs or limiting them to safer times of the day. ○ Altering the location of work. ○ Taking more breaks out of the sunlight. ○ Providing appropriate personal protective equipment for all staff required to work outdoors - even for short periods (see the DECS Guidelines for Protective Clothing and Sun Protection Aids).
EMPLOYEES	<p>All employees are responsible for their own health and safety (section 21 OHS&W Act), and shall:</p> <ul style="list-style-type: none"> • Follow the safe systems of work that are developed. • Follow all reasonable instructions in relation to this procedure. • Identify UV and solar radiation risks. • Engage in the consultative process. • Utilise all appropriate protective equipment/materials.

7. MONITORING, EVALUATION AND REVIEW

- 7.1 The state-wide consultative system, including this procedure will be evaluated for effectiveness every 3 years by a sub-committee of the State OHS&W Consultative Committee.
- 7.2 Individual sites shall review and evaluate the effectiveness of their processes annually.
- 7.3 Site managers must ensure that employees are consulted and provided with any necessary instruction, training and supervision to ensure that control measures are effectively implemented.

8. DEFINITIONS AND ABBREVIATIONS

TERM	MEANING
DECS	Department of Education and Children's Services
MUST	Indicates that a statement is a legislative requirement
SHALL	Indicates that a statement is mandatory
SITE MANAGER	Any person who has responsibility and control of a DECS site or work unit. This includes, but is not limited to Executive Directors, Regional Directors, Directors and Principals.
UV RADIATION	Electromagnetic radiation with wavelengths in the range of approximately 4 nanometres to approximately 380 nanometres.
SAFE SYSTEM OF WORK	<p>The total set of methods adopted for carrying out the operations required in a particular workplace. They cover all aspects of the employment situation, including:</p> <ul style="list-style-type: none"> • the organisation of work processes; • the methods of using machinery, plant and equipment; • the methods of hiring labour; and • job training and instruction about hazards associated with the job and their management.

9. ASSOCIATED DOCUMENTS

As a guide, records must be retained, in accordance with the following table:

Description of Record	Disposal Schedule Reference
Records relating to hazard identification and risk assessment of foreseeable hazards in agency workplaces. Includes measures taken to eliminate or control risks.	<p>Authority Number: 2006/GDS15(V7) : 11.92.1</p> <p>TEMPORARY</p> <p>Retain until 2040, retention subject to a review at that date</p>
Records relating to the management of complaints by staff or volunteers about OH&S matters affecting them personally. Includes objections to undertaking hazardous duties and/or working in an unsafe or unhealthy environment.	<p>Authority Number: 2006/GDS15 (V7) 11.55.3</p> <p>TEMPORARY</p> <p>Retain until 2040, retention subject to a review at that date</p>
Records relating to the maintenance of equipment.	<p>Authority Number: 2006/GDS15 (V7) 3.67.4</p> <p>TEMPORARY</p> <p>Destroy 5 years after last action.</p>

10. REFERENCES

Cancer Council - [Sun Smart](#)

DECS [Guidelines for Protective Clothing and Sun Protection Aids](#)

DECS Hazard Management procedure

DECS Injury / Incident Investigation and Reporting Procedure

DECS Occupational First Aid Procedure

General Disposal Schedule 15, 7th Edition, Effective 14 November 2006 to 30 June 2011.

Occupational Health, Safety and Welfare (OHS&W) Act 1986, Section 19 – Duties of employers.

[Safety and Wellbeing in the Public Sector 2010 - 2015 Strategy](#), Department of the Premier and Cabinet, Public Sector Workforce Relations.