

<b>Policy Title</b>		SUN SMART POLICY		<b>Policy Number</b>	HR13
<b>Version</b>	1	<b>Date Approved</b>	11/9/24	<b>Scheduled Review Date</b>	Sept 27

### Rationale

We have a responsibility to provide a safe environment for our staff, volunteers, participants and attendees. Identifying hazards and risk management strategies are key to providing a safe environment. This includes ultraviolet (UV) radiation and sun protection.

Too much UV radiation exposure can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime. As the sun's UV radiation (which cannot be seen or felt) is the major cause of skin cancer, most skin cancers can be prevented by using sun protection measures whenever UV levels are three or higher.

When participating in outdoor events and activities, people are exposed to high levels of UV.

### Purpose

This policy provides guidelines on effective UV protection strategies to minimise skin cancer risk and support our obligations and duty of care to all those associated with our community group/event.

### Implementation

**Daily sun protection times** are forecast by the Bureau of Meteorology for the time-of-day UV levels are predicted to reach 3 or higher, based on location. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels typically reach 3 or higher daily from mid-August to the end of April.

To assist with the implementation of this policy, staff, volunteers, participants and attendees are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on our website, [free SunSmart Global UV app](#), [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

The sun protection measures listed in this policy are used for all outdoor activities **during the daily local sun protection times or when outside for extended periods.**

### Procedures

#### Schedules

Where possible, outdoor events and activities are scheduled to minimise exposure to UV. Where it is not possible to avoid peak UV periods, the following measures are considered to minimise risks:

- The duration of the outdoor activity/event is reduced where possible
- Activities start earlier in the morning or later in the evening
- Staff and volunteers frequently rotate out of direct UV with additional break times in shade
- Activities are held at an alternative venue where possible (e.g. under shade or indoors)

### Sun protection measures

#### Shade

- An assessment of existing shade is conducted at outdoor venues
- Shade from buildings, trees and other structures is used where possible (e.g. registration, presentations, performances, stalls, passive participant areas)
- Staff and volunteers rotate to shaded areas and are encouraged to take breaks in the shade

<https://dallasnh.sharepoint.com/sites/DNHOffice/Shared Documents/Organisation/POLICIES/Human Resources/Sunsmart Policy v1.docx>

- Participants and attendees are encouraged to use shaded areas
- Where there is insufficient natural or built shade, temporary shade structures are provided or participants and attendees are invited to bring their own temporary shade (e.g. tents or umbrellas)

### Staff/volunteers' uniform/dress code

#### Clothing

- Sun-protective clothing staff/volunteers' required as part of your dress code.
- Tops, trousers/skirts or rashies are made from UPF (UV Protection Factor) 50+ material
- Tops and trousers/skirts are loose-fitting, lightweight and well-ventilated made from densely woven fabric with long sleeves and a collar and leg covering.

#### Hats

- Wide-brimmed, legionnaire or bucket hats are included as part of the staff/volunteers' uniform or required dress code.
- Caps and visors do not provide adequate sun protection to the face, ears and neck and are not recommended

#### Sunglasses

- Staff / volunteers are advised to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible

#### Sunscreen

- SPF50+ broad-spectrum, water-resistant sunscreen is promoted and/or provided for staff/volunteers and, where possible, participants/attendees
- Staff/volunteers are encouraged to apply sunscreen (the equivalent of one teaspoon per limb for adults) 20 minutes before going outdoors and reminded to reapply every two hours or immediately after sweating, swimming or towelling dry
- Sunscreen is stored below 30°C and replaced once it is past the expiry date

The first aid kit includes a supply of SPF50+ broad-spectrum, water-resistant sunscreen

### Leadership and education

- As part of OHS UV risk controls and role-modelling, organisers/leaders:
  - wear a sun-protective hat, covering clothing and sunglasses
  - apply SPF50+ broad-spectrum, water-resistant sunscreen
  - seek shade whenever possible
  - are supported to access resources, tools and learning to enhance their knowledge and capacity to promote sun protection and support staff / volunteers to be protected and plan for sun protective events
- SunSmart information is included in community guidelines and event promotional materials
- Event participants/attendees are encouraged and reminded to bring and use their own sun protection
- The times when sun protection is required (as determined by UV levels and daily local sun protection times) are communicated to staff, volunteers, participants and attendees