Skin Protection Policy

1. Purpose

1.1 Education Centre of Australia Pty Ltd (‘ECA’) acknowledges skin cancer is a major public health problem in Australia and exposure to ultraviolet radiation (UVR) from the sun has been identified as a major cause of skin cancer. The aim of this policy is to reduce outdoor worker exposure to UVR.

1.1 UVR is recognised as a risk to health. As a result, risk assessment procedures apply where people are exposed to UVR during the course of their work. The measures outlined below reflect a risk management approach.

1.2 Extended exposure to UV rays can cause problems such as:

- Sunburn – this is a type of radiation burn
- Eye damage – over exposure to UV radiation can damage the retina and blindness may occur.
- Premature ageing of the skin will result from over exposure.
- Sun spots – dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- Skin cancers – UV radiation is a carcinogen or cancer-causing agent. Common types of skin cancers are carcinomas or melanomas.

1.2 The risks are dependent on a range of factors that include the duration and extent of exposure to UV radiation and so the amount of exposure to UV radiation must be minimised or eliminated.

2. Commencement of Policy

2.1 This Policy will commence from 1/01/2014. It replaces all other skin protection policies of ECA (whether written or not).

3. Application of the Policy

3.1 This Policy applies to employees of ECA.

3.2 This Policy does not form part of any employee’s contract of employment.

4. Protection for outdoor workers

4.1 Worker exposure to UVR will be minimised all year round by implementing a control strategy that includes the following protective measures.

4.2 To help prevent damage from exposure to UVR, consider the following:
Sun Protective Clothing

- Wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves, a collar and be made from a close weave, breathable fabric. Clothing that offers excellent protection with an ultraviolet protection factor (UPF) rating of 40, 45, 50 or 50+ (as classified by AS/NZS 4399) is recommended. Choose clothing with UPF 50+ for best protection.
- Loose fitting long trousers offer the best protection. If shorts are to be worn they should be to the knee.
- Broad Brimmed hats. If hard hats are to be worn, then brim attachments with neck flaps are to be attached. Hats or brim attachments are required to have a broad brim, measuring no less than 8cm in width.
- Hats should be comfortable and be made of a close weave material. Hats that have a gauze or mesh section are not suitable as UV rays will penetrate.
- Use maximum protection sun screen to areas which cannot be protected with clothing.

Eye Protection

- Appropriate eye protection is to be worn where necessary; Sunglasses must comply with Australian Standard AS 1067 and screen out at least 99% of ultraviolet light. If safety glasses are required then sunglasses need to comply with AS 1337 and 1338.
- Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wrap around sunglasses offer the best protection. Clip-ons are available for persons with prescription glasses.

Sunscreen

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for workers who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all workers and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it can easily be wiped, sweated or washed off.

Changing work hours

- Consideration will be given to rescheduling work hours to minimise UVR exposure during the peak periods of UV rays i.e. 10.00 - 2.00pm (EST).
Using shade

- Where the job or work times cannot be changed, workers will be encouraged to make maximum use of shade. The following options will be considered.
- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UVR.
- Have lunch or any breaks in shady spots; and
- Replace lost fluids by keeping up your liquid intake. (Note the use of so-called ‘energy drinks’, ‘isotonic sports drinks’, etc. should be monitored, since they are not recommended for consumption in quantity.)

5. Drivers

5.1 Drivers occasionally face damaging exposure to UVR and are to be provided similar assessment and protection to that suggested for outdoor workers. In particular, sun protection plans for drivers should include UVR sunscreen, protective gloves and sunglasses.

6. Variations

_ECA reserves the right to vary, replace or terminate this policy from time to time._

7. Policy version and revision information

Policy Authorised by: David Tulloh  
Original issue: 1/01/2014
Title: Operations Director

Policy Maintained by: David Tulloh  
Current version: 1
Title: Operations Director

Review date: 1/01/2015

8. Workplace participant acknowledgement

_I acknowledge:_

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: ____________________________________________

Signed: _______________________________________________

Date: _________________________________________________