1. Overview

The District Council of Mount Remarkable as part of its commitment under its hazardous work policy, recognises its obligation to manage risks relating to exposure to ultraviolet radiation (**UVR**) and inclement weather conditions.

This procedure is to be read in conjunction with the organisation's Enterprise Bargaining Agreement which outline specific requirements for standby and stand down due to weather conditions.

This procedure aims to:

- Demonstrate compliance with legislation;
- Reduce the risk of UVR exposure and inclement weather conditions on workers' health and safety; and
- Provide systems of work to identify hazardous conditions and manage risks arising from UVR exposure and inclement weather conditions.

2. Core components

The core components of the organisation's procedure aim to:

(a) Implement a system for the identification and recording of reasonably foreseeable hazards associated with exposure to UVR and inclement weather conditions;

(b) Require risk assessments to be conducted for work tasks where exposure to UVR and inclement weather may present a risk;

(c) Ensure that appropriate controls for UVR exposure and inclement weather are identified, implemented and monitored; and

(d) Identify appropriate training and facilities to be provided for workers who are exposed to a risk from UVR and inclement weather conditions through work outdoors.

3. Definitions

Approved clothing for UVR exposure	Sun protective garments and other items of personal apparel (such as hats) which are worn in close proximity to the skin and carry a rated ultraviolet protection factor in accordance with the requirements outlined in AS/NZS 4399:2017: Sun protective clothing - Evaluation and classification
Approved safety glasses	Non-prescription eye and face protectors and associated oculars that are designed to provide protection for the eyes and faces of persons against common occupational hazards such as flying particles and fragments, dusts, splashing materials and molten metals, harmful gases, vapours and aerosols in accordance with AS/NZS 1337.1 2010: Personal eye protection - Eye and face protectors for occupational applications.
Approved sunglasses	Sunglasses, fashion spectacles, rimless sunshields and one piece visors and clip-on/slip-on type sunglasses that meet the requirements of AS/NZS 1067:2003/Amdt1:2009 Sunglasses and fashion spectacles.
BOM	Bureau of Meteorology
Heat illness	Heat illness can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity. Immediate assistance should be provided if any worker experiences any of the following symptoms of heat strain: dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert. [as explained in the Code of Practice: Managing the Work Environment and Facilities December 2011 (**COP**), part 2.8]
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; (c) implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the Work Health and Safety Regulations 2012 (**WHS Regulations**), Regulation 36]
Hypothermia	Hypothermia arises when a person gets an abnormally low body temperature as a result of exposure to cold environments. Immediate assistance should be provided if any worker shows any of the following warning signs of hypothermia: • numbness in hands or fingers • uncontrolled shivering • loss of fine motor skills (particularly in hands – workers may have trouble with buttons, laces, zips) • slurred speech and difficulty thinking clearly • irrational behaviour – sometimes a person will even begin to discard clothing

	[as explained in the COP: Managing the Work Environment and Facilities December 2011, part 2.8]
Inclement weather	Is extreme weather conditions, such as high ultraviolet radiation, temperature (hot and cold), high humidity, heavy rain, gale force wind, hail, electrical storm or fog
Person conducting a business or undertaking (**PCBU**)	A person who conducts a business or undertaking – (a) Whether the person conducts the business or undertaking alone or with others; and (b) Whether or not the business or undertaking is conducted for profit or gain. [as defined by the Work Health and Safety Act 2012 (**WHS Act**)]
Photosensitisers	Are substances that when inhaled, ingested or contact the skin cause abnormally high sensitivity of the skin and eyes to UV radiation, causing the skin to burn more easily and increasing the risk of skin cancer. Photosensitisers include coal tar and its derivatives (e.g. pitch and creosote). [as per: Skin Cancer and Outdoor Work – A Guide for Employers, p.10-11]
UV (Ultraviolet) Index	Is a simple and informative way of describing the daily danger of solar UVR radiation intensity as issued by the Bureau of Meteorology. 1 – 2 = Low 3 – 5 = Moderate 6 – 7 = High 8 – 10 = Very high 11 upwards = Extreme Link to daily UVR readings http://www.bom.gov.au/sa/forecasts/adelaide.shtml Exposure to UVR Index levels of 3 or above can contribute to skin cancer and eye cataracts. During the peak UVR period on a summer day (between 10am and 2pm, or 11am to 3pm where there is daylight saving), unprotected skin can burn within 12 minutes. Permanent damage can occur after 120 minutes.
Ultraviolet Radiation (**UVR**)	UVR is part of the electromagnetic spectrum emitted by the sun. It can be divided into three types: UVA, UVB and UVC. While all UVC and most UVB radiation is absorbed by the atmosphere, all UVA and about 10% of UVB radiation does reach the earth's surface. Both UVA and UVB are known causes of skin cancer. [as per : Skin Cancer and Outdoor Work – A Guide for Employers, p.7]

4. Procedure

4.1. The Senior Management Team will make sure that:

4.1.1 There are systems in place for the training of department managers and supervisors whose workers are exposed to a risk from UVR and inclement weather conditions through work outdoors in the requirements of this procedure; and

4.1.2 Department managers and supervisors have access to relevant information to undertake the risk management process e.g. access to current weather conditions and pertinent information through the BOM and current information relating to Personal Protective Equipment (**PPE**).

4.2. Risk assessment

4.2.1 A risk assessment will be conducted and documented and will assess:

(a) Worker exposure to UVR; and

(b) The range of weather conditions that may prevail.

4.2.2 The manager or supervisor should form a team to undertake risk assessments, consisting of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a Health and Safety Representative (**HSR**) (where one exists), the manager or supervisor and other stakeholders or experts, where relevant.

4.2.3 Generic risk assessments may be done proactively to identify controls to put in work instructions/operational procedures.

(a) Where generic risk assessments are not available, risk assessments will need to be done immediately prior to a work activity.

(b) Each work situation should be assessed individually as the risk varies e.g. horticultural workers, constructions crews, depot workers, parking inspectors etc.

4.2.4 Air temperature alone cannot be used to determine whether there is a risk of heat illness or hypothermia. The key risk factors that need to be taken into account include:

(a) Weather conditions, including air temperature, humidity, UVR rating, wind, rain, fog, heatwave;

(b) The nature of the task, including duration, intensity of manual work and number of workers;

(c) Time of day and time of year that work is scheduled e.g. exposure to direct sunlight in the hottest part of the day;

(d) Geographic location of the task and environment/ground surface e.g. shade, concrete, grass, asphalt, in open or enclosed spaces with restricted air flow;

(e) Radiant or reflected heat from surfaces e.g. reflected heat from construction materials, polished aluminium and glass, or heat build-up in roads and concrete structures or heat from machinery;

(f) Photosensitisers associated with the task;

(g) Physical fitness of the worker, including acclimatisation and any pre-existing conditions e.g. overweight, heart/circulatory diseases, skin diseases, use of certain medicines;

(h) Clothing of workers (considering UVR protection, air circulation or rain/wind protection, as applicable);

(i) Pattern and length of exposure (exposure can occur in an ongoing episode or via a series of shorter episodes, which add up over the day);

(j) If workers are working alone; and

(k) Other factors, as applicable.

4.2.5 The risk assessment will clearly indicate what control measures are to be used in accordance with step 4.4 below.

4.3. Identified risks are to be managed in accordance with the Hazard Management Procedure, including eliminating risks so far as is reasonably practicable.

4.4. Risk control

4.4.1 If it is not reasonably practicable to eliminate identified risks, risks are to be minimised so far as is reasonably practicable in accordance with the Hierarchy of Control. A combination of control measures may be required.

4.4.2 General controls

(a) Proposed controls will be selected in consultation with workers or their representatives. The manager or supervisor may also need to consult with the WHS Coordinator in order to select appropriate controls.

(b) Controls may include, but are not limited to:

i. Rescheduling/reorganising tasks;

ii. Modifying the physical aspects of the task (for example, mechanical aids to reduce physical exertion);

iii. Altering the task location;

iv. Provision of shade or shelter;

v. Access to cool drinking water and supervisors checking that workers are drinking water regularly;

vi. Access to air-conditioning (e.g. structure or vehicle) or providing additional/temporary mechanical airflow, fans or portable air conditioning, electric heating and/or by controlling the source of drafts;

vii. Additional rest breaks;

viii. Job rotation;

ix. Provision of information for workers, such as hydration charts (see Appendix 2 of this procedure for an example) and information on heat related illnesses (see Appendix 3 of this procedure for further information);

x. Regular contact with lone workers;

xi. Appropriate personal protective clothing e.g. breathable and/or cooling safety vests, wind resistant and/or waterproof clothing, UVR protective clothing (refer 4.4.3);

xii. Cessation of work.

4.4.3 Specific control – outdoor work when UV index level reaches 3 or above:

(a) Personal Protective Clothing - workers are required to wear:

i. Approved clothing for UVR exposure, including:

- long trousers and a long sleeved collared shirt, which permit bodily evaporative cooling; and
- A broad brimmed hat which should have a brim of at least 7.5cm, a legionnaire's style cap which protects the neck and ears (most suitable when work involves a lot of bending) or a bucket hat which

has a deep crown, sits low on the head and has an angled brim of at least 6cm; and

ii. Approved safety glasses with tinted lens; and

iii. Sunscreen with minimum 30+ Sun Protection Factor (**SPF**) - applied at least 20 minutes prior to exposure to the sun and every 2 hours thereafter to skin (one teaspoon per limb) which remains exposed after taking the above precautions, paying particular attention to the lips, ears, nose and neck. A SPF 30 lip balm should also be used.

NOTE: Sunscreen can go off. Always check the expiry date and store in a cool place below 30° C.

(b) Workers are to have access to cool drinking water near the worksite and should be encouraged to drink enough water to stay hydrated e.g. a cup of water every 15 to 20 minutes.

NOTE: Appendix 1 contains information regarding SunSmart UV Alert.

4.4.4 Specific control – driving when UV index level reaches 3 or above:

Recommendations from Cancer Council Australia to reduce the risk to people who spend a long period of time in a vehicle when UV index levels are at 3 or above include:

(a) Installing clear or tinted films and window covers on the side and rear windows of vehicles which substantially reduce the amount UV radiation that is transmitted through glass; and

(b) Using a combination of sun protection measures, such as long sleeved clothing, approved sunglasses and sunscreen that is SPF 30+ or higher. This will ensure occupants are protected both in the vehicle and when they leave it.

4.4.5 Specific control – Hot temperature indoors

(a) Workers are required to wear suitable light, loose fitting clothing, which also permits bodily evaporative cooling, and footwear appropriate for the task;

(b) Workers are to have access to cool drinking water; and

(c) The work environment should be provided with air-conditioning, fans or adequate ventilation (natural or mechanical).

4.4.6 Cold/Cool/Wet weather outdoors

(a) Workers are required to wear appropriate clothing and footwear for the task being undertaken, incorporating cold and/or wet weather protection, which also permits bodily evaporative cooling; and

(b) Workers should have access to shelter, such as a hut or the cabin of vehicle.

4.4.7 Cold/Cool weather indoors

(a) Workers are required to wear appropriate clothing and footwear for the task being undertaken, incorporating cold weather protection, which also permits bodily evaporative cooling; and

(b) The work environment should be provided with heating where reasonably practicable.

4.4.8 The manager must review the proposed controls to confirm they are appropriately prioritised, reasonably practicable and achievable in light of any feedback received from the consultation process.

4.4.9 Each person involved in the task will sign their acknowledgement of the risk assessment or safe work instruction (where relevant) prior to work commencing.

4.4.10 The organisation will inform affected persons about the control measures selected or corrective actions implemented as a result of the hazard identification and risk assessment process(es) for UVR and inclement weather. Department meeting minutes and/or safe work instructions (where relevant) will demonstrate that this has occurred.

4.4.11 The manager will assign somebody to facilitate the implementation of the controls and a timeframe for their implementation.

4.4.12 New hazards that may be introduced by the selected control methods may be identified by:

(a) Monitoring and evaluating controls for effectiveness (see 4.10 below).

(b) Recommencing the risk assessment process, outlined at section 4.2 above, if:

i. New hazards are identified;

ii. The measure does not control the risk it was implemented to control so far as is reasonably practicable;

iii. A change at the workplace has been made that is likely to give rise to a new or different risk to health or safety that may not be effectively controlled; or

iv. The results of consultation indicate that a review is necessary or a HSR requests a review.

4.5. Consultation with other PCBUs

4.5.1 The manager or supervisor will consult and coordinate activities with other PCBUs who are undertaking outdoor work, so far as is reasonably practicable, if their duty of care overlaps.

4.6. Additional controls

4.6.1 Where conditions or circumstances exist outside of the generic risk assessments conducted for UVR exposure and inclement weather (e.g. an emergency call-out during a storm or maintenance of essential services during extremes of heat or cold etc.), a task risk assessment will be conducted or modifications made to the generic risk assessment in consultation with workers and their representatives, before the work commences.

4.6.2 Before work commences the manager or supervisor authorising the work will check the UV index and weather conditions forecast to determine if:

(a) The UV index range is 3 or higher (refer to BoM UV Index Forecast)

(b) BoM weather forecasts and current weather conditions such as heavy rain, gale force winds or electrical storms or extreme temperatures or humidity are likely to impact on the work.

NOTE: Appendix 1 contains information regarding SunSmart UV Alert.

4.6.3 The manager or supervisor will make sure that workers are instructed in the agreed controls for UVR and inclement weather conditions and will take reasonably practicable steps to ensure that the agreed controls are implemented.

4.7. Cessation of work due to inclement weather

4.7.1 Where the UV Index is above 3 or inclement weather conditions exist and controls cannot be implemented, so far as is reasonably practicable, to eliminate or minimise the risks, the task should be suspended until controls can be implemented or the inclement weather has passed.

4.7.2 The manager or supervisor will determine if and when work on a task should be suspended having regard to:

(a) the risks posed by UVR exposure or inclement weather;

(b) The organisation's UVR and inclement weather risk assessment/s;

(c) Enterprise Agreements and

(d) Other organisational procedure/s.

4.7.3 Where work is to be suspended for such a reason, and workers are unable to complete alternative work, they should hold themselves available for duty until otherwise discharged by their manager or supervisor. Alternative work may include:

(a) Participating in review or development of risk assessments and/or safe work instructions;

(b) Housekeeping; and

(c) Training.

4.8. Skin checks

4.8.1 The WHS Coordinator should make sure workers are provided with information encouraging self-examination of their own skin for skin cancer and the support services available, as relevant (https://www.cancer.org.au/preventing-cancer/sun-protection/check-for-signs-of-skin-cancer.html).

4.8.2 High risk workers (e.g. those who work outdoors) are encouraged to participate in the organisation's annual skin cancer screening program.

4.9. Incidents involving outdoor work

4.9.1 First aid and, if required, medical assistance will be provided to any worker who reports experiencing any of the following:

(a) Symptoms of heat illness:

i. Dizziness;

ii. Fatigue;

iii. Headache;

iv. Nausea;

v. Breathlessness;

vi. Clammy skin; or

vii. Difficulty remaining alert.

Section 15, Appendix 4 contains a First Aid Fact Sheet for Heat Related Illness.

(b) Warning signs of hypothermia:

i. Numbness in hands or fingers;

ii. Uncontrolled shivering;

iii. Loss of fine motor skills (particularly in hands – workers may have trouble with buttons, laces, zips);

iv. Slurred speech and difficulty thinking clearly; or

v. Irrational behaviour – sometimes a person will even begin to discard clothing.

4.9.2 If a notifiable incident occurs that involves outdoor work, namely

(a) The death or a person; or

(b) A serious injury or illness of a person; or

(c) A dangerous incident

a report must be made by the Chief Executive Officer to SafeWork SA in accordance with the organisations' Incident Investigation Procedure and as follows:

i. Report immediately by the fastest available means. The report can be made by phone or in writing (such as by fax, email or other electronic means).

ii. If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.

iii. The 24 hour Emergency Telephone number is 1800 777 209.

4.9.3 The Incident Reporting and Investigation Procedure will be complied with if reasonably practicable, including the requirement that the site where the incident occurred is not disturbed until a SafeWork SA inspector arrives at the site or any earlier time that an inspector directs.

4.10. Monitoring and evaluation

4.10.1 Department managers should review and revise any existing risk control measures related to UVR and inclement weather using the same methods as the initial hazard identification process whenever any of the circumstances outlined in 4.4.12 arises.

4.10.2 The HSC should monitor issues related to outdoor work during its meetings. A report will be presented to the management team listing outstanding items requiring direction or enforcement.

4.10.3 The management team will:

(a) Review hazard and incident statistics, audit results, legislative changes and other information relating to the UVR and inclement weather process and direct action, when required. Minutes will record outcomes of discussion and actions to be undertaken;

(b) Include this procedure as part of the ongoing management review process and report the findings of internal audits into the procedure, as relevant; and

(c) Set, monitor and review objectives, targets and performance indicators for any UVR and inclement weather program(s), as relevant.

5. Training

5.1. The organisation's Training Needs Analysis (**TNA**) will identify the training needs of workers undertaking outdoor work, including having regard to:

5.1.1 The nature of the work carried out by the worker;

5.1.2 The nature of any risks associated with the work; and

5.1.3 The control measures implemented.

5.2. The following types of training should be considered for inclusion on the TNA:

5.2.1 Induction training – relevant workers (including contractors) should have the organisation's requirements for outdoor work explained to them during the induction process.

5.2.2 Risk assessment - workers undertaking risk assessments should have specific training that includes being able to identify the health and safety risks related to UVR and inclement weather and associated control measures.

5.2.3 Work-specific training - so that workers carrying out outdoor work are trained on any risks, including exposure to UVR and inclement weather conditions, and the control measures required.

5.2.4 Supervisor and management training - so that health and safety issues related to UVR and inclement weather conditions are appropriately managed at the workplace.

5.2.5 First aid training - so that first aid officers, managers, supervisors and workers know what to do, including in the event of symptoms related to heat illness or hypothermia.

5.2.6 Ongoing or refresher training - so that training on exposure to UVR and inclement weather conditions is repeated, as appropriate, on a periodic (e.g. seasonal) basis.

5.3. Managers, supervisors and HSRs should be trained in the Hazard Management Procedure.

5.4. The training identified on the organisation's TNA should be planned and delivered in accordance with the WHS Induction and Training Procedure.

6. Records

The following records will be maintained:

6.1. Completed risk assessments;

6.2. Safe Work Instructions (or other documentation generated as administrative controls); and

6.3. Training records.

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government

7. Responsibilities

7.1. **The Senior Management Team is accountable for:**

7.1.1 Checking that the organisation manages risks relating to worker exposure to UVR and inclement weather in accordance with legislative requirements;

7.1.2 Approving reasonably practicable budgetary expenditure necessary to implement this procedure;

7.1.3 Setting objectives, targets and performance indicators for any UVR and inclement weather program(s), as relevant;

7.1.4 Checking that consultation, cooperation and coordination of the management of risks relating to UVR and inclement weather occurs with all other PCBUs who have an overlapping WHS duty in relation to the organisation's activities;

7.1.5 Providing managers and supervisors with training which enables them to:

(a) Apply the requirements of WHS legislation within their areas and work activities; and

(b) Identify the symptoms of heat illness and hypothermia.

7.1.6 Providing workers with training to equip them to:

(a) Understand the organisation's requirements in relation to UVR and inclement weather;

(b) Select (and correctly wear or apply) appropriate clothing, PPE and sunscreen to protect them from exposure to UVR and inclement weather; and

(c) Identify the symptoms of heat illness and hypothermia.

7.1.7 Checking that reasonably foreseeable hazards associated with worker exposure to UVR and inclement weather are identified within each department, assessed and either eliminated or minimised so far as is reasonably practicable in accordance with the Hierarchy of Control;

7.1.8 Ensuring that all reasonably practicable controls have been implemented and their effectiveness monitored. Controls may include:

(a) Providing, where reasonably practicable, vehicles and mobile plant that are fitted with air-conditioning;

(b) Providing appropriate personal protective equipment or clothing;

(c) Providing (or confirming, where necessary, that other parties with a shared duty to the organisation's workers will provide) cool drinking water for workers.

7.1.9 Monitoring the [Hazard /Risk /Corrective Action Register] and enforcing close out of action items;

7.1.10 Reviewing the effectiveness of the UVR and inclement weather process; and

7.1.11 Including a review of the UVR and Inclement Weather Procedure within the management review process.

7.2. **Managers and supervisors are accountable for:**

7.2.1 Providing workers with the necessary information, instruction, training and supervision to apply the organisation's UVR and Inclement Weather Procedure;

7.2.2 Facilitating the identification of reasonably foreseeable hazards arising from worker exposure to UVR and inclement weather, which may affect the health or safety of workers or others (including monitoring of UV alerts);

7.2.3 Confirming reasonably foreseeable hazards associated with UVR and inclement weather within their department are identified, assessed and recorded on the [Hazard /Risk /Corrective Action Register] in consultation with workers or their representatives;

7.2.4 Reviewing proposed controls identified during the risk assessment process to confirm they are appropriately prioritised, reasonably practicable and achievable;

7.2.5 Making sure controls are implemented, in consultation with workers or their representatives, using the Hierarchy of Control;

7.2.6 Making sure adequate supervision is provided to ensure selected controls measures are implemented;

7.2.7 Evaluating controls and reviewing them for effectiveness;

7.2.8 Communicating the outcomes of risk assessments within the department and across the organisation, as required, including any decision to suspend work;

7.2.9 Making sure first aid and, if required, medical assistance is provided to any worker experiencing symptoms of a heat illness or hypothermia in accordance with the First Aid Procedure;

7.2.10 Closing out [Hazard /Risk /Corrective Action Register] items within designated time frames;

7.2.11 Completing documentation associated with the hazard identification and risk assessment process;

7.2.12 Retaining records, as required (within the organisation's records management system);

7.2.13 Seeking expert advice, if required; and

7.2.14 Providing required reports to the HSC and management team.

7.3. **The WHS Coordinator is accountable for:**

7.3.1 Monitoring training records;

7.3.2 Providing assistance with completing risk assessments for tasks where workers are exposed to a risk from UVR or inclement weather conditions;

7.3.3 Providing workers with information related to self-examination of their own skin for skin cancer and support services;

7.3.4 Coordination of the organisation's skin cancer screening program;

7.3.5 Maintaining legislative currency of procedures and systems in relation to UVR and inclement weather; and

7.3.6 Facilitating audit and review activities, as required.

7.4. **Workers are accountable for:**

7.4.1 Attending training, when required;

7.4.2 Taking reasonable care of their own and others safety at work by immediately eliminating any hazards they identify, if safe to do so;

7.4.3 When immediate elimination is not practicable or achievable, putting in place interim controls to prevent the risk of an injury occurring or recurring and reporting the hazard to their supervisor and recording it on the relevant form;

7.4.4 Assisting in assessing risk, implementing control measures and evaluating control measures for effectiveness, as required;

7.4.5 Following any reasonable instruction of the organisation in relation to this procedure, such as:

(a) Taking appropriate regular rest breaks, as directed by the supervisor/manager;

(b) Maintaining hydration by taking regular small drinks in hot weather;

(c) Wearing and maintaining appropriate PPE and/or approved clothing, as required;

(d) Applying and re-applying at least 30+ SFP water resistant sunscreen, as required; and

(e) Abiding by any manager or supervisor direction for the conduct of work activities (e.g. working in the shade, suspending work during inclement weather conditions).

7.4.6 Seeking assistance to manage hazards, as required.

7.5. **The HSC is accountable for**:

7.5.1 Facilitating consultation between relevant workers and the management team in matters relating to UVR and inclement weather in accordance with the Communication and Consultation Procedure;

7.5.2 Assisting in the development and review of WHS documentation (including risk assessments and safe work instructions);

7.5.3 Monitoring the [Hazard /Risk /Corrective Action Register] and referring issues that require direction or enforcement to the management team.

7.6. **HSRs may:**

7.6.1 Facilitate consultation between department managers and workers in relation to WHS issues that affect the workgroup that they represent;

7.6.2 Assist in the resolution of WHS issues;

7.6.3 Request a review of a control measure in the circumstances outlined in section 4.4.12(b).

8. Review

8.1. The UVR and Inclement Weather Procedure will be reviewed by the management team, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or organisational needs change. This will include a review of:

8.1.1 Feedback from managers, workers, HSRs, WHS committee members or other relevant stakeholders related to moderate and above UV radiation, thermal comfort and other inclement weather issues.

8.1.2 Legislative compliance

8.1.3 Performance Standards for Self-Insurers

8.1.4 LGAWCS guidance

8.1.5 Internal or external audit findings;

8.1.6 Incident and hazard reports, claims costs and trends; and

8.1.7 Any other relevant information.

8.2. The reviews may result in preventative and/or corrective actions being implemented or revision of this document

9. References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule 20 for Local Government

ReturnToWorkSA Work Health and Safety Standards for self-insured employers

ReturnToWorkSA Self–insured workplace health and safety guidelines

Code of Practice: Managing the Work Environment and Facilities December 2011

Australian/New Zealand Standard 1337.1:2010: Personal eye protection - Eye and face protectors for occupational applications

Australian/New Zealand Standard 1067:2003 /Amdt1:2009 Sunglasses and fashion spectacles

Australian/New Zealand Standard 4399:2017: Sun protective clothing - Evaluation and classification

Bureau of Meteorology

Checklist for risk-managing heat in the workplace – Safe Work Australia

Guidance Note for the Protection of Workers from the Ultraviolet Radiation In Sunlight – Australian Safety and Compensation Council

Heat & UV exposure web page - SafeWork SA

Managing the risks of working in heat - Guidance material - Safe Work Australia

Position Statement – Tinted Windows – Cancer Council of Australia

Skin Cancer and Outdoor Work: A Guide for Employers (Safework SA and Cancer Council of Australia)

Sun protective clothing information sheet – Sun Smart

Sunscreen information sheet – Sun Smart

Sun protective hats information sheet – Sun Smart

Sunglasses information sheet – Sun Smart

10. Related documents

WHS Hazard Management procedure

WHS Induction and Training procedure

Incident Reporting and Investigation procedure

First Aid procedure

Signed: ....

Chief Executive Officer Chairperson,Health Safety Committee

Date: ..... Date: .....

11. Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	21/11/2011	New Document
	2.0	31/10/2013	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice.
	3.0	25/04/2016	Additional information from Australian Standards & Hierarchy of Control included in definitions; References to WHSC replaced with HSC for consistency with WHS Act; Amendments to reflect Working in Hot Conditions Guidance Note at 4.2.4, 4.4.3(b),4.4.5; Addition of 4.4.4 Specific control – driving In line with Position Statement – tinted Windows – Cancer Council of Australia; Addition of 4.7.3 Alternative work; Addition of 4.8.2 – Skin Cancer Screening Program; Removal of 4.4.9(c) & (d); Alignment of Section 7 (Responsibilities) & Section 8 (Review) to revised Hazard Management procedure; Hyperlinks, language & formatting.
	4.0	4/01/2019	Minor formatting changes, updated logo; updated hyperlinks; general grammatical & language changes. Updated core component 2(d) to include “to a risk from”; updated4.4.2(b)vi references in 3 Definitions; revised content of 4.1(a) and (b); added heatwave to 4.2.4(a); included example in 4.2.4(c); expanded example in 4.2.4(d) and (e); added 4.2.4(j); expanded 4.4.1 to include combination of controls if required; deleted old 4.4.2(a) and combined into 4.4.1; expanded new 4.4.2(a) to include old 4.5.2; expanded 4.4.2(b)vi; added 4.4.2(b)x; updated information in 4.4.3(a)iii and (b); provided example in 4.4.6(b); added 4.4.8 and 4.4.11 to align with OS Model Hazard Management procedure; provided web address in 4.8.1; added if required medical assistance in 4.9.1 and reference to Section 15: Appendix 4; added reference to the organisations’ Incident Investigation Procedure in 4.9.2; added health and safety to 5.2.2; added health to 5.2.4; added 5.4; revised and added manager and supervisor accountabilities in 7.2.4 -7.2.6 and 7.2.9; expanded accountability in 7.3.2;updated sunscreen required in 7.4.5(d); add shade in 7.4.5(e); added Appendices 2,3 and 4 in 13,14,15. Minor grammatical and wording changes from legal review.
	4.1	14/01/2019	Formatting issues resolved

12. APPENDIX 1- SunSmart UV Alert

The SunSmart UV Alert, produced by the Bureau of Meteorology, predicts when sun protection is required. It provides daily sun protection times for more than 200 locations across Australia, based on cloud-free skies. It uses the World Health Organization's Global Solar UV Index.

During the sun protection times, the UV radiation is at a level that can damage your skin. If there is no UV Alert, sun protection is not required unless you are near highly reflective surfaces such as snow, outside for extended periods or the UV is above three.

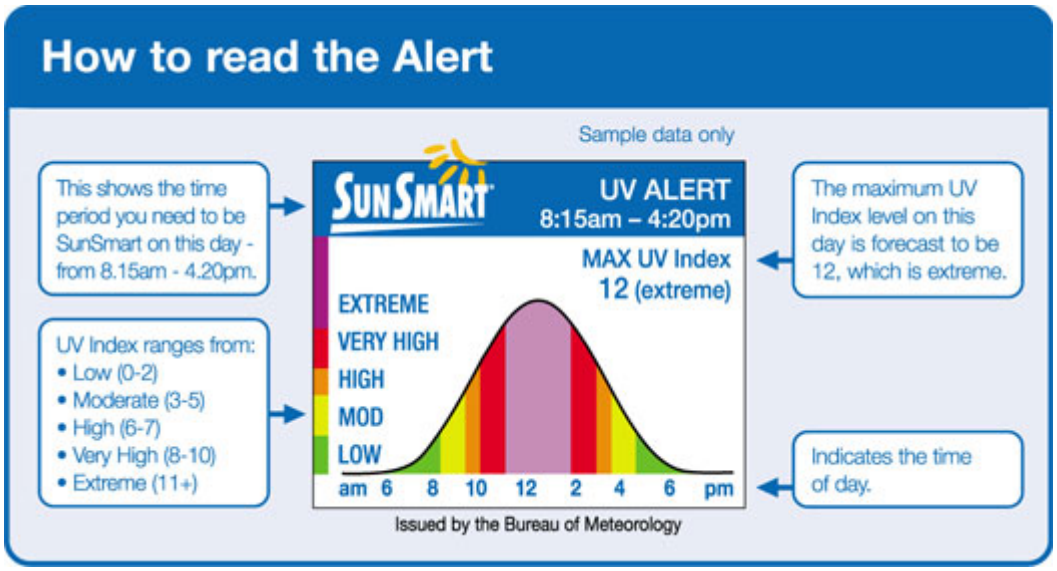
The UV Alert is available as a free widget for your website , as a free SunSmart app, in the weather section of the Advertiser or you can find it on the Bureau of Meteorology and SunSmart websites.

Daily sun protection times

The daily sun protection times are calculated from the UV alert, consisting of the times of the day when the UV is predicted to be 3 or above. When the UV is 3 and above it can be damaging to the skin.

SunSmart recommends using a combination of the five sun protection measures during the daily sun protection times: Slip on clothing , Slop on SPF30 or higher sunscreen , Slap on a hat , Seek shade and Slide on sunnies .

Remember: UV levels are most intense in the middle of the day.

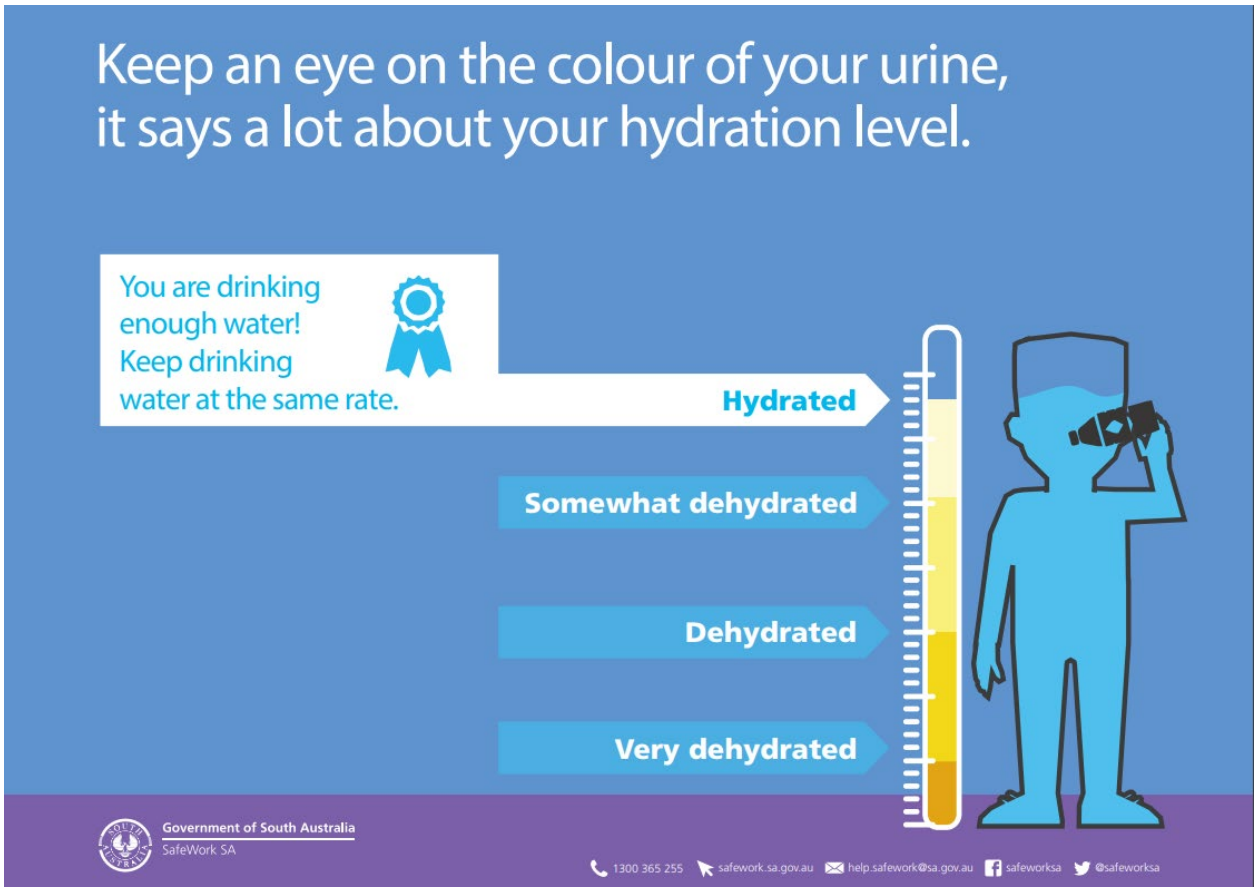


For more information
Skin Cancer and Outdoor Work
Bureau of Meteorology UV Index Forecast
Australian Radiation Protection And Nuclear Safety Agency (ARPANSA)

Source: Cancer Council of Australia

13. Appendix 2 - Hydration Chart

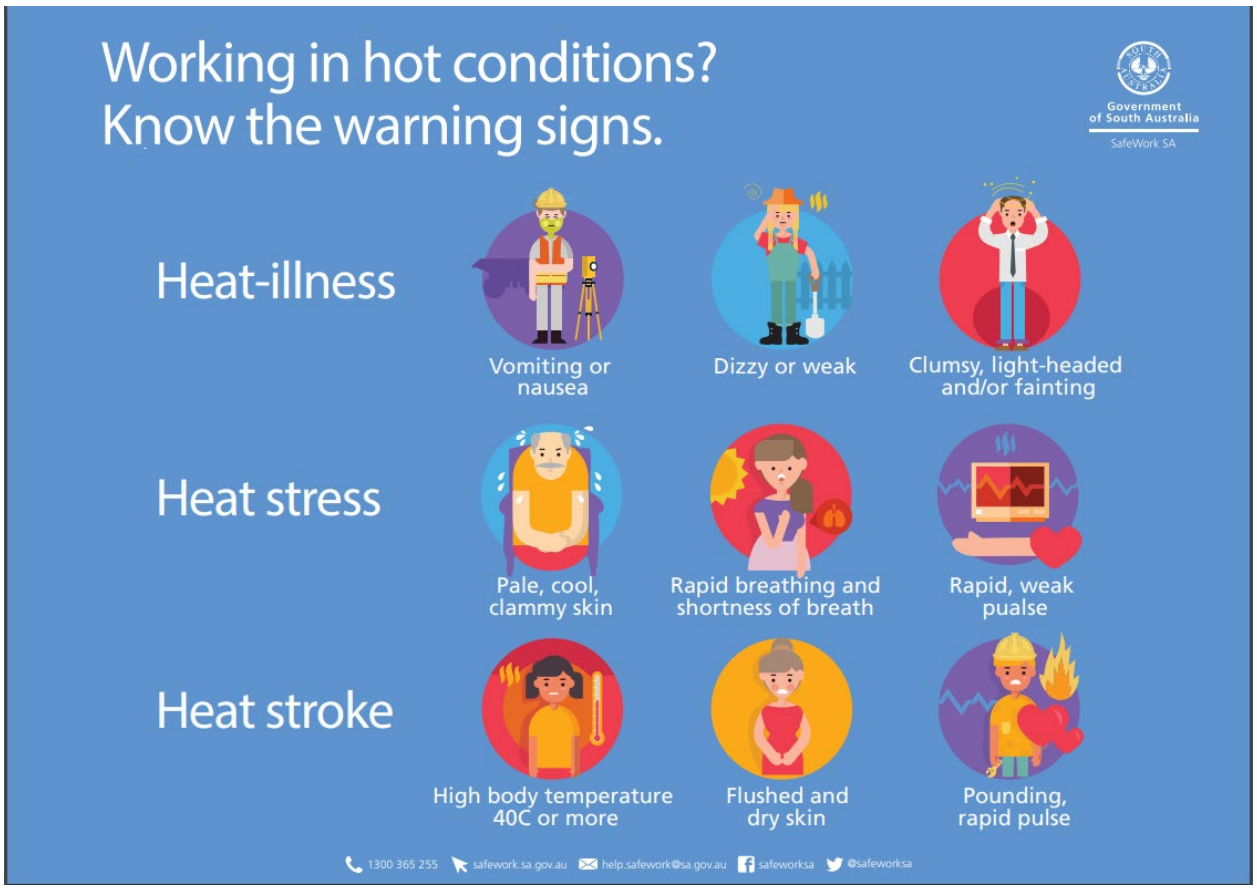
Source: SafeWorkSA
https://www.safework.sa.gov.au/sites/g/files/net4331/f/heatawarenessposterhydration.pdf?v=1524529789



14. Appendix 3 - Heat illness warning signs infographic

Source: SafeWorkSA

https://www.safework.sa.gov.au/sites/g/files/net4331/f/heatawarenessposterwarningsigns.pdf?v=1524528737



15. Appendix 4 – First Aid Fact Sheet: Heat related illness

Source: Safe Work Australia: Managing the Risks of Working in Heat – Guidance Material 8 Dec 2017

https://www.safeworkaustralia.gov.au/system/files/documents/1712/guide_for_managing_the_risks_of_working_in_heat_1.pdf

PCBUs have a duty to provide first aid equipment and facilities and access to trained first aid officers for sick or injured workers. Heat-related illness is progressive. If the worker is not treated or remains in a hot environment, it can be fatal.

NOTE on pre-existing medical conditions and medications. Previous heat-related illness, certain medications and medical conditions can make a worker more susceptible to heat related illness and can affect how the worker can be treated. PCBUs should alert workers to this risk and monitor them closely as far as is reasonably practicable.

DEHYDRATION – SEEK MEDICAL ADVICE IF SYMPTOMS DON'T IMPROVE OR ARE SEVERE

Symptoms

- Mild to severe thirst (remember that thirst is satisfied before fluid loss is fully replaced).
- Dry lips and tongue.
- Slowed mental function and lowered performance.
- Reduced or dark urine output.

First aid for dehydration

- Drink water. Avoid caffeinated, carbonated and alcoholic drinks, and salt tablets.
- Loosen tight clothing and remove unnecessary clothing, including PPE.
- In cases of extreme heat or dehydration, replace electrolytes.

HEAT RASH – SEEK MEDICAL ADVICE IF SYMPTOMS DON'T IMPROVE

Symptoms

Itchy rash with small raised red spots on the face, neck, back, chest or thighs.

First aid for heat rash

- Move to a cooler, less humid environment.
- Keep the affected area dry and remove unnecessary clothing, including PPE.
- Apply a cold compress.

HEAT CRAMPS – SEEK MEDICAL ADVICE IF SYMPTOMS DON'T IMPROVE

Symptoms

Painful and often incapacitating cramps in muscles, particularly when undertaking demanding physical work.

First aid for heat cramps

- Stop activity and rest quietly in a cool place until recovered.
- Drink an electrolyte solution.

FAINTING – SEEK MEDICAL ADVICE

Symptoms

Fainting (heat syncope) can occur while standing or rising from a sitting position.

First aid for fainting

- Lie the worker flat immediately with their legs slightly raised.
- Do not raise the head.
- Treat as for heat exhaustion.

HEAT EXHAUSTION – CALL AN AMBULANCE IMMEDIATELY

Symptoms (not all will be present)

- Dehydration, thirst, and reduced or dark urine output.
- Sweating.
- Elevated body temperature.
- Weakness or fatigue.
- Headaches and dizziness.
- Nausea.

First aid for heat exhaustion

- Move the worker to a cool place with circulating air.
- Lie the worker flat.
- Remove unnecessary clothing, including PPE.
- Loosen tight clothing.
- If the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- Provide an electrolyte solution or water.

Symptoms (not all will be present)

- Muscle cramps.

Severe symptoms:

- The worker stops sweating.
- Cold, pale or clammy skin.
- Clumsiness or slower reaction times.
- Disorientation or impaired judgement.
- Rapid or short breathing.
- Rapid weak pulse or heart palpitations.
- Tingling or numbness in fingers or toes.
- Visual disturbance.
- Vomiting or an unwillingness to drink.

First aid for heat exhaustion

- Cool the worker with cold compresses or apply cold water to skin.
- Observe the worker and obtain medical advice if symptoms don't improve.
- Seek medical assistance if there is no improvement or the first aider is in doubt.

HEAT STROKE – CALL AN AMBULANCE IMMEDIATELY

Symptoms (not all will be present)

- The person stops sweating.
- Skin can be pink, warm and dry, or cool and blue.
- High body temperature above 39 degrees Celsius.
- Cramps.
- Pounding, rapid pulse.
- Headache, dizziness and visual disturbances.
- Nausea and/or vomiting.
- Clumsiness or slower reaction times.
- Disorientation or impaired judgement.
- Irritability and mental confusion.
- Collapse, seizures and unconsciousness.
- Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse

First aid for heat stroke

- Call 000 and evacuate by ambulance immediately.
- Ensure that the ambulance is updated if the worker experiences seizures or becomes unconscious.
- If cardiac arrest occurs follow DRSABCD action plan
- Move the worker to a cool place with circulating air.
- Remove unnecessary clothing, including PPE
- Loosen tight clothing.
- Cool the worker by splashing room temperature water on their skin or sponging their skin with a damp cloth.
- Make a wind tunnel by suspending sheets around, not on, the worker's body. Use a fan to direct gentle airflow over the worker's body.
- Apply cold packs or wrapped ice to the worker's neck, groin and armpits.
- If the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- Provide an electrolyte solution with sugar. Do not attempt to give oral fluid if the worker is not fully conscious.
- Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.