



POLICY	
Sun Safety	
Scope (Staff):	All staff
Scope (Area):	CAHS (PCH, CAMHS, Community Health)

Aim

To inform staff of their Occupational Safety and Health (OSH) responsibilities in regards to sun safety while working at CAHS.

Background

Australia has the highest rate of skin cancer in the world. It is an almost entirely preventable disease however continues to affect two in three Australians before the age of 70 years. Ultraviolet (UV) radiation from the sun is a known carcinogen. Damage is permanent and irreversible, and increases with each exposure.

Risk

Outdoor workers are at increased risk from skin cancer and damage to the eyes, as they spend part or all day working outdoors year after year.

CAHS has an obligation under the WA [Occupational Safety and Health Act 1984](#) and [Occupational Safety and Health Regulations 1996](#) to ensure that the health and safety of workers and other people in the workplace is not put at risk from the work being completed. They are obligated to take reasonably practicable steps to reduce the known health risks associated with exposure to UV radiation for outdoor workers or workers exposed to the sun (UV) through their work duties. Occupational exposure to UV does not only occur by direct sun exposure, it also occurs when exposed to reflected sunlight.

Definitions

Employee: a person who is employed directly by CAHS through a contract of employment.

Hazard: any source of potential harm or a situation that could cause loss or injury.

Incident: unplanned event in the workplace resulting in, or has the potential for injury, illness, damage or other loss to staff, patients, visitors or the organisation.

Injury: events that cause an illness or injury requiring medical attention.

Line Manager / Supervisor: a person who has responsibility for management and supervision of employees.

Outdoor Worker: a person who works outdoors for all or part of their day (more than a few minutes) and it is a requirement of their role.

Risk: is the possibility of an unwanted event occurring measured in terms of possible consequences and likelihood of the event occurring.

Risk Control: is taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising them so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Worker: any person who carries out work in any capacity for CAHS.

Workplace: is a place where employees are, or are likely to be, during the course of their work. This includes attendance at off-site locations and travel in a government vehicle during the course of work.

Principles

- CAHS is required under the [Occupational Safety and Health Act 1984](#), and is committed to the provision of a safe working environment at all CAHS workplace locations.
- Managers are responsible for providing and maintaining safe systems of work.
- Where sun safety controls are required, CAHS will provide adequate direction and education on sun protection behaviours.
- Managers and employees will proactively identify and manage factors in the relevant workplace that attributes to sun exposure:
 - Working in areas without shade;
 - Working next to a window (in a building or vehicle);
 - Working outdoors when the UV index is at its highest;
- If significant risk is identified, Managers will implement strategies to minimise those risks (where practicable) and will ensure the effectiveness of any control measures are monitored.
- Employees have a responsibility to avoid behaviours and practices that may contribute to sun exposure.
- Employees have a responsibility to protect themselves by fulfilling OSH requirements and using protective [sun protection behaviours](#).
 - Refer to the CAHS [Occupational Safety and Health](#) policy.

Roles and Responsibilities

Employees

- All CAHS employees must:
 - understand the risks associated with sun exposure
 - avoid behaviours and practices that may attribute to sun exposure, particularly those that may place themselves and/or others at risk of harm
 - report signs of sun exposure that could place themselves or others at risk of harm to their Manager or Supervisor, and complete the [CAHS OSH Incident Hazard Form](#)
 - implement recommended controls to reduce the risk of sun exposure related harm (where required)

- Refer to the CAHS [Occupational Safety and Health](#) policy.

Manager / Supervisor

- All CAHS managers and supervisors are responsible for:
 - applying risk management principles, particularly where new systems of work are to be introduced
 - This may involve a single control measure or a combination (as per the hierarchy of control) to provide the highest level of protection that is reasonably practicable.
 - adopting systems of work that minimise the risk of sun exposure and monitoring for effectiveness
 - taking appropriate action when an employee has reported or is displaying signs of sun exposure, and ensure an OSH Hazard Incident form is completed
 - providing direction and education on appropriate sun protection behaviours
 - ensure that the Sun Safety policy and other requirements are made available to staff
 - monitor the use of sun protection control measures to ensure compliance
 - ensure that injury reporting procedures are followed when an incident of sunburn or excessive exposure to UV radiation occurs in the workplace

OSH Department

- The OSH Department is responsible for:
 - providing assistance and advice on sun protection behaviours to be considered
 - monitoring reported sun exposure incidents and providing reports to the relevant OSH Committees and Executive

Sun Protection Controls (Risk Controls)

- Employees sun exposure will be reduced whenever the UV index is 3 and above and at all times when working outdoors (because UV damage accumulates over time), where reasonably practicable.
 - Refer to [Appendix A](#).
- The UV index can be monitored via the [SunSmart app](#) (Cancer Council), on the [Bureau of Meteorology website](#) and mobile weather forecasts.

Engineering Controls (Management):

- The following engineering controls must be established:
 - provide shaded areas or temporary shade for work
 - encourage employees to move work to a shaded area
 - provide indoor areas or shaded outdoor areas for lunch breaks
 - consider applying tinting to work vehicles

- consider applying window covers or tinting to office windows

Administrative Controls (Management):

- The following administrative controls may include:
 - schedule outdoor work tasks for earlier in the morning (generally before 10am) or later (generally after 3pm) in the afternoon
 - encourage employees to rotate between indoor and outdoor tasks to avoid exposing them to UV radiation for long periods of time
 - personal protective equipment and clothing (Employee)
 - long sleeved shirt with a collar, preferably made from material with a UV protection factor (UPF) of 50+
 - trousers, preferably made from material with a UPF of 50+
 - a hat that shades the face, head, ears and neck, and preferably made from material with a UPF of 50+
 - broad-spectrum water-resistant sunscreen with a sun protection factor of SPF 30+ or higher applied generously 20 minutes before going outdoors and reapplied at a minimum every 2 hours
 - sunglasses that are close-fitting have a wrap-around style and a filter category of 2, 3 or 4
 - Category 4 sunglasses should not be used for driving or operating machinery. Read the label description carefully, generally these glasses will be marked “not suitable for driving and road use” or will have a car symbol crossed out.
 - Some glasses are rated via an eye protection factor (EPF) scale from 1 to 10. Sunglasses with an EPF of 9 or 10, transmit almost no UV, they may also be labelled UV 400 – blocking 100% of UV.
 - All sunglasses sold in Australia should meet Australian Standards (AS/NZS 1067:2003) or for safety glasses they should meet AS/NZS 1337.1:2010;
 - lip balm with an SPF30+ or higher

Education and Training (Management):

- Where applicable, ensure workers are provided with information to effectively protect their own skin during site induction and as reminders.

Reporting

- Reporting will be in accordance with OSH reporting frameworks and/or accreditation processes.

Compliance


- Compliance with this policy will be monitored through CAHS OSH Committees and the quarterly CAHS Incident Report.

Related internal policies, procedures and guidelines
Incident and Hazard Reporting (CAHS Policy Manual)
Occupational Safety and Health (CAHS Policy Manual)
Personal, Protective Clothing and Equipment (PPE) Management (CAHS Policy Manual)

References and external legislation policies, procedures and guidelines
1. Cancer Council Australia
2. WorkSafe WA
3. Cancer Council SunSmart App
Occupational Safety and Health Act 1984 (Western Australian Legislation)
Occupational Safety and Health Regulations 1996 (Western Australian Legislation)

Useful resources (including related forms)
SunSmart, Cancer Council Western Australia
Bureau of Meteorology - Perth Ultraviolet (UV) Index Forecast Graph
CAHS OSH Incident Hazard Form

This document can be made available in alternative formats on request for a person with a disability.

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Appendix A: Bureau of Meteorology: UV Index and Sun Safety Controls

The infographic is divided into two main sections. The left section, titled 'UV Index', shows five levels of UV radiation with corresponding color-coded boxes: 11+ (Extreme, purple), 8,9,10 (Very High, red), 6,7 (High, orange), 3,4,5 (Moderate, yellow), and 1,2 (Low, green). Below these is a note that sun protection is generally not needed for UV levels 1 and 2. The right section, titled '5 ways to protect yourself', lists five actions with icons: 'Slip on sun-protective clothing' (shirt icon), 'Slop on SPF30+ sunscreen. Reapply every 2 hours' (sunscreen bottle icon), 'Slap on a broad brimmed hat' (hat icon), 'Seek shade' (umbrella icon), and 'Slide on wrap-around sunglasses' (sunglasses icon).

UV Index

11+	Extreme
8,9,10	Very High
6,7	High
3,4,5	Moderate
1,2	Low

Sun protection is generally not needed unless outside for extended periods

5 ways to protect yourself

- Slip** on sun-protective clothing
- Slop** on SPF30+ sunscreen. Reapply every 2 hours
- Slap** on a broad brimmed hat
- Seek** shade
- Slide** on wrap-around sunglasses