

# Human Resource Policy

## Skin Protection Policy

<b>Policy No:</b>	
<b>1. Policy Rationale:</b>	<p>The City of Kwinana has the goal of <b><u>zero harm</u></b> for its employees (regardless of employment status and will encompass contractors and volunteers); this includes minimising the risk of potential harm associated with exposing skin to the elements, such as harmful effects of Ultra Violet radiation and the transmission of diseases from insect bites.</p> <p>This policy has been developed because of the City of Kwinana's concern for the well being of its staff working outdoors without adequate protection from these harmful effects.</p> <p><b>The Five Minute Rule</b></p> <p>Where team members are required to work outdoors for a period of over five minutes (cumulative) in any given one hour period, including driving vehicles for work purposes, and are subjected to direct sunlight (given that skin damage can occur in as little as 8 minutes) they will be required to apply appropriate skin protection.</p> <p><i>NB: There is not a requirement if the person is traveling to and from work or on their lunch break, although this is strongly encouraged and recommended.</i></p> <p>In accordance with the Occupational Safety and Health Act 1984, the employer must protect their employees by providing a safe workplace by reducing the known health risks.</p> <p>The employees also have a "duty of care" to take care of their own health and safety and cooperate with employer's efforts to improve health and safety in the workplace. (Refer sections 19 &amp; 20 of the Act).</p>
<b>2. Policy Statement/s:</b>	<p><b>2.1 Skin Protection Dress Requirements:</b></p> <p>It is a requirement that long sleeves, long pants, closed-in shoes or their equivalent, and a wide brim hat (or equivalent, ie - bucket hat, legionnaire style, umbrella etc.) must be worn whilst outdoors (or otherwise exposed to direct UV rays) for any work purpose.</p> <p>To protect other areas of the body including hands and face, 30+ block out sunscreen cream and sunglasses should be used.</p> <p>Where appropriate shade structures are available and the functions of the job permit, then exposure should be minimised by utilisation of these structures.</p>

## **2.2 Responsibilities:**

An employee has the responsibility to wear clothing and equipment in accordance with this Policy. It is the responsibility of Supervisory Staff to ensure each employee complies with the requirements of this Policy.

(Note: The Statement of Support for the City of Kwinana Occupational Safety and Health Policy further expands on responsibilities in relation to Risk Management/OSH policies and procedures, **ie** - "Our operations will be conducted to protect the safety and health of our employees, contractors, volunteers, visitors and the community whilst paying proper regard to the environment.")

## **2.3 Exemption:**

The City of Kwinana does not foresee any need for staff to be exempted from the wearing of sun protective clothing and equipment. Staff who believe they have a legitimate reason for not complying with this Policy will need to approach their individual supervisors, from where the matter will be referred to Health, Safety and Injury Management Coordinator and the OSH Committee. If there is evidence to support exemption, consultation with the CEO will be requested before any exemptions to this Policy are granted.

## **2.4 Guidelines/Frequently Asked Questions:**

*Arriving at council car park ready to commence work/ leaving work for the day?*

The employee's time commuting to/from work is not normally included on the timesheet, and is not considered paid work time (the employee does not start work until they walk through the front door/gate).

*An Administrative Officer in the Administration Building who does not venture outdoors nor otherwise expose him/herself to UV rays during his/her working hours?*

The full-cover dress requirements only applies if/when you are exposed to UV rays or outdoors for over five minutes (cumulative) in any given one hour period.

*Walking from the Administration Building out to a council vehicle or to another Council building during working hours?*

During paid working hours, and when the employee is outside, then it is a requirement to wear the full-cover dress requirement if it takes over five minutes (cumulative) in any given one hour period to walk to where you are going.

*Can alternatives to long sleeves and hats be worn?*

The objective is to ensure the employees' skin is protected in the course of their work, not to just impose a certain style of dress on employees. If the employee thinks there is an alternative that will meet that criterion to the same or a greater extent (eg - using an umbrella instead of a hat), the Health, Safety and Injury Management Coordinator has the authority to grant the use of that alternative

Please note: the HSMCs decision is final and can only be overruled by the CEO).

*What about walking between the Admin Building and Recquatic, or Library?*

It takes the average employee between 3-5mins walking (outside) to travel between the Admin, Recquatic, and/or Library Buildings. Therefore, if the employee wants to return within one hour of arriving at one of these destinations, s/he will need to wear/apply full cover, because the total cumulative period of exposure within one hour will be greater than five minutes.

Alternatively, if the employee spends longer than an hour at the destination before returning, the trips to/from will be separated by more than an hour and therefore the employee will not have exceeded the maximum of five minutes in any given one hour period.

*Is this Policy applicable all year round?*

This policy applies whenever an employee is working outside for more than five minutes (cumulative) in any given one hour period during paid working hours.

**Summary:**

***If an employee of the City of Kwinana is outside for more than five minutes (cumulative) in any given one hour period during paid working hours, then they are required to meet the City's safety and dress standard by wearing full cover dress as described in clause 2.1.***

**2.5 Other Safety Protection:**

It is a recommendation that in addition to the full cover dress standard, sunscreen be used to protect the uncovered areas of the body. Also, if the employee is at risk of contracting an insect borne disease, appropriate insect repellent be used. The following are guidelines for use of these products;

**2.5.1 Sun Screen:**

Sunscreen lotion shall be provided to team members for protection against strong sunlight. Team members shall apply sunscreen lotion to exposed skin before the commencement of outdoor duties.

Sunscreen lotion is to be reapplied at regular intervals, in accordance with the manufacturer's instructions, to ensure continuing protection.

	<p><b>2.5.2 Insect Repellents:</b></p> <p>Insect repellent shall be provided to team members who are at risk of contracting an insect borne disease from working outdoors. When selecting a repellent the following should be considered:</p> <ul style="list-style-type: none"> <li>• the form of the insect repellent is suitable to the working environment (e.g.; water resistant if working in wet conditions);</li> <li>• the product is acceptable to the user in terms of odour, colour etc;</li> <li>• there is information available with the product on the product's health effects.</li> </ul> <p><b>2.5.2.1 Recommendations for Further Prevention from Mosquitoes Bites:</b></p> <p>Cover up with long, loose fitting and preferably light coloured clothing to prevent mosquito bites;</p> <p><i>NB: Mosquitoes can bite through clothing that is tight against the skin (even denim jeans).</i></p> <p>Many mosquitoes bite around dusk and dawn, but some can bite day and night. Reduce the risk of contracting diseases by timing outdoor activities to avoid periods of greatest mosquito activity.</p>
<b>3. Who is responsible:</b>	All staff
<b>4. Responsible for:</b>	Ensuring that all employees adhere to the City's safety and dress standard.
<b>5. Procedure:</b>	i) Consult the above policy, and seek clarification from the Risk Management Coordinator and the OSH Committee.
<b>6. Original Policy-Implementation Date:</b>	23 December 2010, 21 March 2011
<b>7. Amendment/Revision Dates:</b>	9 November 2017
<b>8. Related Policies:</b>	D10/50412 - TOK OSH PPE Policy and Procedure D09/30378 – OSH Policy Support Statement