


STANDARD OPERATING INSTRUCTION	SOI-GVW-328
Ultra Violet Radiation and Sun Protection	

1.0 Purpose

This procedure describes Goulburn Valley Water’s requirements for minimising risks associated with exposure to ultra violet radiation when working in sunlight. It applies to all Goulburn Valley Water employees including staff predominantly based indoors who visit outdoor locations from time to time and contractors.

2.0 References

Nil

3.0 Definitions

Eye Protection- sunglasses which meet AS 1067 and which are designated as safety glasses meeting AS 1337 for medium impact resistance.

UVR – Ultra Violet Radiation

UPF Factor – Ultra Violet Protection Factor

SPF - Sun Protection Factor

PPCE – Personal Protective Clothing and Equipment

4.0 Responsibilities and Authorities

4.1 Manager

- Identify and encourage effective UVR and Sun Protection controls that do not involve the use of personal protective clothing or equipment.
- Whether clothing is purchased by Goulburn Valley Water or otherwise, ensure personnel are wearing appropriate clothing for working outdoors in accordance with this procedure.
- Ensure hats are provided to all employees who are required to work outdoors.

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- Ensure employees carry out an annual check of their personal protection equipment annually as part of the Goulburn Valley Water employee PPCE Self Assessment check (see SOI-GVW-321).
- Arrange for the provision of cool drinking water at depots and offices for staff members working outdoors.
- Counsel and Discipline staff members that do not wear appropriate PPCE specified in this procedure.

4.2 Supervisor (Work Coordinator)

- Monitor the use of PPCE and arrange for its replacement when required.
- Check to ensure personnel are wearing PPCE correctly and counsel staff who are not appropriately wearing or maintaining PPCE.

4.3 Central Stores Officer

- Ensure personal protective clothing and equipment provided for staff complies with the requirement of this procedure.

4.4 Employee

- Ensure personal protective clothing and equipment is worn when working out doors.
- Where PPCE is faulty or damaged arrange for the replacement of equipment with the relevant supervisor.
- Ensure faulty or damaged PPCE is not used and is taken out of service until such time as it is repaired or replaced.

4.5 OH&S Coordinator

- Facilitate the review of this procedure with Senior Management group and the OH&S Committee.

5.0 OHS Hazards and Controls

5.1 HAZARDS: see procedure

5.2 CONTROLS TO CONSIDER: See Procedure

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6.0 Procedure

6.1 Implementing Engineering and Administrative Controls

Where practicable employees working outdoors shall be encouraged to implement effective controls which do not involve the use of personal protective clothing and equipment, consideration shall be given to:

6.1.1 Rescheduling work activities including:

- Early start and finish times between October and March;
- Where feasible, providing opportunities for employees to undertake alternative shaded tasks when UVR is most intense between October and March (11am – 4pm each day);
- Rotating employees regularly between shaded areas and outdoor / exposed locations.

6.1.2 Maximising the use of permanent shade structures:

- provided by trees;
- buildings and other structures;
- Using mobile or portable shade structures.

6.1.3 Provide Portable Shade Measures (with a UPF factor of 50+) - Where there is limited access to natural shade, management shall consider and implement where practicable the use of portable shade structures including:

- Tarps
- Awnings and umbrellas
- or other structures using roofing materials

6.2 Provision of Personal Protective Clothing and Equipment (PPCE)

6.2.1 General

PPCE shall be chosen on the basis of the following characteristics:

- Need to block out the sun – a minimum UPF factor of 25 (AS/NZS 4399:1996) is required for all protective clothing provided.

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- Need to reduce the effects of heat –clothing shall be assessed by managers and be lightweight, loose fitting, and preference shall be given to fabric made of %100 cotton.

6.2.2 Shirts and Trousers - Operations Personnel

- Shirts (male and female) shall be long sleeves or ¾ length;
- All Shirts shall have a collar;
- Trousers shall be long – shorts shall not be permitted.

6.2.3 Clothing – Other GVW Employees

- Shirts (male and female) shall be long sleeves or ¾ length for all persons working outdoors for longer than 15 minutes during any season of the year;
- All Shirts shall have a collar;
- Trousers or skirts shall be long for all persons working outdoors longer than 15 minutes – shorts shall not be permitted.

6.2.4 Hats

- A Broad brimmed sun hat with a minimum 8cm brim shall be provided to all employees who are expected to work outdoors as part of their duties;
- Hats shall be made of close weave material or suede with a UPF of 50+;
- Brim attachments or neck flaps shall be provided to employees required to wear hard hats as part of their work duties;
- In circumstances where a broad brimmed hat causes difficulties due to its size, sunscreen or other protective measures shall be used.

6.2.5 Eye Protection

- Employees that are required to work outdoors and or drive a motor vehicle for Goulburn Valley Water shall be provided with sunglasses conforming to AS 1067. All sunglasses shall also comply with AS 1337 for impact resistance.

6.2.6 Sunscreen

- Sunscreen shall not be used as the sole or primary protection against UVR but shall be used in conjunction with other protection.
- Employees who are expected to work outdoors as part of their duties shall be provided with Broad Spectrum sunscreen with a minimum Sun Protection Factor of 30+.

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- Employees shall check the use by date of sunscreen annually as part of GVW's PPCE checklist.
- Lip balm containing SPF 30+ shall be provided to employees on request.
- Sunscreen shall be provided in bulk at all depot and office locations in the form of pump packs or alternatively in tubes provided to individuals for personal use.

6.3 Contractors

- Contractors and their employees (including sub-contractors) shall comply with Goulburn Valley Waters requirements for Hats (Legionnaire style hats are acceptable), Eye Protection and Sunscreen (as per above)
- Contractors and their employees (including sub-contractors) shall provide protective clothing which is appropriate to the task being carried out and which minimises exposure to heat and UVR.

6.4 Provision of Information and Instruction

- Information and instruction in the UVR protection program shall be provided:
 - As part of an employees OH&S induction;
 - As part of GVW's OH&S training (NWP 201A);
 - As part of GVW's Management OH&S Roles and Responsibilities training.

6.5 Provision of Drinking Water (see also SOI-GVW-325 - Provision of Workplace Facilities)

- GVW shall provide cool drinking water at depots and other office locations for persons working outdoors. The need for provision of water at off site locations shall be assessed on an as needs basis by the site supervisor or work coordinator.
- Employees who wish to use drinking water provided shall provide an individual container of their choice.
- GVW strongly encourages all personnel to maintain fluid intake at regular intervals throughout the day (not just when thirsty).

7.0 Appendices

NIL

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