

## Sun Smart Policy

### 1. Purpose

Inala Community House is committed to ensuring the health and wellbeing of all workers who may be working outdoors. ICH will have systems in place which seek to mitigate the risks posed by sun and heat exposure.

### 2. Scope

This policy applies to all employees, Board members, volunteers, students, trainees and contractors. For the purposes of this policy, these persons shall be referred to as workers.

### 3. Policy

Sun and heat exposure can have significant impacts on the health and wellbeing of workers. This can include risks such as sunburn, heatstroke and skin cancer.

#### 3.1 Risk Assessment

ICH requires sun safety to be considered as part of the risk assessment process for all outdoor activities and events. Risk assessments must outline any sun protection and heat exposure controls which are appropriate to the activity, the UV index and the duration of the outdoor activity. Risk assessments will also recognise that some people will be at a higher risk from sun and heat exposure, including babies, children, the elderly or people with medical conditions or those using some types of medication.

#### 3.2 Risk Controls

Sun protection measures may include:

- Sunscreen
- Hats
- Long sleeved clothes and long trousers
- Sunglasses

Heat exposure controls may include:

- Wearing light coloured clothes
- Ensuring that there is access to cold water
- Staying hydrated
- Seeking shaded areas

Other measures may include:

- Rotating workers
- Rest breaks
- Scheduling outdoor activities in the morning and avoiding times between 12pm-3pm
- Seeking an alternate location to hold the activity

### 3.3 General

ICH recognises that workers may be required to spend periods of time outside. Usually this is of a short duration (such as visiting a site with a contractor). ICH encourages all workers to take reasonable care when outdoors and where possible implement appropriate risk controls.

### 3.4 Heat Stress

Heat stress is caused where the body cannot maintain its normal body temperature. Symptoms of heat stress may include:

- Tiredness and lethargy
- Headache
- Dizziness
- Feeling faint
- Muscle cramps
- Feeling thirsty
- Pale skin
- Excess sweating or no sweating
- Urinating less often
- Dark urine

Where heat stress is suspected, measures which can be taken include:

- Resting in a cool area
- Removing excess clothing
- Staying hydrated
- Using a wet cloth or icepack to help cool down

In an emergency, call 000 or 112.

### 3.5 Responsibilities

When holding outdoor activities, it is the responsibility of the activity coordinator to:

- Conduct a risk assessment prior to the activity which considers sun and heat exposure
- Document the risk assessment
- Communicate any controls with relevant workers

It is the responsibility of workers to:

- Comply with any required sun exposure controls
- Take reasonable care for their own health and safety

#### 4. Review

This policy should be reviewed every 3 years.

This policy remains in effect unless otherwise directed by the Managing Director.

#### 5. Related Documents

##### **Policies**

ICH Workplace Health and Safety Policy

ICH Risk Management Policy

##### **References**

Department of Health WA, 'Heat Stress'

[https://healthywa.wa.gov.au/Articles/F\\_I/Heat-stress](https://healthywa.wa.gov.au/Articles/F_I/Heat-stress)

Work Health and Safety Act 2011