



SKIN CANCER PREVENTION & SUN PROTECTION POLICY

INTRODUCTION

St Paul's College is committed to providing and maintaining a safe and healthy work environment for its employees, students / clients and visitors. This will be achieved through an effective preventative approach to the management of occupational health and safety, which includes the provision of appropriate advice and information to all employees and students (OHSW training, Curriculum, Uniform Policy, Newsletter information, etc.).

1. STAFF PROCEDURE

The Principal must:

- Ensure that employees are instructed as to the need to wear protection against UV radiation / sun if they are required to work outdoors. (It is not always appropriate to expect employees to continue to work outside in extreme conditions, even though they have sun protection equipment / materials);
- Consult with employees and workplace Health and Safety Representative (where elected) about working in the sun;
- Note that exposure of skin to the sun generally between 10.00 am and 2.00 pm (or 11.00 am and 3.00 pm during daylight saving) may cause mild sunburn within 12 minutes. (It should be noted that certain skin types may burn faster than this.)

To minimise exposure and the need for protective equipment, consider strategies such as:

- Rescheduling certain jobs or limiting them to safer times of the day, e.g. before 10.00 am and after 2.00 pm (and during daylight saving before 11.00 am or after 3.00 pm);
- Modifying the hours of work so that outdoor work is avoided during the time of the day when ultraviolet levels are highest;
- Where possible carry out work in shaded areas;
- Altering the location of work;
- Allowing unscheduled breaks;
- Provision of a recommended sun block cream for all employees required to work outdoors even for short periods.

A record of issue of personal protective equipment should be maintained and be available for:

- Audit purposes. This need not be an elaborate register but should include:
 - ❖ the name and the signature of each employee seeking reimbursement for sun protective equipment;
 - ❖ the equipment purchased or supplied;
 - ❖ the date of reimbursement or supply.

Employees most likely to be eligible to receive sun protective equipment / materials are:

- Grounds staff;
- Aquatics and swim instructors (outdoor swim programs only);
- Agricultural studies teachers;
- Physical education teachers (and outdoor sports coaches);
- Environmental studies teachers;
- Outdoor education teachers and any other persons who may be required to work outside for extended periods.

Employees would normally be expected to provide their own protective equipment for:

- Yard duty;
- Sports days;
- Excursions; and
- Other similar events.



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Reimbursement for the cost of appropriate protective / screening materials, e.g. sun screens, sunglasses, hats, will be provided to those employees identified through a risk assessment process as being at risk through the exposure to UV radiation / sun through their normal work tasks.

In normal circumstances reimbursement for the purchase of hats and sunglasses should be made once every three years. It will be the responsibility of employees to replace sunglasses or hats that are lost or damaged during that three year period. The approval of the Principal will be required where reimbursement is requested for initial purchase or replacements.

TRAINING

All employees will be briefed / trained in the requirements of this Policy and Procedure during induction and when implemented or amended.

Employees will be trained (where applicable) in any risk assessments and / or safe operating procedures developed as a result of this Policy and Procedure.

REVIEW & AUDIT

Compliance with this procedure will be audited according to the internal OHSW Audit Policy document and the CCES Audit Policy.

This document shall be reviewed within two years of the date of issue. Changes in legislation, Catholic Church Corporate and / or Site Policy may necessitate earlier review and subsequent amendment or re-issue.

2. STUDENTS

- All students are required to wear the cap / surf hat if outside (recess / lunch / PE / cocurricular) in Term 1 & 4;
- Students on outdoor excursions are required to wear College cap / surf hat in Term 1 & 4;
- Students are required to wear cap / surf hat when outdoors on all camps and retreats;
- Sun screen is provided for student use and is kept in classrooms and PE areas;
- Shaded areas are available for students at recess / lunchtimes as well as indoor areas, e.g. Library, Hall.

Approved Date: AUGUST 2019

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