

Golf NSW

“Sun Protection” POLICY



18th March 2015

Version Control, Change History and Distribution

Version Control

Document Name:	Sun Protection Policy
Prepared by:	Wynter Hines
Endorsed by:	Stuart Fraser
Date endorsed:	18 th March 2015
Version:	1.0

Change History

Amendment date	Version No.	Page No(s) replaced.	Description of change

Distribution

1. *Golf NSW Intranet*
2. *Hard copy provided to all Board Members and Golf NSW staff*
3. *Hard copy included in all Events folders and info packs for officials*

Table of Contents

1. INTRODUCTION	1
2. OBJECTIVES	1
3. DEFINITIONS	1
4. RESPONSIBILITY	1
5. DETAILS	2
6. ASSISTANCE AND SUPPORT	2
APPENDIX 1: SUN PROTECTION POLICY	3

1. Introduction

- 1.1. The following policy is in place to help Golf NSW Staff, Volunteers, Officials and Players, minimise the risks of overexposure to UV.

2. Objectives

- 2.1. The objectives for the Sun Protection Policy is to;

- Provide appropriate sun protection control measures to ensure a safe working environment.
- Provide ongoing education that promotes personal responsibility for skin cancer prevention
- Golf NSW will conduct risk assessments to identify workers who have a high risk of exposure to UV radiation, and to identify work situations where exposure to UV radiation occurs.

Golf NSW will reduce workers' exposure to UV radiation by requiring the use of sun protection measures by outdoor workers whenever the UV index is 3 and above, and at all times when working outdoors for extended periods.

3. Definitions

UV – Ultraviolet (UV) radiation is a form of energy that is produced by the sun. UV radiation from the sun is the cause of almost all skin cancers.

PPE – Personal Protective Equipment

UPF – Ultraviolet Protection Factor

SPF – Sun Protection Factor

4. Responsibility

- Golf NSW shall provide staff and officials with suitable sun smart clothing and PPE, it is the responsibility of each person to wear and utilise properly.
- At events, Golf NSW Staff will encourage volunteers, officials and players to use sun protection.
- Golf NSW has an obligation under the Work Health and Safety Act 2011 (NSW) to ensure that the health and safety of workers and other people in the workplace is not put at risk from the work being carried out. This obligation includes taking proper steps to reduce the known health risks associated with exposure to UV radiation for outdoor workers.

5. Details

5.1. The information within this policy was researched and obtained through Cancer Council NSW and SunSmart. Golf NSW proudly follows the policy guidelines set by the Cancer Council of NSW.

6. Assistance and Support

6.1. Further information is available from the WHS Representative – Wynter Hines. Alternatively readers are encouraged to contact the Cancer Council NSW www.cancerCouncil.com.au

Name (please print):
Position:
Date:
Signature:

APPENDIX 1: Golf NSW Sun Protection Policy

Engineering Controls

Management will where possible:

- Provide SPF 50+ Sunscreen and suitable sun smart clothing for staff, officials and volunteers
- Encourage workers to stand/work in the shade when and where ever possible
- Provide indoor areas or shaded outdoor areas for rest/meal breaks
- Will make every measure where possible to station workers in a “sun smart” area

Administrative Controls

When UV levels are 3 and above, management will where possible:

- Schedule outdoor work tasks for earlier in the morning or later in the afternoon
- Encourage workers to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to UV radiation for long periods of time

Note: Due to the nature of the sport, there will be times when these controls may not be met.

Personal protective equipment and clothing

Golf NSW staff who work outdoors will be provided with Sun Smart PPE equipment which must be used/worn when working at outdoor Golf NSW events. Staff, Officials, Volunteers and Players are all encourage to wear/use each of the following;

- Long-sleeved shirt with a collar made from material with an ultraviolet protection factor (UPF) of 50+
- Trousers (or knee-length shorts) made from UPF50+ material
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad-brimmed, bucket or legionnaire style
- Attachable brims and neck flaps when wearing a hard hat
- Broad-spectrum, water resistant sunscreen with a sun protection factor (SPF) of 50+ or higher, that is applied generously 20 minutes before going outdoors so that it can be absorbed, and reapplied at a minimum of every two hours.
- Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standards.
- A lip balm containing SPF30+ or higher is also recommended

Education and training

Management will:

- Provide training to workers to enable them to work safely in the sun
- Ensure that training is provided as part of an induction for new workers
- Ensure that workers are provided with information to effectively examine their own risk
- Ensure that managers and supervisors act as positive role models
- Adopt sun protection practices during all company social events

Compliance

Management will:

- Ensure that the sun protection policy and requirements are made available to staff, officials (Board & Council), DGA's, volunteers, players, contractors and visitors
- Monitor the use of sun protection control measures to ensure compliance
- Initiate standard company grievance procedures if a workers fails to comply with sun-protective control measures
- Ensure that injury reporting procedures are followed when an incident of sunburn or excessive exposure to UV radiation occurs in the workplace

Workers commitment

Workers will:

- Cooperate with all measures introduced by management to minimise the risks associated with exposure to UV radiation
- Comply with instructions and advice in regards to the use of sun protection control measures
- Participate in sun protection education programs
- Act as positive role models
- Be responsible for their own sun-protective practices at work

Review

This policy will be reviewed on a regular basis, or at least every two years