



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 14

POLICY No:	OSH 14
DIVISION:	Occupational Safety and Health
SUBJECT:	Outdoor Work Protection
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE

For Council to ensure that employees who are required to work outdoors as part of their daily duties are protected and that the appropriate precautions are taken.

POLICY

In order for Council to meet their duty of care and responsibility to employees that work outdoors, a policy has been developed with the aim of:

- protecting employees from ultra-violet light damages;
- protecting employees from physical injury, such as cuts and abrasions;
- as far as it is practicable, ensuring that the clothing makes people easy to see when working on or near roads, access-ways and mobile equipment;
- complying with the Occupational Safety & Health Act 1984, Australian Standards and associated regulations;
- providing clothing which will be comfortable and acceptable to the majority of employees; and
- promoting a team spirit and personal pride in the employees with respect to their appearance.

An “outdoor employee” for the purpose of this document is a person whose regular daily duties require them to be in direct sunlight for more than one hour a day on a cumulative basis.

The following outdoor employees, because of the nature of their activities, will be subject to their particular dress requirements as nominated.

- Rangers/Law Enforcement Officers,
- Pool Attendants (Long pants may hinder a pool rescue and are not recommended),
- Building Surveyors,
- Parks Employees,
- Waste Management Employees,
- Building Maintenance Employees,
- Environmental Health Officers, and
- Employees on Special Tasks.

Clothing



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The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and long trousers. However, to help prevent the adverse effects of hot weather, for the months of November to March inclusive, outdoor employees may be permitted to wear long shorts, just above the knee. Unless there are safety related reasons, shirt sleeves must not be rolled up.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of work will be supplied by Council. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 20UPF or better.

Where there is an obvious risk of physical damage to skin, the option to wear long shorts in certain geographic areas will not apply to:

- Mechanics, fitters and welders,
- Operators of brush cutters, concrete/bitumen saws and chainsaws;
- People handling bitumen; and
- People who handle chemicals such as pesticides and herbicides.

These employees must wear trousers and long sleeve shirts or overalls.

Sunscreen

All outdoor employees will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacture's directions. In particular, this refers to the face, ears, necks, backs of hands and legs of employees. The cream provided will be registered under Australian Standards and be the SPF 15+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round. Exemptions may apply based on written medical advice.

Other People Who Work Outdoors

Those people who work in direct sunlight for more than thirty minutes per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which Council shall supply. Such employees may be Building Department Staff, Health Department Staff and Child/Day Care Staff.

High Visibility Clothing

Because of the requirement for Local Government employees to be easily seen by vehicle users, high visibility clothing of some description must be worn by employees while within road reserve area or near vehicle access ways.



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While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeved shirts will be allowed and supplied. Should over garment be needed, then the overlay garment must be worn over jumpers.

Since the above clothing policy has the implication of making employees less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimise heat insulation and maximize air flow around the worker's body.

Note: High visibility vests that Velcro up at the front are discouraged for use on road reserves, because they may be unfastened at the front which reduces their visibility.

Sunglasses

All staff working outdoor shall, when practicable, wear general purpose sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard protective equipment issue.

Overheating

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration. The key factors which may promote bodily overheating problems are the;

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demand of work;
- adequacy of water replacement required by sweating;
- humidity; and
- person's clothing

Thus some steps which should be taken include:

- All relevant staff should have ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outdoors between the period 10:00am to 2:00pm where practicable.
- Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.



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Needle Stick Injuries

Where employees are working in an area where they are likely to find discarded syringes or needles, they are to exercise extreme caution.

In order to minimise health risks following an injury, set protocol should be adhered to:

The injured area is to be washed immediately with soap and water, by preferably but not restricted to a Senior First Aid Officer.	✓
An antiseptic and sterile dressing shall be applied.	✓
The supervisor or manager shall be advised at the earliest convenience of the incident.	✓
The injured person shall be taken to the employee's medical practitioner for assessment and treatment.	✓
Any necessary tests will be subject to the discretion of the employee's practitioner.	✓
The offending needle or syringe shall be retrieved and given to the employee's medical practitioner for testing.	✓
The necessary Accident/Incident report shall be completed and given to the employee's Divisional Manager	✓

All employees who have been exposed to a discarded syringe incident shall be offered counselling to support them in dealing with the accident. Any queries regarding immunisation are to be directed to the employee's immediate supervisor or to Payroll.

Consultation

Council realises that the type of clothing worn outside is of considerable importance to employees and hence these employees will be consulted with respect to changes in style, type and fabric of clothing as issued.

Wherever practicable, Council, having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

Responsibility

While each employee is responsible for complying with this policy when working outside, the relevant manager or supervisor shall ensure that appropriate precautions are taken.