



## Facility Management Victoria Pty Ltd Sun Protection Policy

Facility Management (Victoria) has a commitment to providing a safe and healthy work environment, Facility Management (Victoria) has an obligation to provide adequate protection from the hazards that Facility Management employees may be subjected to when working in an outdoor environment. UV is one such hazard.

### Procedure

Control measures will be implemented at each worksite according to the conditions and work performed. A UV risk assessment will be performed to assess the risk posed by UV at the site.

Engineering controls:

- Staff are encouraged and educated to maximize use of shade from buildings, trees and other structures where available.

Administrative Controls:

- Consideration given to the reorganization of outdoor work programs to reduce UV exposure including:
- Reschedule work to enable where practicable work to be undertaken before 10.00am and after 3.00pm
- Rotation of workers between indoor/ shaded areas and outdoor/ exposed locations.
- Provide opportunities for employees to undertake alternative (indoor or shaded) tasks when UV is most intense.

Personal Protective equipment and clothing (PPE):

- FMV to consider the need to block out UV and the need to reduce the effects of heat will provide protective clothing. When undertaking outdoor work all staff must wear and use PPE provided.

### Hats

Hats appropriate to the work situation should be worn. Hats will be made of a close weave material and have a brim of 8-10cm or be legionnaire in style.

### Eye Protection

- Sunscreen does not offer complete protection against the sun and must be used in conjunction with other protection.
- Broad spectrum and water resistance with a SPF of 30+ will be provided. Sunscreen is to be generously applied to all exposed areas at least 20 minutes prior to going outside and be reapplied at least every 2 hours.-
- Use by dates are to be checked monthly to ensure sunscreen is not out of date.

### Responsibilities

It is your own responsibility to abide by these conditions. If an employee is noticed to not be abiding by these rules it will be reported to management straight away.