



Banyule
CITY COUNCIL

CD5074 Heat & UV Protection Policy & Guidelines

12/07/2018

Banyule Internal Management Policy

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Heat & UV Protection Policy

OBJECTIVE OF POLICY

This policy provides guidance and assistance by:

- Defining the health and safety risks associated with heat and UV in the workplace
- Describing appropriate clothing for hot weather days
- Describing the methods for assessing the risks
- Describing measures aimed at reducing these risks, including heat discomfort
- Providing a set of guidelines to help address extreme heat conditions

POLICY STATEMENT

Banyule City Council is committed to:

Providing a safe working environment by minimising the exposure to staff from heat and UV radiation.

Provide staff who are required to work outdoors with adequate uniform and PPE to reduce their exposure to heat and UV.

CITY PLAN REFERENCE

Reduction of exposure to heat and UV is consistent with *Banyule's Working Together Working Better Values*, and Council's Business Plan objectives:

- People - "promote and support good health", and
- Strategic Resource Plan - "apply sound risk management principles and practices."

Other relevant documentation:

CD5104 OHS Policy & Guidelines

Reviewing Officer:

Manager Human Resources

Approval Date:

Approved version 3 - 13th July 2018, Central OHS Committee meeting

Chief Executive Officer: Simon McMillan

21st December 2015



PURPOSE & PRINCIPLES

Purpose

The purpose of this policy is to provide guidance to Managers and Supervisors of Banyule City Council in relation to their responsibility to reduce, as far as is reasonably practicable, the risks associated with hot and high UV working conditions.

The policy is to assist employees of Banyule City Council to maintain safe and healthy work conditions and outline the responsibilities of all employees on high heat/high UV days.

The policy aims to provide guidance and assistance by:

- Defining the health and safety risks associated with heat in the workplace
- Describing appropriate clothing for hot weather days
- Describing the methods for assessing the risks
- Describing measures aimed at reducing these risks and heat discomfort
- Providing a set of guidelines to be followed when extreme heat conditions are reached
- Define a protocol for staff activities for declared Code Red Days

ORGANISATIONAL CONTEXT

The Heat and UV protection policy outlines Banyule's approach to preventing injury through exposure to heat and UV.

The policy is also aligned to Council's Business Plan objectives "People, (Promote and support good health) and Strategic Resource Plan, (apply sound risk management principles and practices)".

DEFINITIONS

Air conditioned

Fixed or mobile workplaces that are fitted with air conditioning/cooling systems: office, field and outdoor employees who substantially work within air-conditioned vehicles or office environments.

Air Humidity

The air's moisture content. High humidity generally decreases the cooling capabilities of the body.

Code Red Day

A fire danger rating. This rating indicates how a fire would behave once started, including how difficult it would be to put out. These are the worst conditions for a bush- or grass-fire.

Community Program Workers

For the purpose of this policy, Community Program Workers at Banyule City Council include the areas of:

- Home Care / Home Assessment
- Home Maintenance
- Maternal & Child Health Nurses – Home Visits
- Immunisation Staff
- Environmental Health
- School Holiday Program
- Rapid Response
- Youth Services
- Banyule Delivered Meals
- Social Support (PAG)
- Early Childhood Services



Critical Services

Services provided by Banyule City Council which cannot be ceased during days of high heat and must be continued in some capacity regardless of the temperature. Council is required to maintain our municipality in a safe manner. It is also required to provide certain community services regardless of the temperature. Critical Services areas include:

- Waste Services
- Delivered Meals
- Community Transport
- Personal and Respite Care
- Children's Services
- Home care building maintenance
- Fleet Workshop
- School Crossing Supervisors
- Pools (Lifeguards)
- Emergency services staff which may include tree crews and traffic management, Duty Officers, On-call or MEMP officers
- Municipal Laws and Animal Management Officers

Extreme Heat / Heat Event

A Heat Health Alert issued by the Victorian Department of Health & Human Services when the heat health threshold temperature is reached for that weather district. (BCC is in the Central weather district.)

Heat Wave

A heatwave is a period of unusual and uncomfortably hot weather that can affect anybody. It can also affect community infrastructure such as the power supply, public transport and other services.

Heatwaves can worsen existing medical conditions and cause a heat related illness, which may be fatal.

High Heat

High heat is defined as day/s (or periods in a day) that exceeds or forecast to exceed 38 degrees C.

High Heat / High UV areas

High Heat/High UV areas include, for example, asphaltting, concreting, tree pruning, emergency vehicle break-downs, mechanical workshops, Waste Recovery Centre, landscaping, exterior painting, roof work, and other outdoor work with significant exposure to direct sun or high UV index.

Indoor Employees

Those employees who primarily work in an indoor environment.

Melbourne Temperature

The temperature will be measured by reference to the nearest automatic Bureau of Meteorology Monitoring Station or agreed alternative method of temperature measurement.

Non Air-conditioned

Those fixed or mobile workplaces that are not fitted with air conditioning/cooling systems, thus allowing full exposure to heat and or UV exposure: eg outdoor employees undertaking manual handling tasks.

Outdoor Employees

For the purpose of this procedure an outdoor employee is a person who primarily works outside and includes Managers, Team Leaders, Coordinators and Supervisors of people who work outside, Laws Officers, Animal Management and Traffic Officers, BPI Inspectors and Festival and Events staff are also considered out door workers.

Managers, Team Leaders, Coordinators and Supervisors of people who work outside, are to model positive behaviours, by wearing trousers and long sleeved shirts while supervising field based employees, or conducting outdoor workplace inspections.

Rest Breaks

Rest breaks taken in accordance with this procedure are paid breaks.

Radiant Heat

Heat transferred from one item to another when not touching (i.e. from the sun to a roof). Radiant heat is also emitted from plant and equipment.



KEY ROLES & RESPONSIBILITIES

To assist Banyule City Council in achieving the objectives of this policy and guidelines, the following responsibilities for managers, HSRs and employees have been provided

Key Role	Key Responsibilities
Human Resources	<ul style="list-style-type: none"> Support the development and implementation of this policy.
Managers Coordinators Team Leaders Supervisors	<ul style="list-style-type: none"> Managers, Coordinators to model positive behaviours. Check that all reasonable measures have been undertaken to implement and comply with the requirements of this policy. Provide authorisation to staff to undertake Critical Services on Code Red Days where deemed necessary. Tasks that have the potential to expose employees to high levels of heat and UV radiation are identified and assessed, through a risk assessment and appropriate control measures implemented as outlined in “controlling the risk” (below). Identify staff in your service unit area whose role is a combination of indoor administrative and external field based tasks and ensure the risk assessment has identified the requirement for sunscreen, sunglasses, broad brimmed hats, long sleeves and trousers, while outdoors. Review proposed work activities prior to the forecast high heat/UV day, and discuss with employees the strategies to be implemented, to identify that work is appropriate and that precautions are in place. Examine options to mitigate risks; for example, earlier start and finish times. Provide employees with access to cool, fresh drinking water Ensure employees are supplied with sunscreen, and encouraged to apply and re-apply it. All sunscreen should be broad spectrum and water-resistant, with an SPF (Sun Protection Factor) of 30+. Provide relevant employees with appropriate eye protection. Outdoor employees should be equipped with Council-supplied close-fitting sunglasses, which comply with Australian Standards. Where no uniform is issued, the Service Unit is responsible for supplying appropriate broad brimmed sun hats, when staff are required to work outdoors. Where uniforms are issued, provide employees with suitable clothing to reduce the effects of heat and UV stress, including sun hats. Long-sleeved shirts and long pants are a minimum requirement, in accordance with the Cancer Council recommendations and the corporate uniform policy & dress code. These should be of a lightweight, loose-fitting material. All necessary Personal Protective Equipment (PPE) including uniform should be worn while performing a task. Communicate with staff to identify where they can take breaks, to get out of direct sun exposure. Monitor compliance with this policy in the workplace. Check, and ensure as far as reasonably practicable, that air conditioning in plant & equipment is operating on days of high heat.
Employees	<ul style="list-style-type: none"> Comply with the requirements of this policy. Employees are to take personal care and be responsible for wearing the correct clothing and equipment on days of extreme heat, potential high heat conditions, high glare or high UV and Code Red Days, and to stay hydrated. This includes, but is not limited to, wearing the supplied uniform of long sleeved shirts and trousers and personal protective equipment (PPE), such as broad-brimmed hats, sun screen, and sunglasses. Items of uniform and equipment must not be modified without appropriate authorisation.



Key Role	Key Responsibilities
	<ul style="list-style-type: none"> • Long-sleeved shirts and long trousers are minimum requirements for “outdoor employees” year-round. • Employees have a responsibility if they begin to suffer from symptoms of heat illness/discomfort to notify their supervisor/manager immediately. • Seek immediate medical assistance for themselves or colleagues whom may be showing signs of heat illness • Ensure that PPE - including any issued uniform items - is used when working outdoors or in extreme temperatures. • Call 000 if you come across a fire or your vehicle starts a fire. • Advise Management if you come across a fire or your vehicle or equipment starts a fire, and implement evacuation procedures.

ASSESSING THE RISKS OF HEAT-RELATED ILLNESS

Managers and Supervisors need to assess the risks and possible control measures in consultation with the relevant Health & Safety Representatives and employees.

Managers and Supervisors need to determine which of the following risk factors apply:-

- Physical work or activity
- High ambient temperatures
- Radiant heat, such as emitted by the sun (outdoor activities).
- High humidity
- Limited air movement
- Items of clothing (e.g. Personal Protective Equipment - PPE)
- Those staff that are not acclimatised or inexperienced in working in heat
- Employees who may be more at risk from Heat and UV such as those whom are over 65 years, pregnant, breast-feeding, overweight, physically unfit, feverish, dehydrated or are known to suffer from a medical condition.
- Employees who have suffered from heat-related illness in the past or are suffering at present.

If several risk factors apply, the risk of heat-related illness warrants an adoption of control measures. If an insufficient number of risk factors apply to create a risk of heat illness, the problems caused by heat discomfort may still need to be controlled.

CONTROLLING THE RISK OF HEAT-RELATED ILLNESS/DISCOMFORT

Managers and Supervisors in charge of activities associated with a risk of heat illness/discomfort should adopt the following control measures (where appropriate):-

- Scheduling heavier work, hot work where possible during cooler times
- Authorising rest breaks in a cool, well ventilated environment
- Provide drinking water for employees to maintain hydration.
- Educating employees about the warning symptoms of heat-related illnesses
- Instructing employees to seek first aid for symptoms of heat-related illnesses, including:
 - Heat rashes
 - Disorientation
 - Any other illness as described in these guidelines
- Encouraging co-workers to monitor each other for signs and symptoms of heat-related illness
- Consultation with a first aid officer for any concerns or guidance.

CONTROLLING THE RISK OF HEAT DISCOMFORT



Individuals who experience heat discomfort should

- Relocate to cooler areas if practicable
- Wear loose clothing or loosen existing clothing, whilst still ensuring sufficient protection from the sun if working outdoors and meeting PPE requirements
- Drink cool water frequently
- Increase air movement if possible by opening windows and doors and using fans
- Use blinds, curtains, screens to limit the radiant heat entering rooms through windows
- Rotate tasks where appropriate
- Take more frequent approved rest breaks.

ACTIONS TO BE TAKEN ON HIGH HEAT OR EXTREME HEAT DAYS

General Principles

On days of forecast high heat (i.e. days forecast to exceed 38 degrees Celsius), or when a Heat Health Alert has been issued, Managers and Supervisors will enact this policy.

- During the day, temperatures will be monitored and notified to the individual work units by the respective Manager, or by his/her representative, using temperatures from the Bureau of Meteorology (BOM) monitoring station located in Viewbank, or agreed alternative. Employees will be directly notified of actual temperatures and work/rest regime by each respective manager/supervisor.
- Regardless of the current temperature, any employee that is showing heat illness/discomfort is to be removed from risk immediately. First Aid or medical attention is to be provided as appropriate to the severity of symptoms.
- Rest breaks should be taken in a suitable, cooler environment with appropriate supplies of water.
- Employees must continue to wear normal working apparel/safety apparel (PPE) at all times whilst at work.
- Even under extreme heat conditions, work sites must be left in a safe manner that does not cause risk or harm to any person or property.
- Rescheduling of work by the appropriate manager may be considered prior to and during any forecast day of high heat.
- Alternative working arrangements e.g. early start/finish time to be implemented where appropriate.
- Pre start meeting at the beginning of the shift to discuss what is to be expected during the day.

Guidelines to be followed in Hot and Inclement Weather:

As agreed in the Banyule City Council Enterprise Agreement (EA No 7, 2017).

50.1 When any of the conditions listed in Sub-Clause 50.2 affects, or is expected to affect, areas in which employees are engaged in work that may be adversely affected by Hot or Extreme Weather, those employees and management shall consult regarding the performance of that work. The primary consideration in deciding how and if work shall continue will be the health and safety of employees.

50.2 The conditions relevant to Sub-Clause 45.1 are the following

- “Heat Health Alerts”
- Extreme winds;
- Thunderstorms;
- Any other potentially dangerous weather conditions as agreed; or
- Where the temperature rises above 38 degrees

50.3 The temperature will be measured by reference to the nearest automatic Bureau of Meteorology Monitoring Station or agreed alternative method of temperature measurement.



Indoor Employees (air-conditioning)

Employees working in air-conditioned office environments are at a lower risk of exposure to heat discomfort/illness.

In some office buildings however, the air conditioning systems provide the only form of ventilation. In the event of a complete failure of the air conditioning system, it is recommended that the workplace be evacuated once working conditions become uncomfortable.

This generally occurs after 1 to 2 hours of the air-conditioning failing. Employees should be directed to a cool shady area until the air conditioning is restored either partially or fully.

If repair of the air conditioning is not possible the CEO, or appointed representative, will make the decision to relocate to other sites or close for business and allow employees to cease duties for the day. This will also result in closure of services at that site for the public. Council will inform the public via website and public notices should this occur.

Staff working from vehicles

Air conditioned vehicles may have a limited cooling capacity on hot days where internal cabin temperatures tend to increase to greater than the outside temperature. In motor vehicles which are not fitted with air conditioning, the combination of engine heat and heat retaining construction and insulation materials can often result in cabin temperatures in excess of the outside air temperature in extremely hot conditions.

Where possible, on high heat/extreme heat days the workload of these particular groups should be rescheduled so that work is done in the earlier part of the day or to a later date where possible.

Community Program Employees

If the temperature in which they are working exceeds 38 degrees C, staff will be advised to cease outdoor and fieldwork duties and return to the office environment to continue with alternate duties. This will depend on the conditions to which the employee may be exposed i.e. whether the vehicle or potential destination is air-conditioned.

Some Community Program Workers will be able to continue normal scheduled duties if scheduled work areas are known to be air-conditioned.

For some areas such as Home Care, where the employee is providing a critical service, it is not feasible for staff to return to the office to participate in alternate duties. As a result, if the employee is not experiencing any symptoms of heat illness/discomfort he/she should continue with their allocated duties providing that control strategies to reduce the risk of heat/illness discomfort are implemented.

Employees are required to notify their Supervisor for advice on whether to return to the office if they are unable to continue working in the field.

EHOs and Home carers are not to enter bushfire prone areas on code red days. Immunisation Sessions at the Old Shire Hall will not run on Code Red Days.

Meals Preparation/Delivery and Community Transport

These teams will continue to operate on high heat days to ensure the delivery of meals and Critical community transport services i.e. medical appointments, client shopping.

Non-critical tasks will be kept to a minimum. Staff will not enter bushfire prone areas on Code Red days.

Other outdoor employees

If the temperature in which they are working exceeds 38 degrees C, staff will be advised to cease outdoor and fieldwork duties and return to the office environment to continue with alternate duties. This will depend on the conditions to which the employee may be exposed i.e. whether the vehicle, tractor or



potential destination is air-conditioned.

Personal and Respite Care

Critical Personal and Respite Care will continue on high heat days as required. However, carers are to remain indoors and reduce the amount of manual handling tasks as much as possible on these high heat days. For Community based Respite Care, carers are to attend air-conditioned centres if not remaining in the clients home.

Personal and respite care staff are not to enter bushfire prone areas on Code Red Days.

School Crossings

School Crossing Supervisors are to continue with their normal tasks on a high heat/extreme heat days taking extra precautions to reduce the incidence of heat illness by increasing water intake.

Waste / Cleansing Services

Due to the nature of works in this area it is not practicable to cease collection of waste.

Rest pauses as for other outdoor areas of Council, need to be undertaken. Rest breaks may coincide with the Vic Roads regulatory breaks.

Additionally, the following requirements will aid in reducing the heat stress component in the tasks.

In preparation for response to days of forecast or actual high heat (38 degrees Celsius), or heat health alert days, the Manager will:

- Check that the air-conditioning within vehicles is operating efficiently, by monitoring the regular service of vehicles within his or her area
- Reinforce the need for all staff to take adequate rest and drink breaks; for example, Transfer Station staff can rest in a cooler area and keep drinks in these air-conditioned areas
- Where appropriate, commence Green Waste collection at an earlier time and as agreed by the Manager Operations. (Note: this is due to green waste collection requiring staff to regularly exit vehicles and manually collect bundles of green waste)
- Provide additional assistance to any employee who may be suffering symptoms of heat illness/discomfort

Workshop Operations - Fleet

Fleet workshop operations will continue on days of high/extreme heat with the following additional measures:

- Where appropriate, and as agreed by the Manager/ Supervisor, fleet workshop employees are to commence work at an earlier time on expected extreme heat days
- Workshop employees will prioritise maintenance work on garbage and recycling vehicles on high heat days in addition to breakdown repairs on all vehicles. The Manager/ Supervisor can decide to defer programmed maintenance on other plant and equipment
- In the event of a major breakdown the vehicle will be towed in
- Workshop employees whom are feeling hot, unwell due to the heat are to take breaks in their lunchroom until feeling better
- Any workshop employee displaying signs of heat illness/discomfort is to rest in the lunchroom, which is air conditioned

Critical Services

Additional precautions must be provided to any Critical Services employee who is required to work under these circumstances on high heat days. These include:

- Ensuring rest is undertaken as needed by the employee
- Ensuring that adequate drinking water is readily available
- Mechanical assistance is provided wherever possible and practicable e.g. cooling systems
- Suitable protective clothing, equipment and sunscreen will be provided as required



- Additional support crews will be provided where appropriate
- Rotation of duties where appropriate
- Any employee showing symptoms of heat illness/discomfort is to be immediately removed from risk.

Critical Services Personnel

Critical services staff may be required on days of high heat to make a situation safe within the Council. This may include the clearing of trees, emergency repair of roads and street cleansing.

All precautionary methods to reduce the symptoms of heat illness/discomfort are to be implemented for these employees.

HOURS OF WORK / OVERTIME

Rest Breaks

Rest breaks taken in accordance with this procedure are paid time breaks.

Hours of Work

Where employees cease work in accordance with this policy and return to their designated work centre or office, where they may be employed in a range of indoor tasks including, but not limited to, training and/or staff meetings.

If suitable tasks are unavailable, the relevant area Manager may authorise employees to be sent home. The Manager/Supervisor will determine the required number of employees to remain on duty, so that any emergency or urgent matters can be addressed.

If sent home, employees will be deemed to have completed their ordinary hours of work for that day. Employees remaining to undertake relevant tasks or to be available in case of any emergency or urgent activity will be paid at ordinary time rates until the completion of their shift.

Overtime

Unless there is an emergency situation, all employees scheduled for overtime on days of extreme heat will be advised of the cancellation and any rescheduling of overtime.

Where employees on overtime arrangements are required to cease work, this will be deemed the end of their working day. Where appropriate, the Manager/Supervisor may reschedule the overtime.

RELEVANT LEGISLATION & DOCUMENTS

Banyule Reference Documents

- CD5106 Risk Management Policy & Guidelines
- CD5091 Incident Reporting and Investigation Guidelines
- CD5081 Incident & Illness-Injury Reporting Form
- CD13870 Banyule Heatwave Plan
- Banyule Heat Health Alert Actions for all Service Units
- CD13951 Heat and Extreme Weather Guidance Notes
- CD5494 Corporate Uniform & Dress Code



Legislation/Regulations Reference Documents

Includes the following:

- Occupational Health and Safety Act 2004 – sections 21,22,25 &35
- Occupational Health and safety Regulations 2017
- Compliance code Workplace Amenities and work environment
- WorkSafe Guidance Note “Skin cancer and outdoor work” - October 2012
- Worksafe Guidance Note “Working in Heat” – 2012
- Safe Work Australia “Managing the risks of working in heat”

Review of Guidelines

Regular review, of at least every two years, or more frequently if there are changes to legislation, relevant industry information, or to internal processes that impact on this document.