



SUN PROTECTION PROCEDURE

Purpose:

The school recognises that skin cancer is a major health risk for New Zealanders, including outdoor workers, who are often exposed to excessive levels of solar ultraviolet radiation.

Because UV radiation produced by the sun can cause skin cancer, and damage to skin and eyes, the school has established a sun protection procedure that should be followed during peak UV radiation periods. Sun protection is recommended when the UV index is 3 or above. The peak UV radiation periods are from September to April, especially between the hours of 10:00 am and 4:00 pm. Levels of UV radiation differ across New Zealand.

Rationale:

The school has developed the Sun Protection Procedure to minimise the impact of sun exposure on staff and students engaged in outdoor activities.

Procedure provisions and requirements:

The organisation is required to:

- Identify any practices that are barriers to achieving sun safety in the workplace
- Involve employees and managers in the development and implementation of any new sun safety procedure
- Ensure all staff are annually educated about the need for protection against the sun and its harmful effects.
- Ensure students and their whānau are regularly reminded about the need for protection against the sun and its harmful effects e.g. school notices, newsletters, assemblies
- Ensure UVI information (e.g. from smartphone apps like *uv2Day*) are available to outdoor workers.

Employee guidelines:

It is expected that all staff of the school are proactive in educating students and each other about the need for protection against the harmful effects of the sun. The following lists is not inclusive of all situations but is indicative of situations where this should be happening:

- Classes conducted in the outdoors e.g. PE or UF. Students should be encouraged to wear hats and when skin is exposed to UV radiation students are encouraged to cover up or apply provided sunscreen
- School camps/outdoor activities. In planning for, and before departure, students are spoken to about the effects of the sun and are asked to bring appropriate clothing, wear hats and when skin is exposed to UV radiation apply provided sunscreen
- Break times. Students are encouraged to wear hats and avoid long periods in the sun and use shade spots to eat their lunch.

It is *recommended* employees working in the outdoors, including but not specific to caretakers, grounds, PE and UF staff wear:



- clothing that covers as much of the body as possible (long sleeved shirts with collars, long trousers or knee-length shorts)
- clothing of a close weave to restrict sunlight penetration, which is lightweight and permeable to assist with the evaporation of sweat and where possible, has an Ultraviolet Protection Factor (UPF) of 50+

Wear hats that will:

- shade the head, face, neck and ears
- have a broad brim (minimum brim 7.5 cm) or minimum brim of 6 cm for bucket hats, and be of a close weave material
- use a brim attachment in the case of hard hats
- have a flap of fabric attached to the back of the hat or hard hat to protect the back of the neck.

Wear sunglasses that will:

- fit closely and wrap around the face
- conform to standards AS/NZS 1067:2003 and AS/NZS 1337:1992 (safety glasses standard).

Apply sunscreen that:

- is broad-spectrum, water resistant and SPF 50+ (supplied by the school)
- is stored below 30 degrees
- conforms to AS/NZS 2604:2012.

Where possible work periods can:

- be rotated so the same people are not exposed to the sun all the time, OR
- involve varied worktimes so employees are not exposed to the sun for long periods during the highest risk times (from 10:00 am to 4:00 pm between the start of September and the end of April).
- carried out in shaded areas during high peak UV portions of the day. used as

Access to the following information and resources is provided:

- up-to-date information about skin cancer
- to UVI information (eg *uv2Day app*)
- that assists them in understanding the importance of being familiar with how their skin usually looks
- on how to examine their skin
- so they know what to look for and
- know what to do if a suspicious spot, mole or freckle is noticed.

This information is available via leaflets and posters from the Cancer Society of New Zealand: www.cancernz.org.nz or contact your local Cancer Society office.

- provided, where possible, in the form of fixed or portable shade structures

Employees will be expected to:

- co-operate with all measures introduced by management to minimise the risks associated with exposure to solar UV radiation
- comply with instructions and advice in regards to the use of sun protection control measures



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- participate in any sun protection education programmes
- act as positive role models
- take all practicable steps to ensure their own safety when working in the sun.

Review:

The school will review this procedure as part of the regular policy/procedure-review process.

This procedure has been approved by The Board of Trustees of Kaikorai Valley College

Approval Date:25-Nov-2020.....