

SAFE WORKING GUIDELINES OUTDOOR & LONE WORKER'S GUIDE

1. Introduction

The objective of this procedure is to prevent the occurrence of injury and reduce the severity of injuries resulting from working outdoors or alone by employees and subcontractors of Proline Building Commercial Pty Ltd.

2. Purpose

The purpose of this document is to ensure that for all outdoor workers, their work is organized such that their exposure to the sun and heat stress hazards is minimized and hazards resulting in working alone have been identified and controlled.

3. Definitions

Nil Required

4. Roles & Responsibilities

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Identification, assessment, control and evaluation of hazards is carried out when workers are carrying out works outdoors;

Other Employees / subcontractors are responsible for the following:

- Co-operate with Project Managers/Supervisors and Site Supervisor in implementing the hazard management controls;

5. Procedure

Employees and subcontractors are responsible for developing an understanding of becoming competent in the implementation of risk management principles and practices on site/s.

This is a four phase process:-

1. Risk Identification
2. Risk Assessment
3. Risk Control
4. Risk Evaluation

5.1 Risk Identification

Identification of risks associated with working outdoors or alone should be undertaken by the following means:

- Consultation with employees / subcontractors
- Observation of work practices
- Inspections of the task and associated work areas

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- Examine workplace injury records to assess what injuries have occurred to what tasks being carried out.

The identification of particular heat and radiation hazards might include items such as:-

- Dehydration
- Sunburn to skin and eyes;
- Skin lesions/disorders eg solar keratoes;
- Heat stress;
- Increased risk of cataracts from UV radiation;
- Skin cancer;
- Other specific hazards related to the task ie hot surfaces.

The identification of hazards associated with working alone might include items such as:-

- Poor access to emergency assistance
- Exposure to Violence

5.2 Risk Assessment

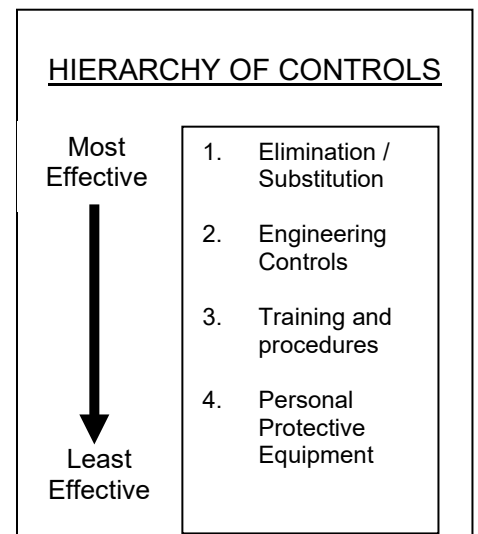
Identified hazards should then be prioritized according to the severity of injury, frequency of task and probability whilst performing the task. When assessing the risk, consideration will be given to:

- The likelihood of the incident occurring and;
- The consequence relating to that type of incident.

5.3 Risk Control

It is the responsibility of all employees and subcontractors involved in working outdoors ensure that control measures are put in place by Proline are adhered too. Risk Control is the means for minimizing or eliminates the identified risk and is carried out using the following heierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*



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Control options should include the following:

- Scheduling work outside the hottest time of the day (from 10am to 2pm or 11am to 3pm in daylight savings) – outdoor heavy manual work (ie shoveling) can put extra stress on the body particularly when the temperature reaches 30 degrees. In these cases work should be scheduled so that it is either performed under shade, indoors or is physically less demanding.
- Performing works under shade where possible;
- Taking scheduled rest breaks in times of extreme heat – Short work periods followed by short rest breaks are better than long work periods and long work breaks;
- Rotate workers;
- Drinking extra fluids;



- Using suncream (broad spectrum waterproof with a high sun protection factor (30+) applied every 2 hours, hats with neck flaps, approved UV protective sunglasses, loose fitting cotton long sleeved shirts, long trousers or knee length shorts.
- Sunglasses that are close fitting, have a wrap-around style and have an eye protection Factor of 9 or 10, or meet Australian Standards (AS/NZS 1067:2003) or safety glasses (AS/NZS 1337.1:2010)
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- Working lone controls could include:
 - Working in teams / ensure mobile phone is kept on body and charged, use hand held radio's to maintain communication with colleagues



5.4 Risk Evaluation

It is important to evaluate the effectiveness of the control measures implemented, to ensure that they are effective and that they do not lead into the introduction of additional hazards within the work environment. An evaluation of control measures must be carried out by the Site Supervisor during the tasks Safe Work Method Statement Reviews.

6. Training

ALL

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

Training should cover at least the following:

- a. The method to be adopted to minimize sun and heat exposure;
- b. The correct use, care and storage of personal protective equipment
- c. The procedure to be adopted in the event of an accident or injury.

Project Manager/Supervisors should ensure Site Supervisor train employees / subcontractors in identifying, assessing and controlling risks during Safe Work Method Statement training for any outdoor type work. Site Supervisor should ensure the person/s being trained understand the reason for performing the task with the least amount of risk, can recognise the risks and decide the most appropriate method to complete the task and can perform the task in the correct way.

7. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from any working outdoors, changes in legislation or if raised by an employees concern.

8. References / Legislation

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017
- Skin Cancer and Outdoor Workers Guide

9. Version Control

Date	Version	Owner	Comments
09.04.09	1	Michelle Noy	For Issue
11.11.11	2	Michelle Murphy	Following External 3 rd Party Audit
18.04.12	3	Michelle Murphy	Changes in legislation
19.02.16	4	Michelle Murphy	General Review
01.09.17	5	Michelle Murphy	General Review
01.06.18	6	Michelle Murphy	Additional lone workers
01.12.23	7	Michelle Murphy	General Review