



| <b>GUIDELINES</b>                |              |                              |              |
|----------------------------------|--------------|------------------------------|--------------|
| <b>SUN PROTECTION GUIDELINES</b> |              |                              |              |
| <b>Date of Board Endorsement</b> | 16 July 2020 | <b>Date approval minuted</b> | 16 July 2020 |
| <b>Date of effect</b>            | 17 July 2020 | <b>Review date</b>           | 17 July 2022 |
| <b>Policy number</b>             | SPN 0025     | <b>Version</b>               | 1            |
| <b>Policy Responsibility</b>     | <b>CEO</b>   | <b>Policy Owner</b>          | CEO          |

## **BACKGROUND**

Heat illness covers a range of medical conditions that can arise when the body is unable to properly cope with working in heat. These conditions include:

- heat stroke - a life threatening condition that requires immediate first aid and medical attention
- fainting
- heat exhaustion
- heat cramps
- rashes (also called prickly heat)
- heat fatigue
- worsening of pre-existing illnesses and conditions.

Signs and symptoms of heat illness include feeling sick, nauseous, dizzy or weak. Clumsiness, collapse and convulsions may also be experienced as a result of heat illness. Workers with these signs or symptoms need to seek immediate medical attention. Work health and safety laws require the working environment to be safe and without risks to health and safety, so far as is reasonably practicable. This applies to any risk to health and safety, including illness from working in heat.

Under the Work Health and Safety Act 2011, Swimming Northern Territory has a duty of care to ensure the health, safety and welfare of participants, volunteers, and staff, at its swimming events. In doing so, risks that may affect participants must be identified, assessed and eliminated or, if this is not possible, controlled. Information to prevent heat illness from working outdoors in hot weather can be found at [NT WorkSafe](#)

## **OPERATION**

These guidelines should apply at all Swimming Northern Territory events where participants, volunteers or staff are working outdoors in hot weather or where heat is generated as part of work.

## **CLOTHING**

Even when working in shade, people still need suitable clothing and sunscreen to protect them from UVR scattered in the atmosphere or reflected off water, sand, concrete, grass or any pool deck surface. Both the design and the type of fabric used in the garment are important in maximising the sun protection it offers.

Clothing should be made of close woven fabric. Purpose-made protective clothing will have an ultraviolet Protective factor of between 40-50+.

Outdoor volunteers and staff should be provided with protection against ultraviolet exposure, such as wide brim hat, loose fitting, long-sleeved collared (preferably cotton) shirt and long pants, sunglasses and sunscreen.

## **ENGINEERING CONTROLS**

The use of engineering controls to prevent or minimise heat illness is recommended.

- increasing air movement using fans
- installing shade cloth to reduce radiant heat from the sun
- ensuring adequate shade at events for participants, volunteers and staff
- installing air conditioners or coolers to reduce air temperature and generate air movement in closed spaces

### **3. Responsibilities**

Responsibilities (outlined in the Risk Management Procedure) for the implementation and ongoing use of the risk management approach have been assigned to:

- The Chief Executive Officer
- The Board or their delegated representative

#### 4. Linked Procedures

Risk Management Policy SPN 0023

#### 5. Related Documents

[NT WorkSafe – Working in Heat](#)

#### 6. Modification History

| Date       | Version | Sections modified | Authority  | Details |
|------------|---------|-------------------|------------|---------|
| 25/06/2020 | 1       |                   | EO / Board | Adopted |
|            |         |                   |            |         |
|            |         |                   |            |         |