



## Extreme Weather and Sun Safety Policy (W-11)

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|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Area                 | Work Health Safety                                                                                                                             |
| Policy Number               | W-11                                                                                                                                           |
| Version                     | 1                                                                                                                                              |
| Approval Date               | 26 August 2017                                                                                                                                 |
| Review Date:                | 26 August 2020                                                                                                                                 |
| Scope:                      | All employees                                                                                                                                  |
| Disability Service Standard | Standard 6: Service Management - The service has effective accountable service management and leadership to maximise outcomes for individuals. |

### Policy

Escapades Group aims for a safe and healthy environment for everyone. This policy aims to reduce sun damage and heat stress by implementing appropriate strategies. Prolonged exposure to ultraviolet radiation (UVR) from the sun is a major cause of skin cancer.

Extreme weather can be a serious risk to health and well-being. In this policy we cover extreme heat and the dangers associated with extreme heat such as Bushfires and other extreme weather conditions such as flooding.

### Responsibilities

All employees must take reasonable care to protect their health and safety at work, and the health and safety of others. Everyone has a responsibility to comply with this policy.

### Sun Safety

Where possible, plans should be re-adjusted to stay out of the major weather of the day. Stay inside or in the shade during the hottest time of the day.

Wear loose, light coloured clothing, hat and sunglasses and apply sunscreen with a sun protection factor of 30, to exposed skin.

Ensure a plentiful supply of cold drinking water (including in vehicles) and drink regularly even if not thirsty.

At all times (including cool and overcast days) everyone outdoors must protect themselves against UVR by

- Wearing wide brimmed hats
- Appropriate clothing
- Sunglasses
- Apply SPF30 broad spectrum sunscreen.

### Escapades Group will:

- Include sun protection issues for participants in household orientation
- Include sun protection information in any induction for new employees

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Ensure that employees are provided with access to appropriate training and education which addresses:

- Raising awareness of the harmful effects of prolonged exposure to UVR from the sun
- The promotion of safe systems of work in accordance with the control strategies for protections against solar UV
  - The provision of information on early detection of skin cancer
  - Minimising weather stress

## **Extreme Heat**

During periods of extreme weather there are additional vulnerabilities experienced by individuals supported by Escapades Group. Employees should ensure that all possible precautions have been taken to reduce risks to health and well-being. Support staff are to remind all clients to drink plenty of water and to keep cool. When temperatures exceed 38 degrees staff must ensure participants are not outside but undertaking indoor activities in air-conditioned venues. When temperatures exceed 40 degree's programs will be cancelled and families will be called.

## **Adverse conditions as a result of extreme weather**

## **Bushfire Management Planning**

Bushfire is a natural part of the South Australian landscape. South Australia experiences bushfires every fire season. A serious destructive fire will occur somewhere in the State in 6 or 7 years out of every 10. A bushfire can cause injury and loss of human life. It can damage or destroy property if it is able to flare up and travel through the landscape.

- To provide updated information to parents.
- To ensure necessary checks and procedures are followed
- To ensure all staff are clear of their responsibility in the case of a bushfire emergency

## **Implementation:**

- Service programs will make use of the DET Landscaping for Bushfire Prone Areas guidelines when considering activities.
- Escapades will maintain notices of bushfire evacuation procedures and contact numbers and locate them in program vehicle
- Bushfire information will be included in our parent information booklet and as part of the staff induction process.
- Parents are also advised to make sure that Escapades has their current contact details including mobile

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## ON CODE RED DAYS:

- Programs will be cancelled on days that are determined by fire authorities to be Code Red in the areas we support participants and their homes.
- Where possible we will provide parents with up to three days' notice of a planned cancellation of programs the issue of a Code Red warning by the CFA.
- Staff will contact families/participants directly by phone and advised on planned cancellation of programs and Escapades will confirm the decision to close by 12 noon the day before the planned program cancellation.
- Once confirmed the decision to cancel programs will not change, regardless of improvements in the weather forecast.

## Floods

- When extreme weather forecasts have been issued from the SA Government for days when programs are expected to run, staff will contact families/participants directly by phone and advise on planned cancellation of programs and Escapades will confirm the decision to close by 12 noon the day before the planned program cancellation.
- Once confirmed the decision to cancel programs will not change, regardless of improvements in the weather forecast.
- If extreme weather occurs during a day that the program is already running, staff will contact families and organise an early finish and drop off point that is safe for participant and staff.

## Related Documents and Further Information

- Work Health Safety Policy (W-1)
- Duty of Care Policy (S-6)
- Business continuity plan

Director

20 June 2017

Signed

Position

Date