



Extreme Weather and Sun Safety Policy (W-11)

Policy Area	Work Health Safety – Extreme Weather
Policy Number	W-11
Version	1
Approval Date	02 November 2020
Review Date:	20 October 2023
Scope:	All employees
Disability Service Standard	Standard 6: Service Management 6.3 The service documents, monitors and effectively uses management systems including Work Health Safety, human resource management and financial management.

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 while complying with NDIS and Government Legislation 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

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- 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

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 wellbeing. Support staff are to remind all clients to drink plenty of water and to keep cool. When temperatures exceed 35 degrees staff must ensure participants are not outside but undertaking indoor activities in air-conditioned venues. When temperatures exceed 39 degree's the Community Access Program will be cancelled and families will be called. Respite and Day Option will still operate as indoor activities can be arranged.

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.

Aim

- 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

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 or changes to programs, when issued a Code Red warning by the CFA.

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- 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/condition 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 participants and staff.

Related Documents and Further Information

- Work Health Safety Policy (W-1)
- Duty of Care Policy (S-6)
- Emergency Response Planning Procedure (P-8)
- Safety Incident, Hazard, Near-Miss Report Form (F-9)
- Business continuity plan

Date: 02/11/2020

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Signature:

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