



ETU OHS REPS NEWSLETTER

BE SUNSMART

UV radiation levels vary in strength across Australia on any given day. The UV Index describes the amount of UV radiation from the sun that reaches the earth’s surface. The higher the number, the stronger the levels of UV radiation and the less time it takes for skin damage to occur.

When the UV Index is at 3 and above, the level of UV radiation in sunlight is strong enough to damage the skin.

The Bureau of Meteorology issues the SunSmart UV Alert whenever the UV Index is forecast to reach 3 and above. The SunSmart UV Alert appears on the weather page of all Australian daily newspapers and is available on the Bureau of Meteorology website. Visit www.bom.gov.au and search for 'SunSmart UV Alert'.

The time period displayed in the SunSmart UV Alert tells you when to use sun protection while working outdoors. And remember, extra care should be taken between 10am to 3pm when UV Index levels reach their peak.

How to protect your skin

When working outdoors use these five simple steps to protect against sun damage.

1. Reduce exposure to the sun’s UV radiation

- Work and take breaks in the shade. Where no shade exists, use temporary portable shade
- Plan to work indoors or in the shade during the middle of the day when UV levels are strongest
- Plan to do outdoor tasks early in the morning or later in the afternoon when UV levels are lower
- Share outdoor tasks and rotate staff so the same person is not always out in the sun

2. Slip on some sun-protective work clothing

- Cover as much skin as possible
- Long pants and work shirts with a collar and

long sleeves are best

- Choose lightweight, closely woven material with an ultraviolet protection factor (UPF) of 50+
- Choose loose fitting clothing to keep cool in the heat

3. Slap on a hat

- A hat should shade your face, ears and neck
- A broad brimmed styled hat should have a 7.5 cm brim
- A bucket style hat should have a deep crown, angled brim of 6 cm and sit low on the head
- Legionnaire style hats should have a flap that covers the neck and joins to the front peak
- If wearing a hard hat or helmet use a brim attachment or use a legionnaire cover

4. Slide on some sunglasses

- Wear close fitting, wrap around style sunglasses
- When buying new sunglasses, check the swing tag to ensure they meet the Australian Standard (AS 1067:2003 - category 2,3 or 4) and are safe for driving. Safety glasses that meet AS/NZS 1337 still provide sun protection
- Look for an eye protection factor (EPF) of 10
- Polarised lenses reduce glare and make it easier to see on sunny days

5. Slop on SPF 30+ sunscreen

- Never rely on sunscreen alone as no sunscreen provides complete protection
- Choose an SPF 30+ sunscreen that is broad spectrum and water-resistant
- Apply sunscreen generously to clean, dry skin 20 minutes before you go outdoors
- Reapply every two hours or more often when sweating
- Protect your lips with a SPF 30+ lip balm
- Always check and follow the use by date on sunscreen and store below 30°C

For more information visit: www.sunsmart.com.au

Dining facilities

Employers are required by law to consult with affected employees and HSRs, so far as is reasonably practicable, when making decisions about the adequacy of facilities for the welfare of employees. A review of the amenities and facilities also needs to be undertaken when more employees are engaged or at the request of an HSR.

Amenities need to be maintained so that they continue to meet the needs of employees. This means they need to be hygienic, safe, secure and in serviceable condition. Broken or damaged infrastructure and fittings (such as plumbing, air-conditioning and lighting) needs to be repaired promptly. Equipment and furniture such as toasters, fridges, lockers or seating need to be maintained in good repair so that employees can use them safely. Cleaning and maintenance schedules need to take into account the times amenities and facilities are used.

Employers must provide a separate dining room where 10 or more employees usually eat at a workplace at one time.

The dining room needs to:

- be hygienic and waterproof
- be separated from any hazard (including noise, heat, atmospheric contaminants and toilet facilities)
- be separate from any work process
- have a maintained temperature range between 20°C and 26°C, depending on the time of the year.

The means of maintaining a comfortable temperature could include any of the following:

- air-conditioning
- fans
- electric heating
- opening windows with insect screens
- building insulation
- the layout
- direct sunlight control
- controlling air flow and the source of draughts

All heating and cooling facilities need to be serviced regularly and maintained in a safe condition.

Dining rooms need to allow 1m² of clear space for each person likely to use the dining room at one time. The clear space is calculated free of any furniture, fittings or obstructions. This means that the minimum size of a dining room for 10 employees would be 10m², plus additional space for dining furniture, fittings such as sinks, benches and obstructions such as pillars.

Dining tables need to provide a minimum of 600mm width by 300mm depth of table space per person, seating with back support need to be provided for each person likely to be eating at one time.

The dining facility must have the following provisions: a sink and draining board with hot and cold water that must be separate from any hand washing facility, food warming facilities, such as a microwave / pie warmer etc, vermin and dust-proof storage for all food and utensils and a refrigerator big enough to store perishable foods for all employees using the facilities, fly and vermin proof rubbish bins need to be provided and be emptied at least daily. (The above information is contained in Victoria's Workplace amenities and environment compliance code)

2009 Calendar

EEIT OHS TRAINING DATES

10AM -12PM

Melbourne –

Held at old ETU Office

Swanston St Carlton South

February 25

April 29

June 24

August 26

October 28

OHS REP TRAINING

Contact Tanya—0393269377 to book into the courses below.

Initial 5 Day OHS REPS Course

February 3, 4, 10, 11, 12

June 15, 16, 22, 23, 24

October 6, 7, 13, 14, 15

1 Day Refresher OHS Rep Course

Melbourne

April 22

July 22

October 28

Country

Geelong – March 24

Morwell – May 27

Portland – July 29

Shepparton – September 23

Mildura – November 25