

WHS UVR & INCLEMENT WEATHER PROCEDURE

Version No	8.0
Issued	13 th March 2014
Next Review	March 2017
GDS	12.63.1.1

1. OVERVIEW

The Flinders Ranges Council, as part of its commitment under its Hazardous Work Policy, recognises its obligation to manage risks relating to exposure to ultraviolet radiation (UVR) and inclement weather conditions.

This procedure is to be read in conjunction with any Enterprise Bargaining Agreement or organisational procedures which outline specific requirements for the standby and stand down provisions due to weather conditions.

This procedure aims to:

- Demonstrate compliance with legislation.
- Reduce the risk of UVR exposure and inclement weather conditions on workers' health and safety.
- Provide systems of work to identify hazardous conditions and manage risks arising from UVR exposure and inclement weather conditions.

SIGNED

Chief Executive Officer

Date: 13 / 3 / 2014

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Chairperson, WHS Committee

Date: 13 / 3 / 2014

2. CORE COMPONENTS

The core components of The Flinders Ranges Council procedure aims to ensure:

- The identification of reasonably foreseeable hazards associated with UVR and exposure to inclement weather conditions.
- Risk assessments are conducted for work tasks where exposure to UVR and inclement weather may present a risk.
- Appropriate controls for UVR exposure and inclement weather are identified, implemented and monitored.
- Workers who are exposed to UVR and inclement weather conditions through work outdoors are provided with appropriate training and facilities.
- Records are maintained.

3. DEFINITIONS

ALARP	As low as reasonably practicable
Approved clothing for (UVR) exposure	Is required to meet the requirements outlined in AS/NZS 4399:1996 : Sun protective clothing - Evaluation and classification
Approved safety glasses	As in AS/NZS 1337.1 2010: Personal eye protection - Eye and face protectors for occupational applications
Approved sunglasses	As in AS/NZS 1067:2003: Sunglasses and fashion spectacles
BOM	Bureau of Meteorology
Heat strain	Heat strain can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity. Immediate assistance should be provided if any worker experiences any of the following symptoms of heat strain: dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert. [as explained in the COP: Managing the Work Environment and Facilities December 2011, part 2.8]

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Hypothermia	<p>Hypothermia arises when a person gets an abnormally low body temperature as a result of exposure to cold environments. Immediate assistance should be provided if any worker shows any of the following warning signs of hypothermia:</p> <ul style="list-style-type: none"> • numbness in hands or fingers • uncontrolled shivering • loss of fine motor skills (particularly in hands – workers may have trouble with buttons, laces, zips) • slurred speech and difficulty thinking clearly • irrational behaviour – sometimes a person will even begin to discard clothing <p>[as explained in the COP: Managing the Work Environment and Facilities December 2011, part 2.8]</p>
Inclement weather	<p>Is extreme weather conditions, such as high ultraviolet radiation, temperature (hot and cold), high humidity, heavy rain, gale force wind, hail, electrical storm, fog, frost or areas of raised dust.</p>
Photosensitisers	<p>Are substances that when inhaled, ingested or contact the skin cause abnormally high sensitivity of the skin and eyes to UV radiation, causing the skin to burn more easily and increasing the risk of skin cancer. Photosensitisers include coal tar and its derivatives (eg pitch and creosote).</p> <p>[as per : Skin Cancer and Outdoor Work – A Guide for Employers, p10-11] http://www.cancer.org.au/content/pdf/PreventingCancer/BeSunsmart/SkinCanceroutdoorworkbooklet.pdf</p>
UV (Ultraviolet) Index	<p>Is a simple and informative way of describing the daily danger of solar UVR radiation intensity, as issued by the Bureau of Meteorology.</p> <p>1 – 2 = Low 3 – 5 = Moderate 6 – 7 = High 8 – 10 = Very high 11 upwards = Extreme</p> <p>Link to daily UVR readings: http://www.bom.gov.au/sa/forecasts/adelaide.shtml</p> <p>Exposure to UVR Index levels of 3 or above can contribute to skin cancer and eye cataracts. During the peak UVR period on a summer day (between 10am and 2pm, or 11am to 3pm where there is daylight saving), unprotected skin can burn within 12 minutes. Permanent damage can occur after 120 minutes.</p>
Ultraviolet (UVR) Radiation	<p>Understanding solar UVR is vital for understanding the sun protection control measures recommended. UVR is part of the electromagnetic spectrum emitted by the sun. It can be divided into three types: UVA, UVB and UVC. While all UVC and most UVB radiation is absorbed by the atmosphere, all UVA and about 10% of UVB radiation does reach the earth's surface. Both UVA and UVB are known causes of skin cancer.</p> <p>[as per : Skin Cancer and Outdoor Work – A Guide for Employers, p.7 http://www.cancer.org.au/content/pdf/PreventingCancer/BeSunsmart/SkinCanceroutdoorworkbooklet.pdf]</p>

4. PROCEDURE

- 4.1. The Senior Leadership Team will nominate a person who will make sure that:
 - a. There are systems in place for the training of Department Managers and Supervisors whose Workers work outdoors, in the requirements of this procedure.
 - b. Department Managers and Supervisors have access to relevant information to undertake the risk management process eg access to current BoM information, latest information related to PPE.
- 4.2. Risk assessment
 - 4.2.1. Risk assessments for tasks are documented and include:
 - a. Worker exposure to UVR.
 - b. The range of weather conditions that may prevail.
 - 4.2.2. Form a team to undertake risk assessments:
 - a. Consisting of a competent person to lead the risk assessment, workers who are involved in the activity to be assessed, a HSR (where one exists), the Manager or Supervisor and other stakeholders or experts, where relevant.
 - b. Generic risk assessments may be done proactively to identify controls to put in work instructions/operational procedures.
 - c. Where generic risk assessments are not available, risk assessments will need to be done immediately prior to a work activity.
 - d. Each work situation should be assessed individually as the risk varies, eg horticultural workers, constructions crews, depot workers, parking inspectors etc.
 - 4.2.3. The following factors related to UVR and weather conditions need to be considered in any risk assessment:
 - a. Weather conditions (including air temperature, humidity, UVR rating, wind, rain, fog).
 - b. The nature of the task including duration, intensity of manual work and number of workers.
 - c. Time of day and time of year that work is scheduled.
 - d. Environment/ground surface (eg shade, concrete, grass, asphalt).
 - e. Radiant or reflected heat from task.
 - f. Photosensitisers associated with the task.
 - g. The health, fitness and acclimatisation of individual workers including those returning from extended leave.
 - h. Clothing of workers (considering UVR protection, air circulation, or rain/wind protection as applicable).
 - i. Other factors as applicable.
 - 4.2.4. The risk assessment should clearly indicate what control measures are to be used, in accordance with step 4.4 below.
- 4.3. Identified risks are to be managed in accordance with the Hazard Management Procedure, including eliminating risks in so far as it is reasonably practicable to do so.
- 4.4. Risk control
 - 4.4.1. Where it is not reasonably practicable to eliminate identified risks, risks are to be minimised in so far as it is reasonably practicable in accordance with the hierarchy of controls.

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4.4.2. General controls

- a. Controls will be selected to reduce any identified risk to as low as is reasonably practicable. A combination of control measures may be required.
- b. Proposed controls will be selected in consultation with Workers or their representatives.
- c. Controls can include, but are not limited to:
 - Rescheduling/ reorganising tasks.
 - Modifying the physical aspects of the task. (for example mechanical instead of manual labour)
 - Altering the task location.
 - Provision of shade or shelter.
 - Access to cool drinking water and supervisors checking that workers are drinking water regularly.
 - Access to air-conditioning (structure or vehicle).
 - Additional rest breaks.
 - Job rotation.
 - Appropriate personal protective clothing eg breathable and /or cooling safety vests, wind resistant and/or waterproof clothing, UVR protective clothing.
 - Cessation of work.

4.4.3. Specific control – outdoor work when UV index level reaches 3 or above:

- a. Personal Protective Clothing - workers are required to wear:
 - A broad brimmed hat which should have a brim of at least 7.5cm, or legionnaire's style cap which protects the neck and ears and/or bucket hat which has a deep crown, sits low on the head and has an angled brim of at least 6cm.
 - Approved sun and/or safety sunglasses.
 - Long trousers and a long sleeved collared shirt, providing ultraviolet protection and which permits bodily evaporative cooling.
 - Sunscreen 30+ Sun Protection Factor (SPF) - applied at least 15 minutes prior to exposure to the sun and every 2 hours thereafter to skin which remains exposed after taking the above precautions, paying particular attention to the lips, ears, nose and neck.
- b. Workers are to have access to cool drinking water.

NOTE: Appendix 1 contains information regarding the SunSmart UV Alert.

4.4.4. Specific control – Hot temperature indoors

- a. Workers are required to wear approved clothing which also permits bodily evaporative cooling and footwear appropriate for the task.
- b. Workers are to have access to cool drinking water.
- c. The work environment should be provided with air-conditioning or adequate ventilation (natural or mechanical).

4.4.5. Cold/Cool/Wet weather outdoors

- a. Workers are required to wear appropriate approved clothing and footwear for the task being undertaken, incorporating cold and or wet weather protection which also permits bodily evaporative cooling.
- b. Workers should have access to shelter.

4.4.6. Cold/Cool weather indoors

- a. Workers are required to wear appropriate approved clothing and footwear for the task being undertaken, incorporating cold weather protection which also permits bodily evaporative cooling.

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- b. The work environment should be provided with heating where reasonably practicable.

4.4.7. Each person involved in the task will sign their acknowledgement of the risk assessment prior to work commencing.

4.4.8. Inform affected persons about the control measures selected or corrective actions implemented as a result of the hazard identification and risk assessment process for UVR and inclement weather. Department meeting minutes and / or risk assessments (where relevant) should demonstrate that this has occurred.

4.4.9. Identify any new hazards that may have been introduced by the selected controls methods by:

- a. Monitoring and evaluating controls for effectiveness (see 4.10 below).
- b. Recommencing the risk assessment process, outlined at section 4.2.2 above, if:
 - New hazards are identified.
 - The measure does not control the risk it was implemented to control so far as is reasonably practicable.
 - A change at the workplace has been made that is likely to give rise to a new or different risk to health or safety that may not be effectively controlled.
 - The results of consultation indicate that a review is necessary or a Health and Safety Representative requests a review.
- c. Communicating the outcomes of the risk assessment process within the department or work group and to the WHS Committee, as required.
- d. Retaining completed risk assessments.

4.5. Consultation

- 4.5.1. The Department Manager should consult and coordinate activities with other PCBUs who are undertaking outdoor work, so far as is reasonably practicable, if their duty of care overlaps.
- 4.5.2. The Manager or Supervisor may need to consult with the WHS Coordinator, in order to select appropriate controls.

4.6. Additional controls

4.6.1. Where conditions or circumstances exist outside of the generic risk assessments conducted for UVR exposure and inclement weather, (eg an emergency call-out during a storm or maintenance of essential services during extremes of heat or cold etc) a task risk assessment should be conducted or modifications made to the generic risk assessment in consultation with Workers and their representatives, before work starts in that situation.

4.6.2. Before work commences the Manager or Supervisor authorising the work, should check the UV index and weather conditions forecast to determine if :

- a. The UV index range is 3 or higher (see <http://www.bom.gov.au/sa/forecasts/map.shtml>)
- b. The BoM forecasts and current weather conditions such as heavy rain, gale force winds or electrical storms or extreme temperatures or humidity (see <http://www.bom.gov.au/sa/forecasts/map.shtml>; <http://www.bom.gov.au/sa/observations/saall.shtml>)

NOTE: Appendix 1 contains information re SunSmart UV Alert.

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- 4.6.3. The Manager or Supervisor should make sure that Workers are instructed in the agreed controls for UVR and inclement weather conditions and that the agreed controls are to be implemented.
- 4.7. Cessation of work due to inclement weather
- 4.7.1. Where the UV Index is above 3 or inclement weather conditions exist and controls cannot be implemented to eliminate, so far as is reasonably practicable, or minimise risks (to ALARP), the task should be suspended until controls can be implemented or the inclement weather has passed.
- 4.7.2. The Manager or Supervisor should determine if and when work on a task should be suspended having regard to:
- the risks posed by UVR exposure or inclement weather;
 - Council's UVR and inclement weather risk assessment/s;
 - Enterprise Agreements, and
 - Other organisational procedure/s.
- 4.7.3. Where work is to be suspended for such a reason, and Workers are unable to complete other work, they should hold themselves available for duty until otherwise discharged by the Manager or Supervisor or other nominated person.
- 4.8. Skin checks
- 4.8.1. The Executive Assistant should make sure Workers are provided with information encouraging self-examination of workers own skin for skin cancer and the support services available, as relevant.
- 4.9. Incidents involving outdoor work
- 4.9.1. First aid assistance should be provided to any Worker who experiences any of the following :
- symptoms of heat strain:
 - Dizziness,
 - Fatigue,
 - Headache,
 - Nausea,
 - Breathlessness,
 - Clammy skin or
 - Difficulty remaining alert.
 - warning signs of hypothermia:
 - Numbness in hands or fingers.
 - Uncontrolled shivering.
 - Loss of fine motor skills (particularly in hands – Workers may have trouble with buttons, laces, zips).
 - Slurred speech and difficulty thinking clearly.
 - Irrational behaviour – sometimes a person will even begin to discard clothing.
- 4.9.2. If a notifiable incident occurs that involves outdoor work, namely
- The death of a person; or
 - A serious injury or illness of a person; or
 - A dangerous incident
- a report must be made by the *WHS Coordinator* as follows to SafeWorkSA:
- Report immediately by the fastest available means. The report can be made by phone or in writing (such as by fax, email or other electronic means).

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- If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.
- The 24 hour Emergency Telephone number is 1800 777 209.

4.9.3. The Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the incident occurred is not disturbed until an Inspector arrives at the site or any earlier time that an Inspector directs.

4.10. Monitoring and evaluation

4.10.1. Department Managers should review and revise any existing risk control measures related to UVR and inclement weather, using the same methods as the initial hazard identification process:

- a. When the control measure does not minimise the risk so far as is reasonably practicable.
- b. Before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control.
- c. If a new hazard or risk is identified.
- d. If the results of consultation indicate that a review is necessary or a Health and Safety Representative requests a review.

4.10.2. The WHS Committee should monitor issues related to outdoor work during its meetings. A report should be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.

4.10.3. The Senior Leadership Team will

- a. Review hazard and incident statistics, audit results, legislative changes and other information relating to the UVR and inclement weather process and direct action when required. Minutes should record outcomes of discussion and actions undertaken.
- b. Include the UVR and Inclement Weather Procedure as part of the ongoing management review process and report the findings of internal audits into the UVR and Inclement Weather Procedure, as relevant
- c. Set, monitor and review objectives, targets and performance indicators for any UVR and inclement weather process as relevant.

5. TRAINING

5.1. The Flinders Ranges Council TNA will identify the training needs of workers undertaking outdoor work, including having regard to:

- 5.1.1. The nature of the work carried out by the worker;
- 5.1.2. The nature of any risks associated with the work
- 5.1.3. The control measures implemented.

5.2. The following types of training should be considered for inclusion on the TNA:

- 5.2.1. Induction training – relevant workers (including contractors) should have Council's requirements for outdoor work explained to them during the induction process.
- 5.2.2. Risk assessment - workers undertaking risk assessments should have specific training that includes risks related to UVR and inclement weather and associated control measures.
- 5.2.3. Work-specific training - so that workers carrying out outdoor work are trained on any risks and the control measures required as appropriate, including exposure to UVR and inclement weather conditions.

- 5.2.4. Supervisor and Management Training - so that safety issues related to UVR and inclement weather conditions are appropriately managed at the workplace.
- 5.2.5. First aid training - so that First Aid Officers, Managers, Supervisors and Workers know what to do, including in the event of symptoms related to heat strain or hypothermia.
- 5.2.6. Ongoing or refresher training - so that training on WHS matters is repeated as appropriate on a periodic basis.
- 5.3. Managers, Supervisors, HSRs should be trained in the risk assessments process.

6. RECORDS

The following records should be maintained:

- 6.1. Completed UVR exposure and inclement weather risk assessments.
- 6.2. Training records.

Records should be retained in line with the current version of GDS20.

7. RESPONSIBILITIES

- 7.1. The *Senior Leadership Team* is accountable for:
 - 7.1.1. Approving reasonably practicable budgetary expenditure necessary to implement this Procedure.
 - 7.1.2. WHS legislative compliance.
 - 7.1.3. Checking that reasonably foreseeable hazards associated with UVR and inclement weather are identified, so far as is reasonably practicable, within each Department, assessed and controlled so far as is reasonably practicable, when elimination is not reasonably practicable.
 - 7.1.4. Checking that Managers and Supervisors have been provided with appropriate training to ensure they can conduct risk assessments and implement relevant control measures.
 - 7.1.5. Checking that Workers who are required to work outdoors have been provided with training in this procedure within the limits of their responsibility.
 - 7.1.6. Providing, where reasonably practicable, vehicles and mobile plant that are fitted with air-conditioning.
 - 7.1.7. Providing appropriate personal protective equipment or clothing.
 - 7.1.8. Providing (or confirming where necessary that other parties with a shared duty to Council Workers will provide) cool drinking water for workers.
 - 7.1.9. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.
 - 7.1.10. Monitoring the CAPA Register and enforcing close out of items when required.
 - 7.1.11. Reviewing the effectiveness of the UVR and inclement weather process.
 - 7.1.12. Including a review of UVR and inclement weather management in the management review process.
- 7.2. *Managers and Supervisors* are accountable for:
 - 7.2.1. Monitoring weather conditions.
 - 7.2.2. Checking that the hazards associated with UVR and inclement weather have been risk assessed for tasks undertaken by Workers within their Departments and eliminated where possible.
 - 7.2.3. Where elimination is not possible checking that controls have been selected from the Hierarchy of Control, in consultation with Workers or their representatives or other stakeholders.
 - 7.2.4. Implementing the identified controls and evaluating and reviewing them for effectiveness.
 - 7.2.5. Communicating the outcomes of risk assessments within the department or work groups and across the organisation as required.

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- 7.2.6. Reviewing and revising risk assessments.
- 7.2.7. Making sure control measures have been implemented in accordance with the risk assessment.
- 7.2.8. Making sure information is provided to workers regarding UVR and inclement weather protection requirements before they commence work outdoors.
- 7.2.9. Advising workers and other persons of final outcomes in a timely manner after any decision has been made to suspend work.
- 7.2.10. Retaining records as required.
- 7.2.11. Seeking expert advice when a need is identified.
- 7.2.12. Providing required reports to the WHS Committee or Senior Leadership Team.
- 7.3. The *WHS Coordinator* is accountable for:
 - 7.3.1. Providing assistance with completing UVR and inclement weather risk assessments.
 - 7.3.2. Maintaining legislative currency of procedures and systems in relation to UVR and inclement weather.
 - 7.3.3. Initiating audit and review activities as required.
- 7.4. *Workers* are accountable for:
 - 7.4.1. Attending and participating in training when required.
 - 7.4.2. Participating in UVR and inclement weather risk assessments as required.
 - 7.4.3. Taking appropriate regular rest breaks.
 - 7.4.4. Maintaining hydration by taking regular small drinks in hot weather.
 - 7.4.5. Wearing and maintaining appropriate personal protective equipment or clothing as required.
 - 7.4.6. Applying and re-applying 30+ Sun Protection Factor water resistant sunscreen as required.
 - 7.4.7. Abiding by any Manager or Supervisor direction for the conduct of work activities (eg suspending work during extreme weather conditions which may be detrimental to their health, when advised to by their supervisor).
 - 7.4.8. Reporting any hazardous situations or safety problems immediately to their Manager.
- 7.5. The *WHS Committee* is accountable for:
 - 7.5.1. Facilitating co-operation between Management and Workers in matters relating to UVR and inclement weather.
 - 7.5.2. Monitoring the CAPA Register and referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.
- 7.6. *Health and Safety Representatives* may:
 - 7.6.1. Facilitate consultation between Department Managers and Workers in relation to WHS issues that affect the workgroup that they represent.
 - 7.6.2. Assist in the resolution of WHS issues.
 - 7.6.3. Request a review of a control measure in the circumstances outlined in the Hazard Management Procedure.
- 7.7. The *Executive Assistant* is accountable for:
 - 7.7.1. Monitoring training records.
 - 7.7.2. Providing workers with information related to encouraging self-examination of their own skin for skin cancer and support services.

8. REVIEW

- 8.1. The UVR and Inclement Weather Procedure should be reviewed by the WHS Committee in consultation with Workers or their representatives, every three years or more frequently if legislation or other circumstances require change and may include ;
- 8.1.1. Feedback from Managers, Workers, HSRs, WHS Committee Members or other relevant stakeholders related to moderate and above UV radiation, thermal comfort and other inclement weather issues.
- 8.1.2. Legislative compliance issues
- 8.1.3. Compliance issues relating to the requirements of the Performance Standards for Self-Insurers or LGAWCS
- 8.1.4. Internal or external audit findings relating to UVR and inclement weather.
- 8.2. The *WHS Coordinator* should report on the outcomes of such reviews to the WHS Committee and Senior Leadership Team.

9. REFERENCES

Work Health and Safety Act 2012
 Work Health and Safety Regulations 2012
 General Disposal Schedule 20 for Local Government
 WorkCoverSA Performance Standards for Self-Insurers
 Code of Practice: Managing the Work Environment and Facilities December 2011
 Australian/New Zealand Standard 1337.1:2010: Personal eye protection - Eye and face protectors for occupational applications
 Australian/New Zealand Standard 1067:2003: Sunglasses and fashion spectacles
 Australian/New Zealand Standard 4399:1996: Sun protective clothing - Evaluation and classification
 Bureau of Meteorology
 Skin Cancer and Outdoor Work: A Guide for Employers (Safework SA and Cancer Council of Australia)

10. RELATED DOCUMENTS

Hazard Management Procedure
 Incident Reporting and Investigation Procedure
 First Aid Procedure

11. REVIEW HISTORY

Version No:	Issue Date:	Description of Change:
1.0 & 2.0	Unknown	Implemented & Updated
3.0	November 2001	Unknown
4.0	March 2003	Unknown
5.0	May 2005	Unknown
6.0	May 2007	Unknown
7.0	29/7/2010	Formatted into One System format.
8.0	19/3/2014	Was previously Inclement Weather and Skin Cancer Procedure. Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice.

APPENDIX 1 - SUNSMART UV ALERT

The SunSmart UV Alert is a tool you can use to protect yourself from UV radiation. It tells you the time during the day that you need to be SunSmart.

The Alert is issued by the Bureau of Meteorology when the UV index is forecast to reach 3 or above. At that level, it can damage your skin and lead to skin cancer.

The Alert is reported in the weather page of all Australian daily newspapers, on the Bureau of Meteorology website, and on some radio and mobile weather forecasts.

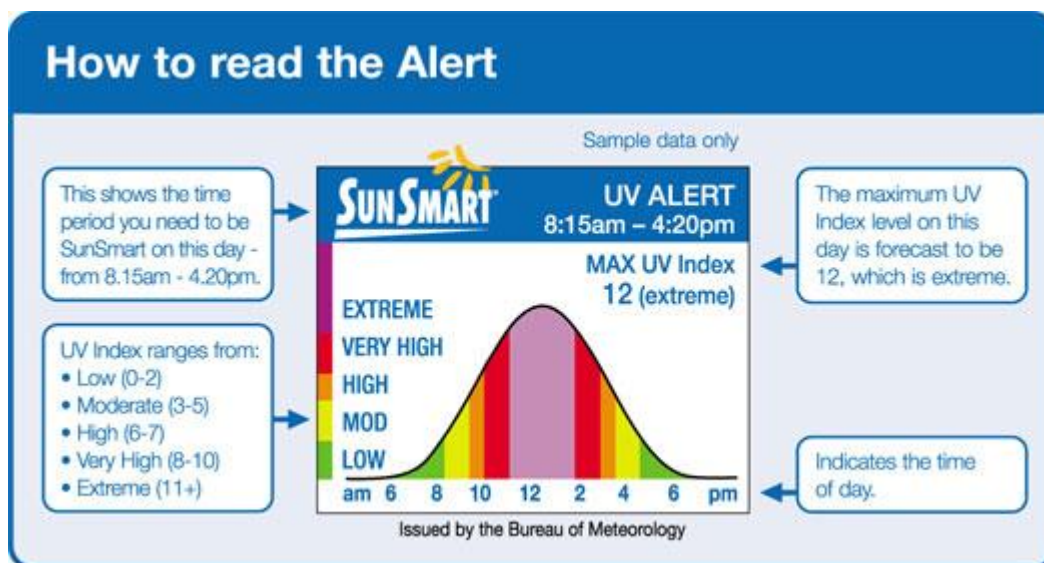
You can also check the Alert for cities and towns across Australia with the widget on the home page. If you have your own website you can download this widget free of charge.

For smartphone users, the Cancer Council of Australia free SunSmart app is a great way to check the UV Alert when you are out and about. iPhone users can download it at the iTunes App Store, Android users at Google Play and Samsung users at Samsung Apps. So whether you are at work, home or on the move, you can easily and quickly check the times of the day

Look or listen for the Alert when you are:

- Planning or participating in an outdoor activity or event
- Undertaking recreational activities such as running, swimming, cycling or team sports
- Watching a spectator sport, such as tennis or cricket
- An outdoor worker, or have responsibility for outdoor workers, or
- Responsible for young children and their outdoor activities.

If an Alert has been issued, you need to protect yourself during the times indicated.



For more information

- UV Alert Brochure (available from <http://www.cancer.org.au/content/pdf/PreventingCancer/BeSunsmart/SunSmartUVAlertbrochure.pdf>)
- Bureau of Meteorology UV Index
- Australian Radiation Protection And Nuclear Safety Agency (ARPANSA)

Source: Cancer Council of Australia [<http://www.cancer.org.au/preventing-cancer/sun-protection/uv-alert/>]