



OM00048 – Working Outdoors Policy

TABLE OF CONTENTS

Table of Contents 1

Amendment Record 1

 1. Working Outdoors Policy 2

 2. Working Outdoors Procedure 2

Forms and Registers 3

Disclaimer: This document contains material to assist in meeting environmental management, Work Health and Safety and Quality obligations under the International Standard ISO AS/NZS ISO 9001:2016,14001:2016 and other legislative bodies. This document contains material sourced from Safe Work Australia. Any such material remains subject to copyright © Commonwealth of Australia.
<https://www.safeworkaustralia.gov.au/copyright>
 Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations. This document and its contents are © A2Z services 2018 and or the originating source authors and no permission is given for its duplication or copying, in part or in its entirety, for use outside its original purposes as stated within the company.

AMENDMENT RECORD				ISSUE #: 1		
				ISSUE DATE: 10/09/2018		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

1. Working Outdoors Policy

Objective: To reduce the risk of harm to workers conducting tasks in an outdoor environment.

Scope: This policy covers all workers and others on A2Z Services workplaces who work outdoors and therefore may be exposed to natural hazards.

Policy: A2Z Services Proprietary Limited is committed to reducing the risk of injury or illness from exposure to outdoor hazards including:

- Extremes of temperature (heat and cold);
- UVR;
- Bites and stings;
- Hazardous plants.

To reduce the risk of injury or illness from exposure to outdoor hazards, A2Z Services requires all workers working outdoors to:

- Wear appropriate protective clothing (Ultraviolet Protection Factor (UPF) rating of 30+, protective glasses, broad-brimmed hats, covered footwear);
- Ensure all protective equipment meets Australian Standards;
- Wear sunscreen if working in sun and/or adjacent to reflective surfaces (minimum of SPF 30+);
- Follow all reasonable instructions on outdoor work practices;
- Take care for their own safety and the safety of others.

2. Working Outdoors Procedure

Responsibilities:

At A2Z Services the PCBU is responsible for ensuring that:

- A risk assessment is conducted, in consultation with workers to identify hazards when working outdoors.

Managers/supervisors are responsible to:

- Ensure workers are familiar with Working outdoors policy and procedure, and are trained and competent in the correct use of PPE;
- Ensure all workers at risk from exposure to UVR have access to adequate and appropriate sun protective clothing;
- Ensure all workers wear PPE when required;
- Monitor and review the Working Outdoors policy and procedure regularly.

Workers are responsible to:

- Take reasonable care for their own health when working outdoors;
- Identify hazards encountered throughout the course of carrying out outdoor work;
- Correctly wear and use PPE and sun protection during work hours;
- Wear a combination of long sleeve shirt and full length trousers if exposed to UVR for more than 15 continuous minutes in a period unless an exception has been authorised by risk assessment;
- Not to intentionally misuse or damage PPE;
- Inform their manager/supervisor of any damage to, defect in or need to clean or decontaminate any PPE.

Procedure:

UVR:

- Appropriate protective clothing is provided to workers as required;
- PPE and sun protection clothing meets accepted sun protection factors/Australian Standards;
- Sunscreen is provided to outdoor workers;
- Training and awareness plans are conducted for workers who are required to undertake work outdoors;
- Toolbox talks/safety meetings include reminders about sun safety.

First Aid:

- Provision of first aid equipment - adequate bites/stings first aid kit is available;
- Each worker must have access to the equipment;
- Workers have access to facilities for the administration of first aid;



- Persons with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date).

Bites and Stings:

- Wear protective gloves and footwear - never put your hands or feet somewhere where you can't see them;
- Be aware of surroundings (snakes can be found anywhere, especially under rocks, logs, planks, long grass etc. and near water sources):
 - Check ground before exiting vehicle;
 - Visually inspect where you are working;
 - Check the immediate surroundings before sitting/kneeling or squatting;
 - Ensure adequate lighting at all times;
 - Do not walk into long grass wherever possible;
 - Use a stick to move stones, logs etc. if required. Do not use fingers/hands;
 - Make noise;
 - Do not contact/disturb nests/hives;
 - If nests/hives are located in work area – contact professional to remove before undertaking work;
 - Do not approach a snake (dead or alive).

Hazardous Plants:

- Some plants have poisonous sap, leaves, flowers, bulbs and / or seeds:
 - To avoid skin contact, wear gloves and Long pants/ shirts when working near unknown plants;
 - Do not touch your eyes or face while you're working, to avoid transferring any potential irritants from your gloves.

FORMS AND REGISTERS

Document number	Document Name
OF0005	Risk Assessment
OR0017	Risk Register