

SUN SAFETY POLICY

1. Purpose

This policy is designed to protect the health and safety of Keppel Bay Sailing Club (KBSC, the Club) employees, volunteers, members, contractors, visitors, participants, and spectators by reducing exposure to ultraviolet radiation, heat, and other outdoor environment risks. It also supports the club's obligations under Queensland WHS laws to provide a safe working environment and manage foreseeable risks associated with outdoor work and club activities.

2. Scope

This policy applies to all Club operations and events, including sailing and boating activities, maintenance and yard work, training, regattas, hospitality operations, functions, outdoor dining, entertainment areas, and any off-site club activity conducted under the Club's control. It applies to all persons working at or attending the Club, including paid staff, volunteers, contractors, members, guests, and event attendees.

3. Policy Statement

The Club recognises that Queensland has high UV exposure throughout the year, and sun protection is required whenever the UV Index is 3 or above. The Club will use a combination of controls, including scheduling, shade, clothing, sunscreen, education, and supervision, to minimise UV exposure as far as reasonably practicable.

4. Legislative Framework

This policy aligns with the following legislation and guidance:

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Safe Work Australia – Guidance on managing risks of solar UV radiation
- Cancer Council Australia – SunSmart Guidelines

5. Responsibilities

The Club will identify roles and activities with significant sun exposure and put controls in place to reduce risk, including in hospitality and outdoor facility operations. Managers, supervisors, event coordinators, and relevant personnel are responsible for ensuring controls are available and used, and workers and volunteers must follow this policy and use the provided protection

measures. Parents, coaches, and team leaders must also ensure children and young people are appropriately protected during Club activities.

6. Sun Protection Measures

The Club will encourage or provide the following controls:

- Protective clothing, including long sleeves, collars, long shorts or pants where practical, and close-weave fabrics.
- Broad-brimmed or legionnaire-style hats; caps and visors are not sufficient for extended exposure.
- Sunglasses that meet Australian Standard AS 1067 where practical, especially for sailors, coaches, staff, and children.
- SPF 30+ or higher broad-spectrum, water-resistant sunscreen, applied before exposure and reapplied every two hours, or more often when sweating or exposed to water.
- Shade from buildings, trees, sails, awnings, umbrellas, marquees, and pop-up structures, with priority given to high-use areas such as viewing decks, bar service areas, outdoor seating, rigging areas, and event spaces.
- Use of web-based heat index weather forecast services (BOM)

7. Scheduling and Work Practice

Where possible, outdoor work, maintenance, events, and training should be scheduled outside peak UV periods, generally between 10:00 am and 3:00 pm. Tasks should be rotated where practical to reduce continuous exposure, and rest breaks should be increased during high UV or hot conditions. For hospitality functions and outdoor events, organisers should plan shade, service points, and guest seating to reduce direct sun exposure during peak times.

8. Hospitality and Events

For functions, weddings, regattas, and other hospitality events, the Club will ensure outdoor guest areas have access to adequate shade, drinking water, sunscreen, and clear UV-safety messaging where appropriate. Staff working in bar, service, and setup roles outdoors must be supported with sun-protective uniforms or clothing and regular access to sunscreen and shaded breaks. Temporary structures such as marquees, umbrellas, and tents should be used where permanent shade is not sufficient.

9. Outdoor Facilities

The Club will maintain outdoor areas in a way that supports sun safety, including by maximising shade in seating and waiting areas, considering reflective glare from water and hard surfaces, and using sun-safe materials where possible. Facilities such as spectator zones, BBQ areas, boat ramps, and rigging spaces should be reviewed for UV risk and improved over time where

practicable. The Club should also consider signage reminding people to use hats, sunscreen, sunglasses, and shade.

10. Education and Communication

Sun protection times and UV alerts should be communicated to staff, volunteers, participants, and spectators through notices, briefings, websites, rosters, and event instructions. The Club may provide sun safety education and should promote SunSmart role-modelling by officials, coaches, supervisors, and event leaders. New workers and volunteers should receive sun safety information during induction, and reminders should be issued during periods of high UV or hot weather.

11. Heat and UV Illness

The Club will treat sunburn, heat stress, dehydration, and heat exhaustion as workplace safety concerns. Any sun-related injury, illness or near miss must be reported in accordance with KBSC's Incident and Injury Reporting procedures.

Anyone showing symptoms such as dizziness, headache, nausea, confusion, excessive sweating, or fatigue must be moved to shade, given water, and assessed promptly, with medical assistance sought where needed. Outdoor activities may be paused, shortened, or relocated if conditions create an unacceptable risk.

"Heat Hangover" is an illness that can occur after multiple consistent days of heat exposure. Presents similarly to heat stress. Staff, volunteers, participants, and spectators need to be aware that, although all controls to prevent heat illness have been taken, the longer the exposure to heat hazards (days) the less effective these controls may be.

12. Review of this Policy

Failure to follow this policy may result in corrective action consistent with the Club's procedures. This policy should be reviewed at a minimum every 2 years, and whenever laws, operational needs, or risk controls change, to ensure it remains effective and aligned with Queensland WHS expectations.

The Club should also review shade infrastructure, sunscreen supplies, and event practices before major sailing or hospitality seasons.

13. Document Information

| Version Control | | | | |
|-----------------|-------------------|----------|------|-------------------|
| Version | Author | Approver | Date | Changes |
| 1.0 | Sailing Committee | | 2023 | Published for Use |

Keppel Bay Sailing Club
Sun Safety Policy

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|-----|---------------------------|-------------------|----------|---|
| 1.1 | HR Manager/ GovOfficer | | | Align to organisational policy |
| 2.0 | Bevan Newton | Sailing Committee | 12/05/26 | Additional dot point in section 6 Addition of "Heat Hangover" in section 11 |