



MEMORANDUM

To: Support Workers

From: Cheryl Daw, Chief Executive Officer

Date: 19 November 2009

Re: **Sun Smart & Incident Reporting**

As Skin Cancer is the most common cancer diagnosed in Australia with more than 430,000 Australian treated a year for skin cancers and with summer already upon us I would like to take this opportunity to remind Support Workers of Tandem's Sun Smart Policy.

Policy:

Tandem requires all employees to take appropriate sun smart precautions when planning community access outdoors for a client.

Employees who work outside for any or all of the day are at risk of skin cancer and related damage to skin and eyes due to exposure to the sun. Clients are also at risk of harm from sun exposure.

Responsibility:

CoOrdinators
Support Workers
Carers/ Clients

Procedure:

It is recommended that sessions are not conducted outside during the hours of 10am-3pm to reduce exposure to the sun. If a session is necessary during those hours, Carers/ Clients and Support Workers should ensure all participants are wearing long sleeved clothing, a hat and sunglasses, have applied and continue to apply 30+ Sunscreen at 2 hourly intervals and remain in the shade when possible. It is also recommended that water bottles are taken for both the client and the support worker.

We have become aware of a number of Incidents that haven't been reported that potentially could have had catastrophic consequences. It is your responsibility to report all incidents 48 hours of the incident taking place. Incidents can be reported in the following ways:

- By phone, fax or in person to the OHS Manager or relevant CoOrdinator.
- If after hours to the relevant On Call CoOrdinator.
 - Children & Youth Program On Call Phone- 0413 459 183
 - Adults Program On Call phone- 0411 480 597
- The next step is for incidents to be recorded in writing on Tandem's OH&S Incident Report form and delivered to the Tandem office. These can be obtained from the office or website.

If you are unsure what constitutes an incident please feel free to contact your co-ordinator.

Finally, you may not be aware but free Swine Flu Vaccines are being made available in the ACT. If you are wanting to take advantage of this vaccination program as it may help to protect your from Swine Flu contact your GP.

CHERYL DAW
Chief Executive Officer