

## Custodial Operations Policy and Procedures

### 6.12 Sun protection for inmates

#### Policy summary

Corrective Services NSW (CSNSW) is responsible for ensuring the health and safety of inmates is not put at risk from exposure to the sun during outdoor activities or in work locations.

CSNSW provides and encourages all persons to use, as far as reasonably practicable, a combination of physical barriers and information to protect themselves from sun during outdoor activities in all NSW correctional centres, transitional centres and other CSNSW residential facilities.

Additional control measures may be introduced, where identified through risk assessment.

#### Management of Public Correctional Centres Service Specifications

Service specifications	Decency and respect Professionalism and accountability
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## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

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# 1 Sun protection for inmates

## 1.1 Policy

CSNSW is responsible for providing a safe and healthy working and living environment. CSNSW must ensure that no person's health and safety is put at risk from unnecessary exposure to the sun during outdoor activities and in work locations. Sun protection must be available to, and used by, inmates who work outdoors.

CSNSW will:

- eliminate or reduce known health risks associated with exposure to the sun
- provide information on protection from sun exposure
- require use of physical barriers that provide protection from sun exposure during outdoor activities.

Additional control measures may be introduced, where identified through risk assessment. Promotional materials such as posters and information pamphlets can be obtained from Cancer Council NSW and should be displayed on inmate notice boards in accommodation and industry areas.

## 1.2 Sunscreen lotion

Sunscreen lotion must be available to inmates in all NSW correctional centres, transitional centres and other CSNSW residential facilities.

The sunscreen lotion must be sun protection factor (SPF) of 30+ or higher, broad-spectrum, water resistant, and should incorporate an insect repellent (or insect repellent must be made available separately). Sunscreen lotion must be used in addition to protective clothing, as it does not offer complete protection against the sun.

Sunscreen lotion is to be kept in locked dispensers that are mounted on the wall in all accommodation areas, visits areas, entry gate, and in industrial areas.

## 1.3 Hats and clothing

Inmates who work outdoors must be encouraged to wear sun-protective clothing. Broad-brimmed hats are supplied to all outdoor workers, and are available to any inmate on request.

Hats provide shade which lessens exposure to ultraviolet radiation, but will not protect an inmate from ultraviolet radiation reflecting from shiny or concrete surfaces. Therefore, inmates should be advised to apply sunscreen to their face and other exposed parts of their bodies.

Inmates must be encouraged to wear long sleeved shirts and pants, or equivalent, as they provide the best protection from the sun for arms and legs.

## 1.4 Procedures

	Procedure	Responsibility
1.	Install lockable sunscreen dispensers in accommodation areas, visits areas, entry gate, and in industrial areas.	Governor/ Authorised officer
2.	Ensure sunscreen is available to all inmates and that inmates working in outdoor areas are encouraged to use sunscreen in accordance with the directions provided by the manufacturer.	Governor
3.	Display notices informing inmates of CSNSW policy and the availability of sun protection. Promotional materials such as posters and information pamphlets from Cancer Council NSW should also be displayed	Governor
4.	Monitor availability of promotional and educational material on the use of sun protection and review adequacy when necessary.	Governor/ Authorised officer
5.	Monitor sunscreen dispensers to ensure there is an adequate number, and that they are in working order. Review systems for providing sun protection when necessary	Authorised officer (Officer in Charge (OIC) Accommodation)
6.	Monitor availability of sunscreen lotion and protective clothing to inmates. Review risk control measures in the centre when significant changes occur.	Governor
7.	Ensure inmates working outdoors are aware of the availability of appropriate protective clothing and sunscreen lotion. Supervising staff are responsible for ensuring use by inmates.	Authorised officer (Corrective Services Industry (CSI) Overseer)
8.	Monitor inmate compliance with the safe use of sun protection provided. Review the related risk controls when significant changes occur for work tasks.	Authorised officer (CSI overseer)

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 3 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions set out in this part of the Custodial Operations Policy and Procedures.
COPP	Custodial Operations Policy and Procedures
CSI	Corrective Services Industries
CSNSW	Corrective Services NSW
JH&FMHN	Justice Health & Forensic Mental Health Network
OIC	Officer in Charge
SPF	Sun Protection Factor

## 4 Document information

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1.0		Initial publication ( <i>Replaces section 7.10 of the superseded Operations Procedures Manual</i> )
1.1	12/03/20	General formatting update and improvements