

A good sun safety policy:

- Gives standard guidelines for sun safety
- Can be used to quickly train new employees
- Is a common reference for all levels of organization
- Reduces safety risks
- Provides some protection legally by clearly stating the workplace's expectations, regulations and actions to address health and safety issues related to sun exposure
- Demonstrates care for employees and their families



SUN SAFETY WORKPLACE POLICY



**For help with writing this or other healthy
workplace policies, please contact us:**

Algomá Public Health

705-942-4646 or Toll Free 1-866-892-0172

www.algomapublichealth.com

*(Pamphlet adapted from Policies Work! Sudbury & District Health Unit and
Sun Safety For Outdoor Workers Toolkit, Niagara Region Public Health.)*

What is a Health Policy?

A Health Policy declares the employer's intent to protect and promote the health of all of its employees. It can be a way of changing the organizational culture to make a healthier organization and show a commitment to the health of everyone in the workplace.

The following is a sample policy that illustrates the above. It can be used as is, or in parts or as a starting point for encompassing a health policy at your workplace.

Sample Sun Safe Policy:

Our Company is committed to promoting wellness and contributing to the health of our community. Employees working in areas that expose them to UV rays are at a higher risk of developing skin cancer.

This policy clarifies our expectations regarding our company's commitment to the education of employees, and the responsibility of the employee for personal health and safety. This policy provides guidelines for ensuring that the risk to employees is properly assessed and managed.

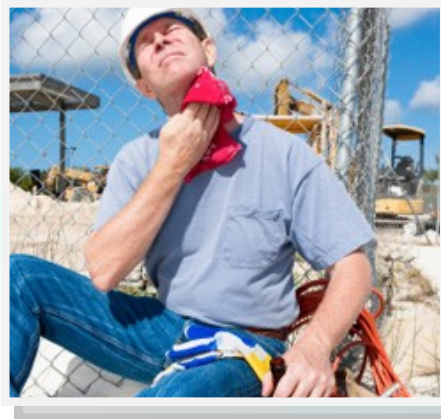
Goals:

- To protect our staff from the potential adverse effects of the sun.
- To encourage staff to practice sun safety both at work and away from work.

Policies and Procedures

Company responsibilities include:

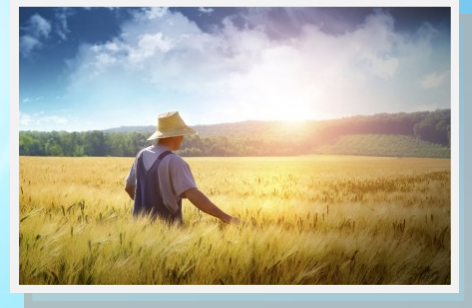
- Providing sun safety resource to all employees through handouts, posters, emails, and newsletters.
- Providing annual sun safety training to all employees including students and seasonal workers.
- When possible, posting daily UV indexes and associated sun protection actions at all jobsites where employees are exposed to high levels of UV radiation.
- When possible, encouraging employees to reorganize the job so outdoor work can get done in the morning before 11 a.m. and after 4 p.m. to avoid the hours of greatest sun intensity. Give option of starting earlier to avoid hours of greatest sun intensity.
- Supplying portable shade (eg. umbrella or portable structure) for employees working outdoors between the hours of 11 a.m. and 4 p.m.
- Encourage use of UVA/UVB protective sunscreen/lip balm with a sun protection factor (SPF) of 30+, UVA/UVB protective wraparound sunglasses, hats with 8cm (4") wide brim, long sleeve shirts and long pants.
- Provide drinking water for employees working outside.



Policies and Procedures

Employee responsibilities include:

- Attending an in-service on the hazards associated with prolonged sun (UV radiation) exposure as part of orientation.
- When possible, rotating regularly between indoor and outdoor work.
- Seeking shade from buildings, trees, canopies, etc., especially during lunch and coffee breaks.



- Applying an SPF 30+ sunscreen to all exposed skin 20 minutes before going outdoors and every 2 hours (more often if perspiring heavily).
- Applying UVA/UVB SPF 30+ lip balm.
- Wearing company-provided uniforms or following one of the following suggestions:
 - * Wearing a wide brimmed hat (8cm/4") or attaching a back flap to construction helmets to cover the back of the neck and a visor for the front of the face.
 - * Wearing clothing that covers as much of the body as possible.
 - * Ensuring that clothing is loose and comfortable without posing a hazard of getting caught in equipment or machinery.