

10 ways to manage sun protection in your workplace

Complete the following checklist to see how well ‘best practice’ sun protection is implemented in your organisation. Think about each of the sun protection strategies and place a ✓ or a ✗ in the boxes to indicate if these are being implemented in your organisation.

| Sun protection strategy | ✓ | ✗ | How can we improve this area (examples) |
|---|---|---|---|
| <p>1 Policy:</p> <p>There is a sun protection policy in place outlining employers’ and employees’ responsibilities that meets the Work Health and Safety (WHS) Act 2011 (NSW) obligations.</p> | | | <ul style="list-style-type: none"> Decide if your organisation needs a new policy or if an existing WHS policy can be modified to incorporate sun protection. Develop, implement and monitor the actions listed in the policy. |
| <p>2 Compliance:</p> <p>There are methods in place to identify and manage staff that are not complying with sun protection requirements.</p> | | | <ul style="list-style-type: none"> Ensure all staff are aware of the policy and requirements. Non-compliance with the sun protection policy should be managed as any other non-compliance issue would be, using the organisation’s standard disciplinary procedures. |
| <p>3 Risk Assessment:</p> <p>You have conducted a risk assessment to identify those employees who have a higher risk of exposure to ultraviolet (UV) radiation.</p> | | | <ul style="list-style-type: none"> Conduct a risk assessment for each role in your organisation. If role is assessed as at risk, consider and implement appropriate controls for reducing UV exposure. |
| <p>4 Exposure to UV radiation:</p> <p>Workers are not exposed to sunlight during times of peak UV radiation (11am–3pm during daylight saving time and 10am–2pm at other times).</p> | | | <ul style="list-style-type: none"> Where possible, organise work day to avoid being outside during peak UV radiation times. Use the SunSmart UV Alert. Ensure workers are using multiple forms of sun protection listed below when UV Index levels are 3 and above. |
| <p>5 Shade:</p> <p>There is adequate provision of shade for morning tea, lunch and afternoon tea breaks, and workers are encouraged to take breaks in the shade.</p> | | | <ul style="list-style-type: none"> Plan to increase the amount of shade available. |
| <p>6 Clothing:</p> <p>Staff wear clothing with longer sleeves, collared shirts and longer-style pants, and sun protective hats (not caps).</p> | | | <ul style="list-style-type: none"> Endorse a uniform with a shirt that has longer sleeves and a collar, longer style pants and a broad-brim, bucket or legionnaire style hat. Include a rash vest for jobs that involve swimming. Use sun-protective fabrics – those rated as having an ultraviolet protection factor (UPF) above 15 provide good protection against UV radiation, but UPF50+ is recommended (AS/NZS 4399:1996). |
| <p>7 Sunglasses:</p> <p>Staff wear UV-protective, wrap-around sunglasses (AS/NZS 1067:2003 or with an eye protection factor [EPF] of 9 or 10) or safety glasses (AS/NZS 1337.1:2010).</p> | | | <ul style="list-style-type: none"> Provide or encourage the use of UV-protective, wrap-around sunglasses or safety glasses. |

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| <p>8 Sunscreen Use:</p> <p>Broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of at least 30+ is available to use, and employees are encouraged to use it appropriately.</p> | | | <ul style="list-style-type: none"> • Purchase sunscreen that is at least SPF30+ and make it easily accessible. • Encourage staff to apply sunscreen 20 minutes before going outdoors, and to reapply it every 2 hours, or if they become wet or perspire. |
| <p>9 Knowledge:</p> <p>Employees receive training and education:</p> <ul style="list-style-type: none"> • To raise awareness and knowledge about skin cancer. • To inform them about lifestyle factors, including work practices, that contribute to the development of skin cancer. • To remind them to regularly check their skin for early signs of damage. | | | <ul style="list-style-type: none"> • Use a variety of communication methods, including tool box talks, newsletter articles, poster displays, educational brochures and flyers, reminders via staff meetings, SMS messages and pay slip notes. • Advise employees to see their doctor as soon as possible if they notice any changes in their skin. • Provide information to employees so they are aware of tax deductions available if they buy their own sun protection ato.gov.au |
| <p>10 Role Modelling:</p> <p>Employers demonstrate good sun protection behaviour at work.</p> | | | <ul style="list-style-type: none"> • Ensure employers, supervisors and other more senior staff act as role models with sun protective behaviours. |
| <p>Total number of ticks (✓) and crosses (✗)</p> | | | |

If you have 7 or more ticks (✓) you are doing a great job. However, unless you scored a perfect 10, there is still room for improvement!

Start thinking about how you can change a 'no' to a 'yes' – this may require involving other people, including the use of peak bodies, professional organisations such as WorkCover NSW, and accessing information from Cancer Council NSW's website.

Relevant resources

Additional resources for workplaces with outdoor workers can be found on Cancer Council NSW's website at cancercouncil.com.au/reduce-risks/sun-protection/local-government-workplace, including:

- **Skin cancer and outdoor work: A guide for employers** provides more information about control measures, how to confidently address sun protection in your workplace and evaluate compliance.
- **Sample Sun Protection Policy for outdoor workers.**
- **Sample UV risk control worksheet for outdoor work** to help assess whether or not a role within your organisation involves hazardous levels of UV exposure.
- **SunSmart UV Alert** which can be downloaded and used to check the UV radiation levels each day and the times when sun protection is required.
- **If you work outdoors you are at risk of skin cancer poster.**
- **Getting your skin checked** and **Skin cancer and outdoor work: A guide to working safely in the sun** are information sheets for employees.

Need more help?

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w: cancercouncil.com.au/reduce-risks/sun-protection/local-government-workplace
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