

This sample Sun Protection Policy is intended as a guide only. Organisations should use this sample policy as a model when developing a Sun Protection Policy, and make amendments that suit the needs and practicalities of their own workplace.

## Sun Protection Policy

**Rationale** Australia has the highest rate of skin cancer in the world. Despite being an almost entirely preventable disease, it continues to affect at least two in every three Australians before the age of 70. Of all new cancers diagnosed in Australia each year, 80% are skin cancers.

Workers who spend all or part of the day outdoors have a higher than average risk of skin cancer. This is because ultraviolet (UV) radiation from the sun is a known carcinogen.

All skin types can be damaged by exposure to UV radiation. Damage is permanent and irreversible, and increases with each exposure.

This organisation has an obligation under the *Work Health and Safety Act 2011* (NSW) to ensure that the health and safety of workers and other people in the workplace is not put at risk from the work being carried out. This obligation includes taking proper steps to reduce the known health risks associated with exposure to UV radiation for outdoor workers.

### Aims

This policy aims to:

- Provide appropriate sun protection control measures to ensure a safe working environment.
- Provide ongoing education that promotes personal responsibility for skin cancer prevention.

**Our commitment** This organisation will conduct a risk assessment to identify workers who have a high risk of exposure to UV radiation, and to identify work situations where exposure to UV radiation occurs.

This organisation will reduce workers' exposure to UV radiation by requiring the use of sun protection measures by outdoor workers whenever the UV Index is 3 and above, and at all times when working outdoors for extended periods, in alpine regions, or near highly reflective surfaces.

### Engineering controls

*Management will where possible:*

- Provide shaded areas or temporary shade for work.
- Encourage workers to move jobs to shaded areas.
- Provide indoor areas or shaded outdoor areas for rest/meal breaks.
- Consider applying window tinting to work vehicles.
- Move work away from reflective surfaces such as concrete slabs.
- Identify and minimise contact with photosensitising substances such as coal tar derivatives, dyes and chlorinated hydrocarbons.

### Administrative controls

*When UV levels are 3 and above, management will where possible:*

- Schedule outdoor work tasks for earlier in the morning or later in the afternoon.
- Schedule indoor/shaded work tasks to occur in the middle part of the day.
- Encourage workers to rotate between indoor/shaded and outdoor tasks to avoid exposing any one individual to UV radiation for long periods of time.

### Personal protective equipment and clothing

*Workers who work outdoors will be provided with the following personal protective equipment, which must be worn when working outdoors:*

- Shirt with a longer sleeve and a collar made from material with a ultraviolet protection factor (UPF) of 50+.
- Trousers (or knee-length shorts) made from UPF50+ material.
- A sun-protective hat that shades the face, head, ears and neck, is made from UPF50+ material, and is in a broad-brimmed, bucket or legionnaire style.
- Attachable brims and neck flaps when wearing a hard hat.
- Broad-spectrum, water-resistant sunscreen with a sun protection factor (SPF) of 30+ or higher, that is applied generously 20 minutes before going outdoors so that it can be absorbed, and reapplied at a minimum of every two hours. Sunscreen should be stored in a cool place (below 30°C) to prevent deterioration and reduction in effectiveness. The expiry date on the bottle should also be checked and adhered to.
- Sunglasses that are close fitting, have a wrap-around style and have an eye protection factor of 9 or 10, or meet Australian Standard (AS/NZS 1067:2003) or safety glasses (AS/NZS 1337.1:2010).
- A lip balm containing SPF30+ or higher is also recommended.

**Note:** these recommendations may need to be tailored if there is the risk that the use of recommended personal protective equipment may cause other safety concerns – for example, loose, long-sleeved shirts may pose a danger if worn near certain power tools.

### Education and training

Management will:

- Provide training to workers to enable them to work safely in the sun.
- Ensure that training is provided as part of induction for new workers.
- Ensure that workers are provided with information to effectively examine their own skin.
- Ensure that managers and supervisors act as positive role models.
- Adopt sun protection practices during all company social events.

### Compliance

Management will:

- Ensure that the sun protection policy and requirements are made available to staff, contractors and visitors.
- Monitor the use of sun protection control measures to ensure compliance.

- Initiate standard company grievance procedures if a worker fails to comply with sun-protective control measures.
- Ensure that injury reporting procedures are followed when an incident of sunburn or excessive exposure to UV radiation occurs in the workplace.

### Worker commitment

Workers will:

- Cooperate with all measures introduced by management to minimise the risks associated with exposure to UV radiation.
- Comply with instructions and advice in regards to the use of sun protection control measures.
- Participate in sun protection education programs.
- Act as positive role models.
- Be responsible for their own sun-protective practices at work.

### Review

This policy will be reviewed on a regular basis, or at least every two years.

<b>Name (please print):</b>	<b>Signature:</b>
<b>Position:</b>	
<b>Date:</b>	
<b>Date of next review:</b>	



### Need more help?

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