

# Appendix A – Sample sun protection policy



This sample sun protection policy is intended as a guide only. Persons conducting a business or undertaking should tailor a policy to suit the needs and practicalities of their organisation.

## **(ORGANISATION NAME) SUN PROTECTION POLICY**

### **Rationale**

Australia has one of the highest rates of skin cancer in the world. Despite being an almost entirely preventable disease, at least two in every three Australians will develop skin cancer before they reach the age of 70. Of all new cancers diagnosed in Australia each year, 80 percent are skin cancers.

Workers who work outdoors for all or part of the day have a higher than average risk of skin cancer. This is because ultraviolet radiation in sunlight or 'solar UVR' is a known carcinogen.

All skin types can be damaged by exposure to solar UVR. Damage is permanent and irreversible and increases with each exposure.

*(Organisation Name)* has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks from exposure to solar UVR for outdoor workers.

### **Aims**

This policy aims to provide ongoing organisational support to minimise worker exposure to solar UVR by implementing sun protection control measures.

### **Our commitment**

*(Organisation Name)* will assess the risks in consultation with health and safety representatives and workers to identify workers who have a high risk of exposure to solar UVR and work situations where exposure to solar UVR occurs.

*(Organisation Name)* will minimise, so far as is reasonably practicable, workers' exposure to solar UVR by consulting with workers and ensuring workers use sun protection control measures during sun protection times and at all times when working outdoors for extended periods, in alpine regions or near highly reflective surfaces.

*(Organisation Name)* recognises the SunSmart UV Alert is issued whenever the UV Index is forecast to reach three and above and will use the sun protection times displayed to inform workers when it is necessary to use sun protection control measures while working outdoors.

*(Organisation Name)* will actively supervise outdoor workers and monitor their use of sun protection control measures.

*(Organisation Name)* will ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UVR occurs in the workplace.

*(Organisation Name)* recognises a combination of sun protection control measures provides the best protection to workers from exposure to solar UVR.

*(Organisation Name) will, where possible:*

- Provide shaded areas or temporary shade.
- Encourage workers to move jobs to shaded areas.
- Apply window tinting to work vehicles.
- Modify reflective surfaces.
- Identify and minimise contact with photosensitising substances.
- Provide indoor areas or shaded outdoor areas for rest and meal breaks.
- Schedule outdoor work tasks to occur when levels of solar UVR are less intense e.g. earlier in the morning or later in the afternoon.
- Schedule indoor and shaded work tasks to occur when levels of solar UVR are strongest e.g. in the middle part of the day.
- Encourage workers to rotate between indoor, shaded and outdoor tasks to avoid exposure to solar UVR for long periods of time.
- Provide daily access to the SunSmart UV Alert or UV Index.
- Provide PPE and ensure it is used effectively including:
  - sun protective work clothing like long-sleeved shirts with a collar and trousers or knee-length shorts
  - sun protective hats covering the face, head, ears and neck
  - sunglasses meeting Australian Standards, and
  - broad spectrum, SPF 30 or higher, water resistant sunscreen.

## **Information, Training and Instruction**

*Management will:*

- Provide training to workers to enable them to work safely in the sun.
- Ensure training is provided as part of induction for new workers.
- Ensure workers are provided with information to effectively examine their own skin.
- Ensure managers and supervisors act as positive role models.
- Adopt sun protection practices during work related social events.
- Promote the use of sun protection control measures 'off the job'.

*Workers will:*

- Co-operate with measures introduced by management to minimise the risks associated with exposure to solar UVR.
- Follow information, training and instructions about using 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 regularly or at least every 2 years.

**Name (please print):**

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Position:

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Signature:

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Date:

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Date of next policy review:

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