

**TEMPLATE FOR A SUN SAFETY POLICY and PROGRESS TRACKER** ©  
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***(Name of organization)* Sun Safety Policy**

*(Name of organization)* is interested in providing a safe working environment for our employees.

*(Name of organization)* is committed to the health and safety of our workers. *(Name of organization)* acknowledges that ultraviolet (UV) radiation through sun exposure may have damaging effects on our employees working outdoors.

By instituting this policy, we hope to provide a comprehensive approach to protection from UV radiation from the sun. Through this policy, we plan to:

- reduce UV exposure; and
- improve sun protection during unavoidable sun exposure.

The strategies we will adopt to support this goal are:

- rotate workers between work sites or site locations so they are not all exposed to the sun during the period of greatest UV intensity between 11 am to 4 pm
- provide free SPF 30 or higher broad spectrum sunscreen and lip balm to all outdoor workers from April to September
- if possible, schedule outdoor work outside of the peak midday hours of 12 noon and 2 pm
- erect shade structures at all locations for use during coffee and lunch breaks; and
- promote sun safety education throughout our organization and at orientation for new and seasonal staff.

## PROGRESS TRACKER

Use a chart like the one below to help you review progress in key areas.

### Progress Tracker – Sun Safety for Outdoor Workers Initiative

Tools	Progress	Instituted	Comments	Ideas/changes for next year
Sun Safety Policy				
Staff UV education program				
Limit exposure to UV				
Shade – provision and use				
Sun protective clothing and hats – provision and use				
Sunscreen – provision and use				

### Evaluation

Measure the behaviour of workers before and after instituting sun protection changes.

There should be about a three month period between introducing sun protection measures and assessing these. Evaluation of the effectiveness of the program should be ongoing. Allow about three months between assessments.

Keep updating the **Progress Tracker – Sun Safety for Outdoor Workers Initiative** with new information as your program progresses. It will help to shape future directions. Convene your sun safety committee meetings on a regular basis and share this information with the group.