**Roles & Responsibilities Example – Solar Ultraviolet Radiation Safety Program**

Sun Safety at Work Canada recognizes that Roles and Responsibilities are the heart of an internal responsibility system that is effective in mitigating health and safety hazards, including solar ultraviolet (UV) radiation. If everyone does their part, the program is more effective and fewer exposures result. As such, we have assembled an exhaustive list of roles and responsibilities that workplaces may adopt in whole or in part, recognizing that in some organizations additional responsibilities may be necessary to ensure the effectiveness of your particular program.

If a workplace has/is developing a sun safety program (where solar UV safety and heat stress safety are addressed together), the following list of roles and responsibilities should be read in conjunction with the *Roles and Responsibilities Example – Heat Stress Safety Program for Outdoor Workers* resource to compile a list of roles and responsibilities for sun safety.

**The Employer will:**

Maintain a Solar UV Safety Program (including a Policy on solar UV safety) and train all employees on the Policy and Program. This includes an annual, or as needed, review of the policy and procedures.

Reference assigned responsibilities and the procedures to be followed to reduce exposure to the sun in the Solar UV Safety Policy and Program.

Ensure responsibilities and procedures are carried out to meet the requirements of the Solar UV Safety Program.

Provide annual solar UV safety training to all outdoor workers.

Integrate solar UV safety and skin cancer information into new staff orientations.

Provide workers with the following personal protection, which must be worn/used when working outdoors when UV index is over 3: long sleeved shirts, long pants, wide-brimmed hats or hard hats with a brim attachment and neck flap, UV protective eyewear (including sunglasses where appropriate), and broad-spectrum, water-resistant sunscreen and lip balm of SPF 30 or greater.

Provide suitable shade structures for work activities where existing shade is not adequate for employees, when practicable.

Purchase all new machinery and vehicles with shade canopies and UV tinted windows, where practical.

Encourage workers to drive with their windows up between 11am-3pm and use air conditioning, if possible.

Implement incentives for sun safe behaviours.

Ensure solar UV safety policy is conveyed to any contractor(s) with the expectation that the policy be followed.

Encourage managers, supervisors and employees of the organization to act as positive role models in all aspects of sun safe behaviour.

Provide the motivation and resources necessary to make the solar UV safety program effective.

**The Health and Safety Committee will:**

Approve or make recommendations flowing from the annual review of the policy and procedures.

Promote sun safe behaviours, for work and at home activities, to all employees through various methods such as training, posters and brochures.

Approve training and resources to Supervisors for toolbox/safety talks.

Encourage all workers to have routine skin checks with their physician or dermatologist.

Track and investigate UV exposure incidents.

Evaluate effectiveness of sun safety program (including policy and procedures) and make recommendations to continually improve them.

**Supervisors will:**

Follow the Solar UV Safety Program (including policy and procedures)

Monitor worksites for Solar UV levels each day between March and October and follow the *Daily Procedure – Solar UV* as outlined in the Solar UV Safety Program

Utilize solar UV risk assessments for jobsites, such as the *Solar UV Radiation Risk Assessment for Outdoor Workers-Operational Review*

Ensure employees are utilizing their PPE in regard to solar UV protection.

Ensure new employees are aware of the Solar UV Safety Program and practice solar UV safety.

Remind staff as opportunity presents to use PPE, stay hydrated and seek shade during job tasks and breaks.

Ensure adequate supply of broad-spectrum, water-resistant SPF 30+ sunscreen for outdoor workers.

Make cool water supply easily accessible.

When the UV Index is above 3, where possible provide shade for breaks and as appropriate for work tasks between 11am and 3pm.

Schedule more physically demanding tasks, before 11am or after 3pm on high UV index days (i.e. when UV Index is 8 or higher) when possible.

Utilize flex hours if possible, to avoid exposure during peak solar UV periods (11am and 3pm).

Post and share daily UV Index with outdoor workers.

Include sun safety into toolbox/safety talks on a monthly basis between April and September.

Investigate all incidents of overexposure to solar UV and take corrective action.

Report all incidents of overexposure to solar UV and take corrective action.

Act as a positive sun safety role model for employees.

**Employees will:**

Be aware of the Solar UV Policy and Procedures.

Comply with Solar UV Policy by wearing suitable hats, clothing, sunscreen and UV protective eyewear.

Check the daily forecast for the UV Index, and when it is 3 or higher protect your skin and eyes as much as possible.

When UV Index is greater than 3, seek shade during breaks and where possible work in shade between 11am and 3pm.

When UV Index is above 8, undertake work activities in shade wherever possible.

Use sun safety personal protective clothing and equipment.

Apply broad-spectrum water-resistant SPF 30+ sunscreen prior to starting the day and as needed throughout the day (i.e. after excessive sweating).

Utilize natural or artificial shade (i.e. portable shade) at worksites, where possible.

Be extra cautious and use additional protective measures around reflective surfaces.

Make suggestions to improve the solar UV safety policy.

Act as a positive solar UV safety role model for other employees.

Utilize flex hours if possible, to avoid exposures during peak solar UV periods (11am and 3pm).

Not deliberately try to get a tan, and avoid getting a sunburn (erythema).

Use sources of vitamin D that are safer than sun exposure.

Report any instances of work-related sunburn to their supervisor.

**Constructors and Subcontractors will:**

Comply with the organization’s Solar UV Safety Program (including Policy and Procedures).

Monitor subcontractors for compliance with the Solar UV Safety Program (including Policy and Procedures).

Monitor site conditions for solar UV in their area and implement prevention/protection measures as appropriate and in accordance with the Solar UV Safety Program.

Monitor solar UV safety performance and take corrective action as necessary.

Visit sunsafetyatwork.ca for more information. This resource was prepared by Keith McMillan and Dr. Thomas Tenkate. Production of this resource has been made possible through financial support from Health Canada through the Canadian Partnership Against Cancer.