**Solar Ultraviolet Radiation Safety Policy Example - Large Workplace**

There is a fact sheet on Sun Safety Policies that accompanies the policy examples. Please read the fact sheet first. The content of this document are examples only and require adaptation to individual workplace needs.

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| **Policy Name:** | **Solar Ultraviolet Radiation Safety Policy** | | | | | |
| **Policy #:** | **XX** | **Documents of Authority: HSMS - XX** | Operational Policy Manual  - Safety Policies | | **Adopted Date:** | January 2016 |
| **Approval Authority:** | General Manager | | **Latest Revision**  **Date:** | November 30, 2015 | **Revised By:** | General Manager, HSC Manager, HSC @ P&R and PW |
| **Responsible Manager:** | OHS Manager | | **Contact:** | OHS Lead - 2nd Floor City Hall | | |
| **Policy Application** | Senior management and Supervision  Parks and Recreation Dept.  Public Works Dept. | | **Contact:** | Manager P&R and PW - 123 East Street Office | | |

1. **Policy Rationale**

It is an objective and a commitment of Large Example Corporation that all employees who are exposed to the sun in the course of their duties be protected from ultraviolet (UV) radiation. UV is known to cause skin and eye conditions including skin cancers. As such, exposure to sunlight is a serious health and safety issue for Large Example Corporation.

The Management of Large Example Corporation are fully committed to this objective and it shall be achieved by maintaining a Solar UV Safety Policy and Program and ensuring the awareness and active participation of all employees in the Solar UV Policy and Program.

All Employees shall adhere to the Solar UV Policy and Program and its associated procedures. Prevention of overexposure to UV is the responsibility of every employee.

1. **Principles**

Large Example Corporation takes solar UV exposure very seriously and shall take all due care and diligence required for the health and safety of employees as provided by law and the duty of care.

The Solar UV Safety Program has been developed by Management, the Health and Safety Committee and Employees of Large Example Corporation to ensure the greatest protection possible for employee’s from exposure to solar UV radiation.

The Policy and Program are maintained by yearly review, or on an as needed basis, by Management and the Health and Safety Committee. During these reviews, risk assessments shall be undertaken and any necessary control measures shall be implemented.

Employee comments on the Program and its effectiveness are valued and encouraged. The active participation and feedback from employees assist in improving and maintaining the Policy and Program.

1. **Scope**

This Policy applies to the Senior Level Management, General Manager, Labour Relations Manager, Health & Safety Manager, Health and Safety Committee, Department Supervisors and all Employees of Parks and Recreation and Public Works Departments. It also applies to all constructors and subcontractors.

1. **Responsibilities**

Large Example Corporation shall make every endeavor to reduce employees’ exposure to UV radiation from the sun by utilizing the Solar UV Safety Program as revised each year.

This includes the use of engineering controls, administrative controls, personal protective equipment, procedures, training and all required documentation as described in the Solar UV Safety Program. These procedures and practices are established using the best available science in conjunction with established health and safety principles utilizing the techniques of risk identification, assessment and control.

All employees shall follow this Policy and the Solar UV Safety Program. All employees shall protect themselves by utilizing the procedures in the Solar UV Safety Program. All employees shall report incidents of sunburn to their immediate Supervisor.

All Supervisors shall ensure the application this Policy and the Solar UV Safety Program. Training shall be provided to employees in the spring of each year regarding UV and the Solar UV Safety program.

The Occupational Health and Safety Lead shall provide training materials to Supervisors for education of employees regarding solar UV safety.

The Policy shall be reviewed on an annual basis.

1. **Definitions**

Solar UV Safety Program – The procedures and work practices that are utilized by the Large Example Corporation and Employees to protect employees from exposure to solar UV. The Solar UV Safety Program is reviewed annually by the Health and Safety Committee of those Departments that fall under this Policy, and approved by the General Manager. This document can be found linked in the resources of Section 6 of this Policy.

UV – Ultraviolet radiation from the sun

PPE – Personal protective equipment

1. **Resources**
2. Large Example Corporation Solar UV Safety Program
3. PPE List
4. Parks & Recreation Procedures Manual
5. Public Works Procedure Manuals
6. Rationales for Engineering Controls
7. Rationales for Administrative Controls
8. Tool Crib Sort Codes
9. Rules for Contractors
10. Resource – *SSAWC Training Presentation for Employees*
11. Resource – *SSAWC Training Presentation for Supervisors*
12. Resource – SSAWC *Safety Talk*
13. Resource – *SSAWC Posters*
14. Resource – *SSAWC Fact Sheets*
15. Resource – *SSAWC Example Roles and Responsibilities*

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.