**Solar Ultraviolet Radiation Safety Policy Example - Small 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.

1. **Background**

Ultraviolet (UV) radiation from the sun is known to cause skin and eye conditions including skin cancers. As such, exposure to UV from the sun is a serious health and safety issue for Small Example Corporation and its Employees.

It is the Policy of Small Example Corporation that all employees who are exposed to UV from the sun in the course of their duties be protected. This objective shall be achieved by following the practices and procedures in the Solar UV Safety Program and as directed by this Policy and the Managers and Supervisors of Small Example Corporation.

1. **Policy**

Small Example Corporation shall protect employees and meet legal obligations by establishing supervision, procedures and practices to reduce employees’ exposure to UV from the sun.

All employees shall follow their roles and responsibilities as described in this Policy to carry out practices and procedures to prevent over-exposure to UV from the sun.

1. **Scope**

This Policy applies to all Small Example Corporation management, employees, constructors and subcontractors.

1. **Roles and Responsibilities**

Management shall:

Maintain practices and procedures to prevent over-exposure to solar UV. Employee input is key to this process and is encouraged. These practices and procedures shall be reviewed once per year or as necessary, including assessing UV risks and implementation of control measures to reduce these risks. Each year in spring the company will provide training to employees regarding solar UV. The health and Safety Committee and OHS Lead shall investigate any incidents and recommend methods to eliminate the UV exposure in a timely fashion.

Supervisors shall:

Ensure that all PPE that is required is provided to workers including sunscreen of at least SPF 30

Daily, between March and October each year:

1. At 7:30 am each workday the Supervisor shall check the projected UV Index for the day by referencing [Environment Canada](https://weather.gc.ca/forecast/public_bulletins_e.html?Bulletin=fpcn48.cwao).
2. Post the projected UV Index for the day at a suitable location.
3. If the UV Index is expected to be less than 3, no immediate action is required. Continue to monitor the weather for a change resulting in higher UV levels than predicted.
4. If the UV Index is expected to be 3 or greater, or exceeds 3 during the day, the Supervisor shall inform the superintendent/manager, as well as all workers who may exposed to the sun. The supervisor will ensure that where possible:
   1. Between 11am and 3pm, work tasks are done in the shade.
   2. Arrangements are made to allow workers to take their breaks in the shade. This may include the use of portable shade structures where appropriate.
   3. Personal protection appropriate to the work tasks is used by all outdoor workers. This includes long sleeved shirts and pants, UV protective eyewear (including sunglasses, where appropriate), wide brimmed hats or hard hats with additional brims and neck flaps, and sunscreen and lip balm of SPF 30 or greater.
5. If the UV Index is expected to be 8 or greater, the Supervisor shall ensure workers are protected to the greatest extent practicable. In addition to the above measures, the Supervisor should consider whether it is possible to reschedule outdoor work activities indoors between 11am and 3pm, or consider how these work activities can be undertaken in the shade.

Include solar UV safety into toolbox/safety talks on a monthly basis between March and October.

Act as a positive sun safety role model for employees.

Provide appropriate first aid or arrange for medical attention in the event of an incident of over-exposure to solar UV.

Report and investigate all incidents of over-exposure to solar UV and take corrective action.

Employees will:

Be aware of the Solar UV Safety Policy and Procedures.

Comply with Solar UV Safety 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.

Encourage their co-workers to practice solar UV safety.

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

Should an incident occur:

Employees shall immediately report instances of sunburn to their Supervisor.

The Supervisor shall immediately take steps for first aid as necessary.

The Supervisor shall take steps to reduce or eliminate the UV exposure without delay.

The Supervisor shall report the incident to Senior Management.

The Supervisor shall complete an accident reporting form.

1. **Definitions**

UV – Ultraviolet radiation from the sun

PPE – Personal protective equipment

1. **Resources**
2. PPE List
3. Work Procedures Manual – Daily Solar UV Response Procedure
4. Resource – *SSAWC Training Presentation for Employees*
5. Resource – *SSAWC Training Presentation for Supervisors*
6. Resource – SSAWC *Safety Talk*
7. Resource – *SSAWC Posters*
8. Resource – *SSAWC Fact Sheets*
9. 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.