**Sun Safety Action and Evaluation Plan Template**

The intention of this Action and Evaluation Plan is to help you plan and evaluate actions or initiatives you wish to implement to improve the sun safety policies, programs, or practices at your workplace.

**Part 1: Complete the Sun Safety Program – Baseline Assessment**

This will help you to review your current program(s), practices, and procedures relating to sun safety and compare these to the elements of our Model Sun Safety Program. After completing the baseline assessment, you should have a good understanding of:

* The current level of support or interest in sun safety by various groups within your workplace
* Current goals or objectives your workplace has for sun safety/heat stress/solar UV safety
* Current sun safety actions/initiatives/policies/procedures/control measures etc that are in-place within your workplace, along with a review of the effectiveness of these
* Sun safety actions/initiatives/policies/procedures/control measures etc that are not currently in-place but that would be feasible to implement given appropriate resources, support, and timeframe

**Part 2: Goals and Objectives**

It is important to have a clear and achievable goal and set of objectives for your sun safety program. These will be delivered through the Sun Safety Action Plan. The Baseline Assessment provided an opportunity to review the current goal and any objectives. Before setting-up the Action Plan, revisit and confirm the goal and objectives your workplace has for sun safety.

**Part 3: Develop the Action and Evaluation Plan**

Using the information collected or developed in Parts 1 and 2, you are able to develop your Sun Safety Action and Evaluation Plan. For this you will need to identify sun safety initiatives you wish to implement (which may come out of the Baseline Assessment). For each of these, you will need to determine:

* Which ‘element’ they relate to in the Model Sun Safety Program
* Who will this initiative apply to/be rolled-out to within the workplace
* What actions will need to be taken to implement the initiative
* The timeline for implementation (this may be for the coming year or may be over a number of years)
* What resources (including staff, budget, etc.) will be needed and when these will be needed to effectively implement the initiative
* A process of checking that the initiative has been implemented (this is verification), and a process for checking that the initiative has been effective or achieved what you hoped it would (this is validation). This includes determining what tangible outcomes you wish to achieve and what these look like in reality (for example, what are the deliverables). The assessment and tracking of the implementation of the initiative may be linked to the regular inspection or auditing process (using the Sun Safety Inspect Checklist) or there may be other specific review processes required at particular time intervals.

In this Sun Safety Action and Evaluation Plan Template, tables for four sun safety initiatives are provided. For additional initiatives, please copy and paste these tables onto new pages.

**Part 4: Implement and Review**

The final step is to implement the initiative according to the Action and Evaluation Plan and to track and assess the implementation according to the verification and validation processes determined.

The Action and Evaluation Plan should also be reviewed on a regular basis (i.e. annually) so that new initiatives can be included and initiatives that have been successfully implemented can be recognized.

**Related Resources:**

* Sun Safety Policies Fact Sheet
* Sun Safety Policy Checklist
* Example Sun Safety Policies for Large and Small Workplaces
* Example Solar UV safety Policies for Large and Small Workplaces
* Example Heat Stress for Outdoor Worker Policies for Large and Small Workplaces
* Example Roles and Responsibilities for Solar UV Safety and Heat Stress for Outdoor Workers
* Sun Safety Programs Fact Sheet
* Legal Issues in Sun Safety for Canadian Workplaces Fact Sheet
* Legal Issues in Sun Safety (for specific province) Fact Sheet
* Sun Safety Program – Baseline Assessment
* Sun Safety Inspection Checklist
* Sun Safety Risk Assessment Technical Guides and associated forms
* Example Daily Procedures for Solar UV and Heat Stress
* Fact Sheets on various sun safety issues

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| **Document Name:** | **Sun Safety Action and Evaluation Plan** |
| **Document #:** | XXX-XXX | **Documents of Authority:** | Sun Safety Policy | **Adopted Date:** |  |
| **Approval Authority:** |  | **Latest Revision****Date:** |  | **Revised By:** |  |
| **Responsible Manager:** |  | **Contact:** |  |
| **Document Application** | E.g. Senior Management and Supervision; Parks and Recreation Dept.; Public Works Dept. | **Contact:** |  |

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| **Sun Safety Initiative:** |
| **Related Sun Safety Program Element:** |
| **Department/Work Area to be Rolled-Out to:** |
| **Actions Required for Implementation:** |
| **Timeline for Implementation:** |
| **Resources Needed:** |
| **Verification/Validation Processes:** |
| **Status:**  Date Commenced: / / Date Completed: / / Review 1 ( / / ): Review 2 ( / / ):Comments:  |

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