

## Daily Procedure – Solar UV

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](#).
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 be exposed to the sun. The supervisor will ensure that where possible:
  - a. Between 11am and 3pm, work tasks are done in the shade.
  - b. Arrangements are made to allow workers to take their breaks in the shade. This may include the use of portable shade structures where appropriate.
  - c. 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.

If an incident occurs:

1. Employees shall immediately report instances of sunburn to their Supervisor.
2. The Supervisor shall immediately take steps for first aid as necessary.
3. The Supervisor shall take steps to reduce or eliminate excessive solar UV exposure without delay.
4. The Supervisor shall complete an incident reporting form.
5. The Health and Safety Committee and OHS Lead shall investigate the incident and recommend methods to eliminate excessive solar UV exposure.

Relevant Resources:

- UV Index Poster
- Fact sheets on: shade, personal protection, UV protection in vehicles
- Incident Investigation Report: Overexposure to Solar UV Radiation (example)
- Sun safety inspection checklist

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

## Flow Chart for Daily Procedure – Solar UV

