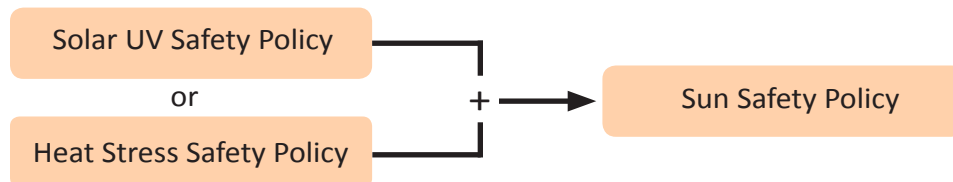


Sun Safety Policies

A **sun safety policy** is an OHS policy statement about your workplace's commitment to being sun safe. It forms the critical first step to developing your **sun safety program**. Your workplace can take different approaches to a sun safety policy. Whatever approach you take, it is important to include sun safety at a policy-level when addressing OHS hazards.

Policy Options



Policy Considerations

- 1. Management Commitment** – A statement of commitment to providing a sun safe workplace, which aims to prevent over-exposure to solar UV radiation and heat stress in outdoor workers.
- 2. Principles** – Concepts that frame your workplace's approach to addressing OHS and sun safety in particular. These may include:
 - Sun safety is recognized as a priority for your workplace
 - Sun safety is everyone's responsibility
 - Recognition of the legal obligations to protect workers from over-exposure to the sun
 - The importance of worker involvement in the policy process and valuing feedback and participation
- 3. Background/Rationale** – A description of why sun safety is an important workplace issue and why it is important for your workplace.
- 4. Scope** – Who the policy applies to. For example, all departments who employ outdoor workers.
- 5. Objectives** – Measurable objectives or targets for sun safety. These may include:
 - To implement a comprehensive sun safety program which is reviewed annually
 - To undertake risk assessments (initially and then periodically when changes occur) to inform the identification of high risk jobs and to direct the selection of control measures
 - To implement control measures appropriate for the job/task and to monitor their effectiveness
 - To provide ongoing training and education on sun safety for employees
- 6. Responsibility** – Some policies include a section on Authority, Accountability and Responsibilities of employees across your workplace, whereas for other policies, these are described in a separate document.
- 7. Definitions** – A listing of relevant definitions relating to sun safety.
- 8. Documentation** – A listing of relevant documentation associated with implementing the policy.



Visit sunsafetyatwork.ca for more information.

Production of this resource has been made possible through financial support from Health Canada through the Canadian Partnership Against Cancer.

Developing and Implementing Your Policy

1. Establish a working group or other procedure that ensures appropriate representatives from your workplace oversee the development of the policy
2. Establish a process for reviewing current practices and receiving feedback
3. Develop a first draft of the policy
4. Circulate the draft policy for review
5. Revise the policy based on comments
6. Forward the policy for approval by the relevant internal authorities (for example the health and safety committee and management)
7. Implement the policy, including appropriate communication throughout the organization
8. Review and evaluate the policy on a regular basis (for example annually)

Tips for Developing an Effective Sun Safety Policy:¹

- Involve workers and management at each step
- The policy should be consistent with your workplace's operational objectives
- The policy should address the real needs of your workplace, which means it must be relevant for and by workers and management
- The policy should be accepted as equally important to other OHS policies

Reference: 1. Implementing an Occupational Health and Safety Program. Canadian Centre for Occupational Health and Safety, Hamilton, ON, 2012.

Sun Safety at Work Canada Resources

If your workplace already has a format for OHS policies or policy statements, continue to use that format, and include a new policy or policy statement for sun safety. Your workplace may fit one of these policy examples, but it is more likely that you will be able to use concepts from more than one example to create a policy that fits your particular workplace.

- Example heat stress safety policy for small and large sized workplaces
- Example solar UV safety policy for small and large sized workplaces
- Example sun safety policy (solar UV and heat stress) for small and large sized workplaces
- Example roles and responsibilities for a solar UV program
- Example roles and responsibilities for a heat Stress program

Visit sunsafetyatwork.ca for these resources.

Other Resources

- [Sun Safety For Outdoor Workers: A toolkit for policy development](#) (Niagara Region Public Health, 2013)
- [Guide on Exposure to Solar Ultraviolet Radiation](#) (Safe Work Australia, 2013)