

Using the Training Resources

We recognize that workplaces are at various stages when it comes to implementing a sun safety program for outdoor workers. Some workplaces are beginning to create greater awareness about the hazards of working in the sun, while others are ready to implement a sun safety program or enhance their current program. No matter the stage, we have fact sheets, posters, presentations, and other educational tools that can be tailored to the training needs and capacity of your workplace.

In this guide you will find the following:

- A brief description of the SSAWC training resources, time required, and target audience
- Training tips and techniques
- A sample training schedule

SSAWC Training Resources

Training Resource	Description	Length of Time Required	Equipment	Supporting Training Resources (optional)	Audience
Solar UV Exposure Training for Employees	A PowerPoint presentation that gives employees an overview of solar UV exposure at the worksite and how to reduce their risk. Speaking notes included for facilitator.	20 minutes	Laptop, projector, screen, UV Index Poster	<ul style="list-style-type: none"> • Solar UV and Outdoor Workers Fact Sheet • Sunscreen Fact Sheet • Personal Risk Assessment – Sun and Skin Cancer for Outdoor Workers 	<ul style="list-style-type: none"> • Employees
Solar UV Exposure Training for Supervisors	A PowerPoint presentation that gives supervisors a greater understanding of solar UV exposure, why it is an important	30 minutes	Laptop, projector, and screen	<ul style="list-style-type: none"> • Solar UV and Outdoor Workers Fact Sheet • Sunscreen Fact Sheet 	<ul style="list-style-type: none"> • Supervisors • OHS Professionals

	workplace topic and discusses measures for managing exposure. Speaking notes included for facilitator.			<ul style="list-style-type: none"> • Personal Risk Assessment – Sun and Skin Cancer for Outdoor Workers 	<ul style="list-style-type: none"> • Health and safety Committee
Heat Stress Training for Employees	A PowerPoint presentation that informs outdoor workers of ways to prevent heat stress. Signs of symptoms of heat stress are highlighted. Speaking notes included for facilitator.	20 minutes	Laptop, projector, and screen	<ul style="list-style-type: none"> • Heat Stress and Outdoor Work Fact Sheet • Heat Stress Signs and Symptoms Fact Sheet • Personal Risk Assessment – Heat Stress for Outdoor Workers 	<ul style="list-style-type: none"> • Employees
Heat Stress Training for Supervisors	A PowerPoint presentation that informs supervisors of the risks associated with heat stress and the importance of recognizing the signs and symptoms of heat stress in their employees. Speaking notes included for facilitator.	30 minutes	Laptop, projector, and screen	<ul style="list-style-type: none"> • Heat Stress and Outdoor Work Fact Sheet • Heat Stress Signs and Symptoms Fact Sheet • Personal Risk Assessment – Heat Stress for Outdoor Workers 	<ul style="list-style-type: none"> • Supervisors • OHS Professionals • Health and Safety Committee • Employees
Safety Talk: Solar UV Safety	A toolbox talk that addresses hazard and health risks, how employees can protect themselves, and facts about sun safety	10 minutes	Sunscreen and other forms of personal protection	<ul style="list-style-type: none"> • Protect Your Skin and Eyes from the Sun Poster • Sunscreen Fact Sheet • Solar UV and Outdoor Work Fact Sheet 	<ul style="list-style-type: none"> • Employees
Safety Talk: Heat Stress	A toolbox talk that addresses the dangers of heat stress, highlights	10 minutes	Heat Stress Safety Poster	<ul style="list-style-type: none"> • Protect Yourself from Heat Stress Poster 	<ul style="list-style-type: none"> • Employees

Safety for Outdoor Workers	signs and symptoms, and how employees can protect themselves.		to reinforce “Six Simple Steps”	<ul style="list-style-type: none"> • Heat Stress Signs and Symptoms Fact Sheet • Heat Stress and Outdoor Work Fact Sheet 	
Sun Safety Video: Employers	A short video that illustrates the dangers of sun exposure and heat stress, and describes employers’ responsibilities to protect their workers.	3 minutes	Video downloaded, laptop, speakers, projector, and screen	<ul style="list-style-type: none"> • Solar UV and Outdoor Work Fact Sheet • Heat Stress and Outdoor Work Fact Sheet • Heat Stress Signs and Symptoms Fact Sheet • Personal Risk Assessments 	<ul style="list-style-type: none"> • Supervisors • OHS Professionals • Health and Safety Committee
Sun Safety Video: Workers	A 3 minute video that illustrates the dangers of sun exposure and heat stress, and describes what workers can do to protect themselves. There is a one-page worksheet that accompanies this video.	20 minutes (video plus worksheet)	Video downloaded or streamed, laptop, speakers, projector, screen, and worksheet	<ul style="list-style-type: none"> • Solar UV and Outdoor Work Fact Sheet • Heat Stress and Outdoor Work Fact Sheet • Heat Stress Signs and Symptoms Fact Sheet • Personal Risk Assessments 	<ul style="list-style-type: none"> • Employees
Sun Safety Facts	A document that contains 25 facts about sun safety. A few of these facts could be covered each week with employees or a workplace could use all the sun safety facts during a Toolbox Talk. Supervisors could get creative by turning the facts into trivia questions for employees.	One minute per fact or 30 minutes to review all facts.	N/A	<ul style="list-style-type: none"> • Safety Talk – Solar UV • Safety Talk – Heat Stress Safety for Outdoor Workers 	<ul style="list-style-type: none"> • Employees

Personal Risk Assessment: Sun and Skin Cancer for Outdoor Workers	A sun safety risk assessment that will help employees determine their personal level of risk from solar UV exposure and how to best protect against this risk.	10 -15 minutes	Hard copies of risk assessment, extra pens	<ul style="list-style-type: none"> • Solar UV Exposure Training for Employees • Sun Safety Video - Workers 	• Employees
Personal Risk Assessment: Heat Stress for Outdoor Workers	A heat safety risk assessment that will help employees to determine their personal level of risk for heat stress while at work. It also provides suggestions on protection.	10 -15 minutes	Hard copies of risk assessment, extra pens	<ul style="list-style-type: none"> • Heat Stress Training for Employees • Sun Safety Video - Workers 	• Employees
Sunscreen Fact Sheet	A two-page document that gives employees an overview on how to choose, use and store sunscreen.	5 minutes	Hard copies of fact sheet	<ul style="list-style-type: none"> • Solar UV Exposure Training for Employees • Sun Safety Video – Workers • Safety Talk – Solar UV Safety 	• Employees
Solar UV & Outdoor Work Fact Sheet	A one-page document that gives employees information about skin cancer, and how best to protect their skin and eyes from solar UV exposure.	5 minutes	Hard copies of fact sheet	<ul style="list-style-type: none"> • Solar UV Exposure Training for Employees • Sun Safety Video – Workers • Safety Talk - Solar UV Safety 	• Employees
Heat Stress Signs and Symptoms Fact Sheet	A two-page resource that concisely outlines the signs and symptoms of heat stress and helps foster a greater understanding amongst employees.	5 minutes	Hard copies of fact sheet	Safety Talk – Heat Stress Safety for Outdoor Workers	• Employees

Heat Stress & Outdoor Work Fact Sheet	A one-page resource that helps employees understand the primary contributing factors, the risks and ways to prevent heat stress.	5 minutes	Hard copies of fact sheet	<ul style="list-style-type: none"> • Heat Stress Signs and Symptoms Fact Sheet • Safety Talk – Heat Stress Safety for Outdoor Workers 	<ul style="list-style-type: none"> • Employees
Protect yourself from Heat Stress Poster	A colourful poster that reinforces the “Six Simple Steps” of heat stress prevention.	1 minute	A hard copy of poster	<ul style="list-style-type: none"> • Heat Stress Training for Employees • Safety Talk – Heat Stress Safety for Outdoor Workers 	<ul style="list-style-type: none"> • Employees
Protect your Skin and Eyes from the Sun Poster	A colourful poster that reinforces the “Six Simple Steps” of solar UV protection.	1 minute	A hard copy of poster	<ul style="list-style-type: none"> • Solar UV Exposure Training for Employees • Safety Talk - Solar UV Safety 	<ul style="list-style-type: none"> • Employees

Training Tips and Techniques

When possible, integrate sun safety training into safety talks, staff meetings, etc., on a monthly basis between April and August. Choose which resource you would like to review, and consider using certain resources in alternating years to keep the material fresh for staff. A sample training schedule is provided below. It can be adapted to your workplace.

New Worker Orientation:

- At new worker orientation, consider which resources could be included in the orientation session. For example, the training presentations and video could be appropriate, while the fact sheets can help to reinforce messages of sun safety.

Suggestions for Useful Strategies in Training Sessions:

- When conducting a training session, and when appropriate, link back to the sun safety policy and procedure document (if a policy is not in place yet – then refer to practices) for your workplace.
- When possible, make the link to off-the-job sun safety for both employees and their families.
- Take an interactive approach and bring visuals when possible, or appropriate, for training sessions. For example, bring a teaspoon and demonstrate how much sunscreen should be applied to a person's face and neck by filling the teaspoon with sunscreen and then emptying it into your hand. Or bring samples of the personal protection that is provided by the workplace and show it to the staff.
- When discussing the signs and symptoms of heat stress or the signs and symptoms of skin cancer, ask someone who has experienced heat stress or skin cancer to speak to your outdoor workers. Hearing a personal story can make the risks of sun exposure real for staff.
- During the monthly sun safety training session (staff meetings, safety talks, etc.), take a moment to briefly review what was discussed during the previous month to help reinforce the message.

Reinforce Messages:

- Think outside of the normal bulletin board and put posters or fact sheets in washrooms and change them periodically.
- Reinforce the *Six Simple Steps* for both UV and heat exposure throughout the summer season. For example, this could be done through a periodic email to staff, posting on a digital screen or at safety talks.

Gather Feedback:

- Take time to hear from employees during the sessions and learn what is working well with regards to sun safety and what could be improved. The feedback generated can strengthen your sun safety program and create greater buy-in for future years.

Sample Training Schedule for Outdoor Workers

Month	Choice of Resources	*Year:	*Year:	*Year:
April	<ul style="list-style-type: none"> • Solar UV Exposure Training for Employees Presentation • Heat Stress Training for Employees Presentation • Sun Safety Video – Workers • Sun Safety Facts 			
May	<ul style="list-style-type: none"> • Personal Risk Assessment – Sun and Skin Cancer for Outdoor Workers • Solar UV and Outdoor Work Fact Sheet • Sunscreen Fact Sheet • Protect your Skin and Eyes from the Sun Poster 			
June	<ul style="list-style-type: none"> • Personal Risk Assessment – • Heat Stress for Outdoor Workers • Heat Stress and Outdoor Work Fact Sheet • Heat Stress Signs and Symptoms Fact Sheet • Protect yourself from Heat Stress Poster 			
July	Safety Talk - Solar UV Safety			
August	Safety Talk – Heat Stress Safety for Outdoor Workers			

* Indicate which resources were reviewed with employees