

**TEMPLATE FOR A SUN SAFETY POLICY and PROGRESS TRACKER** ©  
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**(Name of organization) Sun Safety Policy**

(Name of organization) is interested in providing a safe working environment for our employees.

(Name of organization) is committed to the health and safety of our workers. (Name of organization) acknowledges that ultraviolet (UV) radiation through sun exposure may have damaging effects on our employees working outdoors.

By instituting this policy, we hope to provide a comprehensive approach to protection from UV radiation from the sun. Through this policy, we plan to:

- reduce UV exposure; and
- improve sun protection during unavoidable sun exposure.

The strategies we will adopt to support this goal are:

- rotate workers between work sites or site locations so they are not all exposed to the sun during the period of greatest UV intensity between 11 am to 4 pm
- provide free SPF 30 or higher broad spectrum sunscreen and lip balm to all outdoor workers
- if possible, schedule outdoor work outside of the peak midday hours of 12 noon and 2 pm
- erect shade structures at all locations for use during coffee and lunch breaks; and
- promote sun safety education throughout our organization and at orientation for new and seasonal staff.

## PROGRESS TRACKER

Use a chart like the one below to help you review progress in key areas.

### Progress Tracker – Sun Safety for Outdoor Workers Initiative

Tools	Progress	Instituted	Comments	Ideas/changes for next year
Sun Safety Policy				
Staff UV education program				
Limit exposure to UV				
Shade – provision and use				
Sun protective clothing and hats – provision and use				
Sunscreen – provision and use				

### Evaluation

Measure the behaviour of workers before and after instituting sun protection changes.

There should be about a three month period between introducing sun protection measures and assessing these. Evaluation of the effectiveness of the program should be ongoing. Allow about three months between assessments.

Keep updating the **Progress Tracker – Sun Safety for Outdoor Workers Initiative** with new information as your program progresses. It will help to shape future directions. Convene your sun safety committee meetings on a regular basis and share this information with the group.