



Sample Sun Safety Policy

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The (Name of Agency) endeavours to provide a safe workplace by reducing sun exposure for their employees. In order to achieve this goal, the (name of agency) will:

- Introduce and support appropriate strategies for sun protection.
- Encourage employees to follow sun safety procedures when working outdoors.
- Consider sun safety in future strategic and structural plans.

■ Sun Safety Procedure/Guidelines:

1. Where possible, work will be carried out in natural shaded areas or temporary shade will be erected (i.e., umbrella, canopy, tent, awning).
2. Where possible, shelter from the sun will be provided for all outdoor “common areas” (i.e., eating areas/break areas) on (name of agency) property.
3. When possible, outdoor work will be scheduled before 11 am and after 4 pm, to avoid exposure when UV radiation is at its peak.
4. Employees who are working outdoors will be encouraged to wear the following:
 - wide-brimmed hat, legionnaire style hat, or helmet brim attachment.
 - clothing that is loose fitting, tightly woven, light weight and that covers arms and legs.
 - protective eye wear that wraps around and provides 100% UVA and UVB protection.
5. Employees who are working outdoors will be encouraged to apply a broad-spectrum sunscreen with a Sun Protection Factor (SPF) of 30 higher. It is recommended that sunscreen be applied 20-30 minutes before sun exposure, reapplied in 20 minutes and then every 2 hours there after.
6. The (name of agency) will provide employees with broad-spectrum sunscreen with a SPF of 30 or higher.
7. All employees will be encouraged to review these sun safety procedures annually.
8. All employees will complete a risk assessment annually. (See sample in the Canadian Dermatology Association resource).
9. The (name of agency) will review the policy and update as necessary.

