

A workplace sun protection policy

A sun protection policy is a written document that records why and how your workplace will manage the risk to workers of exposure to excess levels of UVR.

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[REDACTED] recognises that skin cancer is a major health risk for New Zealanders, including outdoor workers, who are often exposed to excessive levels of solar ultraviolet radiation (UVR).

Because UVR produced by the sun can cause skin cancer and damage to skin and eyes the company has established a sun protection policy that is implemented during peak UVR periods. The peak UVR periods are from the beginning of September to the end of March, especially between the hours of 11am and 4pm.

Policy provisions and requirements

The company is required to:

- identify any practices that are barriers to achieving sun safety in the workplace
- involve employees and managers in the development and implementation of any new sun safety policy
- ensure there is a supervisor or manager responsible for the implementation of the policy at all levels of the organisation

Outdoor workers will be provided with and must wear:

- clothing that covers as much of the body as possible (long-sleeved shirts with collars, long trousers or knee-length shorts)
- clothing of a close weave to restrict sunlight penetration, which is lightweight and permeable to assist with the evaporation of sweat and where possible, has an ultraviolet protection factor (UPF) of 50+

Hats will:

- shade the head, face, neck and ears
- have a broad brim and be of a close weave material
- use a brim attachment in the case of hard hats
- have a flap of fabric attached to the back of the hat or hard hat to protect the back of the neck

Sunglasses will:

- fit closely and wrap around the face
- conform to standards AS/NZS 1067:2003 and AS/NZS 1337:1992 (safety glasses standard)

Sunscreen will:

- be broad spectrum and SPF 30+
- be stored below 30 degrees
- conform to standard AS/NZS 2604:1998

Work periods will:

- be rotated so the same people are not exposed to the sun all the time
- involve varied work times so employees are not exposed to the sun for long periods during the highest risk times (from 11am to 4pm between the start of September and the end of March)

Shade will be:

- used as much as possible to reduce daily UVR exposure either by moving jobs indoors or to shady areas outdoors
- provided, where possible, in the form of fixed or portable shade structures

Information and resources will be provided to ensure employees:

- have access to up-to-date information about skin cancer
- understand the importance of being familiar with how their skin usually looks
- know how to examine their skin
- know what to look for
- know what to do if a suspicious spot, mole or freckle is noticed

This information is available via leaflets and posters from the Cancer Society of New Zealand, www.cancernz.org.nz, or contact your local Cancer Society office.

Employees will be expected to:

- co-operate with all measures introduced by management to minimise the risks associated with exposure to solar UVR
- comply with instructions and advice in regards to the use of sun protection control measures
- participate in any sun protection education programmes
- act as positive role models
- take all practicable steps to ensure their own safety when working in the sun

Monitor and review

This policy will be reviewed on a regular basis or at least every two years.

Name

Position

Signature

Date

Date of next policy review