# Template: Sun protection policy

*<remove this section once your policy is complete>*

The following template is a starting point for you to create a sun protection policy. You can change it to suit your specific workplace needs.

Included in each section are prompts to <insert> information. Simply replace the words in red with the information requested. Some sections give prompts to <remove/add/delete as applicable>.

After you have drafted your policy, it’s a good idea to circulate it to your workers for their input. You could do this through your staff intranet site, email distribution list or written memo. Remember to include workers who don’t have regular access to internet and email (for example, remote/field or maintenance staff) and any contractors.

Once the policy is finalised and signed off by senior management, all employees should receive a copy. The policy should also be included in any orientation material that is given to new employees.

When writing a policy, we recommend you check other sources including codes of practice and Australian Standards:

* WorkSafe Tasmania: [worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)
* Safe Work Australia: [safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
* Standards Australia: [saiglobal.com](file:///C:\Users\egyler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CRSRSRF9\saiglobal.com)

For more information on sun safety and UV exposure see:

* Cancer Council Australia: [cancer.org.au](http://www.cancer.org.au)
* SunSmart, with its free app and other tools: [sunsmart.com.au](http://www.sunsmart.com.au)
* Australian Radiation Protection and Nuclear Safety Agency: [arpansa.gov.au](http://www.arpansa.gov.au)

# Sun protection policy for <insert organisation name>

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| Aim | |
| This policy aims to reduce the workplace risk of ultraviolet (UV) exposure from sunlight. It explains:   * why we need UV protection in our workplace * how we will manage UV protection in our workplace.   This policy applies to everyone at <insert organisation name> including workers, contractors, visitors and others. | |
| Definition | |
| UV radiation in sunlight causes cancer and damages all skin tones. This damage is permanent and increases with each exposure.  Workers who are outdoors for all or part of the day have a higher than average risk of getting skin cancer. It is almost entirely preventable and sun protection measures help reduce the risk.  The *Work Health and Safety Act 2012* says we must make sure the workplace is safe and without risk to health. This includes reducing the known health risks for UV exposure. | |
| Responsibilities | |
| <insert organisation name> will:   * consult with HSRs and workers on a risk assessment to identify   + workers with a high risk of UV exposure   + work tasks where UV exposure occurs * reduce exposure to UV by using the controls listed below * monitor the use of UV protection by workers and others, to make sure they follow this policy * allow a worker to use alternate UV protection, when we have discussed and agreed to this with the worker * apply our standard grievance procedures, when a worker does not follow this policy and does not have an agreed exemption. | |
| What management will do (where reasonable) | |
| Engineering controls   * Provide fixed or temporary shade in outdoor areas. * Move outdoor tasks to shaded areas. * Provide indoor areas or shaded outdoor areas for rest/meal breaks. * Block out reflective surfaces, or move them into shaded areas. * Identify and minimise contact with products that attract or absorb UV. * Provide shade for all outdoor events. * Include shade areas in plans for future buildings or grounds. * Fit window tinting to all work vehicles within <insert timeframe> if not already installed.   ***Administrative controls***   * Plan outdoor work for when UV levels are low, such as early morning or late afternoon. * Plan indoor/shaded work for when UV levels are high (3 or more), such as in the middle of the day. * Rotate workers between indoor/outdoor tasks to avoid long exposure to UV. * Display daily sun protection times in common areas (such as meal rooms). * Use sun protection practices at all work-related outdoor social events.   ***Personal protective equipment (PPE)***   * Provide outdoor workers with the following PPE, chosen in consultation with them:   + - long sleeve shirt with collar, made from UPF50+ (ultraviolet protection factor 50+) material     - long trousers made from UPF50+ material     - broad-brimmed bucket or legionnaire style hat that shades the face, head, ears and neck, made from UPF50+ material     - attachable brims and neck-flaps for hard-hats     - close fitting wrap-around sunglasses with an eye protection factor of 10, or which meets the Australian Standard AS/NZS 1067:2016 – category 2, 3 or 4 (category 4 is not safe for driving), or safety glasses that meet AS/NZS 1337.2012     - broad-spectrum, water-resistant sunscreen and lip balm with a sun protection factor (SPF) of 30 or higher. * Store sunscreen and lip balm in a cool place (below 30°C) and make sure the expiry date is current. * Provide PPE, sunscreen and lip balm to indoor workers and others when they have to work outdoors.   Education and training   * Train all workers in the risks of UV exposure and include this in all inductions. * Give workers information to help them manage their own sun protection. * Encourage workers to download and use the free SunSmart app. * Tell workers about tax-deduction entitlements for sun protection work equipment. * Make sure managers and supervisors are positive role models by following this policy. * Encourage the use of personal UV protection off the job. | |
| What workers, contractors, visitors and others will do | |
| * Follow this policy or tell us if you can’t, so we can agree on other methods of sun protection. * Outdoor workers must use personal sun protection at all times; that is:   + wear the provided PPE when working outdoors and cover as much skin as possible   + apply the provided sunscreen and lip balm 20 minutes before going outdoors (so it can be absorbed), then reapply every 2 hours or sooner. * Indoor workers and others must use personal sun protection when outside and the UV Index is 3 or higher. * Be responsible for your own sun protection at work. * Report excessive UV exposure in the workplace, whether this causes injury or not. * Report all UV-related workplace injuries including sunburn, using our injury reporting procedures. * Take part in sun protection education, as required. | |
| Start date and review | |
| <insert organisation name> will consult with workers to review this policy on a regular basis or at least every three years, and will advise workers of any changes. | |
| Authorised | |
| Name <for example, health and wellbeing co-ordinator>: | Manager <for example, general manager>: |
| Signature: | Signature: |
| Date: | Date: |
| Date of next review: | |