

Sun Safety for Outdoor Workers: **Sun Safety Action Plan**

When your workers are outside, you want sun protection to be on.

Use this **Action Plan** in combination with the **Implementation Guide** and the **UV Risk Assessment**.

Following the completion of your UV Risk Assessment (Step 3), you have now prioritised what sun safety areas you want to develop as part of your Sun Safety Action Plan (Step 4).

This Sun Safety Action Plan is designed to help you:

1. Focus on the priority areas you identified in the UV Risk Assessment, including:
 - Workplace sun safety policy
 - Engineering controls
 - Administrative controls
 - Personal Protective Equipment (PPE)
2. Identify the actions from the priority areas you want your workplace to adopt, and indicate if they will be a high, medium or low priority.
3. Plan when the action will commence, who will be responsible for it and when it will be revised.



Tips for completing the Sun Safety Action Plan:

- Refer to Step 4 of the implementation guide for things to consider in developing your plan.
- Present your draft Sun Safety Action Plan to management, your WH&S committee and staff for final feedback and support.
- Officially launch your Sun Safety Action Plan. Clearly communicate what changes will occur and what you expect from all staff. Use posters, newsletters, your staff intranet, meetings and demonstrations of PPE to publicise the plan as widely and frequently as possible.



Policy

Action	PRIORITY			When	Who	Revised
	High	Medium	Low			

WORKPLACE SUN SAFETY POLICY/GUIDANCE

1. Workplace will develop/review sun safety policy/guidance

Develop a new policy/guidance or review your existing policy/guidance * TIP: Use Cancer Council's policy template for policy ideas * TIP: Include a sun safe clause in all work contracts, WH&S practical advice and documents e.g. mandated PPE usage, safe work method statements, no fault injury reporting procedures						
Other actions.....						

Engineering controls

Action	PRIORITY			When	Who	Revised
	High	Medium	Low			

SHADE

2. Provide shaded areas or temporary shade where possible

Supply and set up built (portable or fixed) or natural (trees) shade structures over work and rest areas e.g. marquee						
Supply shade covers on machinery e.g. tractors, forklifts, ride-on mowers						
Ensure all new built shade structures have a minimum Ultraviolet Effectiveness (UVE) rating of 95%						
Other actions..... * TIP: Encourage workers to make use of shade during rest breaks * TIP: consider larger shade, or shade with side panels as they block more scattered UV radiation						

3. Encourage workers to move jobs where possible to shaded areas

Action.....						
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4. Try to provide shade for outdoor events

Action..... TIP: use Cancer Council's SunSmart tips for outdoor events						
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Engineering controls

Action	PRIORITY			When	Who	Revised
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SHADE

5. Consider your shade needs in plans for future buildings and grounds

Complete a shade audit to assess the quality and need for shade in specific sites						
Other actions..... * TIP: Cancer Council NSW's Guidelines to shade is a useful resource for all things related to shade and UV.						

WINDOW TINTING AND REFLECTIVE SURFACES

6. Apply window tinting to work vehicles

Investigate window tinting for all new work vehicles and retrofit existing vehicles						
Ensure employees drive work vehicles with windows up and air conditioning on						
Other actions.....						

7. Modify exposure to reflective surfaces where possible

Move tasks to another location, provide shade over reflective surfaces						
Other actions..... * TIP: learn more about reflective surfaces in p. 17 of Cancer Council's Skin cancer and outdoor work. A work health and safety guide						

SCHEDULING OF OUTDOOR WORK TASKS AND STAFF

TIP: Use the [SunSmart App](#) to inform staff and managers of the local area's daily UV levels. Try to reduce UV exposure when UV radiation is at its highest levels during the day.

8. Reschedule work tasks to minimise workers' exposure to UV

Schedule outdoor work tasks to earlier in the morning or later in the afternoon (where possible)						
Schedule indoor/shaded work tasks to occur when levels of UV are strongest, such as in the middle part of the day						
Rotate workers between indoor/shaded and outdoor tasks						
Reduce shift length						
Consider hiring more staff to increase rotation of outdoor tasks						
Other actions.....						

Administrative controls

Action	PRIORITY			When	Who	Revised
	High	Medium	Low			

SCHEDULING OF OUTDOOR WORK TASKS AND STAFF

TIP: Use the [SunSmart App](#) to inform staff and managers of the local area's daily UV levels. Try to reduce UV exposure when UV radiation is at its highest levels during the day.

9. Provide easy access to UV forecast and peak UV times

Download the SunSmart widget to your workplace intranet to remind staff of peak UV times each day						
Investigate purchasing a Cancer Council UV meter to provide a real time visual measure of UV at the worksite						
Include UV forecasts and peak UV times in daily briefings						
Other actions.....						

10. Adopt sun protection practices during all work-related outdoor social events

Use Cancer Council's SunSmart tips for outdoor events						
Other actions.....						

INFORMATION

11. Promote sun protection behaviour in prominent areas

Display sun protection posters or brochures available at cancerCouncil.com.au/workplace in prominent locations						
Other actions.....						

12. Workers are provided with information to effectively examine their own skin

Display 'Can you spot skin cancer?' and 'Checked your skin lately?' posters in prominent locations						
Advise workers to consult their GP if they have concerns regarding their own skin						
Other actions..... * TIP: Provide options for workers to have time off work to visit a GP if they have concerns after checking their own skin						

Administrative controls

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INFORMATION

13. Utilise tax deductions when employers/employees are required to purchase their own sun safe PPE

New employees informed of tax deductions as part of induction						
Communicate to teams e.g. in meetings, staff intranet or newsletters						
Ensure finance team claim all employer paid sun related PPE expenses						
Other actions..... * TIP: Talk to your tax advisor or visit the ATO for more information on claiming tax deductions						

PHOTOSENSITISING SUBSTANCES

14. Identify and minimise contact with photosensitising substances

Check Safety Data Set to identify substances that cause photosensitivity						
Advise workers to consult their GP if taking medication that may cause photosensitivity						
Other actions..... * TIP: learn more about common substances causing photosensitivity in p.11 of Cancer Council's Skin cancer and outdoor work. A work health and safety guide						

ROLE MODELLING

15. Ensure managers and supervisors act as positive role models and reinforce mandated PPE usage

Communicate sun safety expectations e.g. in program launch, meetings, staff intranet or newsletters						
All leadership staff adopt sun safe behaviours e.g. wearing sun safe hats and uniform, use of sunscreen						
All leadership staff prompt workers who are not wearing sun safe PPE						
Apply for relevant industry safety awards to showcase workplace's commitment to sun safety						
Other actions.....						

Administrative controls

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TRAINING AND EDUCATION

16. Provide education and training regarding UV safety risks

Book free UV safety talks delivered by Cancer Council NSW						
Incorporate UV safety into induction training for new staff						
Use Cancer Council's Toolbox talk and quiz , delivered by workplace staff						
Employees to watch SafeWork/CCNSW webinar * TIP: Small businesses who watch this webinar may be eligible to receive a small business rebate of up to the value of \$1000! * TIP: training could be delivered as part of induction for new staff, during breaks, training days						
Other actions.....						

PROCEDURES

17. Workplace will review minimum UV protection requirement in procurement procedures

Review and add minimum UV protection requirement to workplace procurement procedures including:						
• Outdoor work wear uniforms must be UPF 50+ long sleeve shirt with collar and UPF 50+ long pants						
• Outdoor hats must be UPF 50+ broad brim or legionnaire hats with minimum brim width of 7.5cm						
• At least SPF 30+ broad spectrum water resistant sunscreen and lip balms						
• Shade structures with UVE 95%+						
• Category 3 sunglasses (or EPF 9 or 10) or outdoor rated safety glasses for outdoor workers						
• Other actions.....						



Protect yourself in **five ways** from skin cancer



SLIP



SLOP



SLAP



SEEK



SLIDE

PPE



TIP: Make PPE mandatory and monitor compliance. Remove any uniform choices, such as caps which are not sun safe to increase compliance

TIP: [ARPANSA buyer's guide](#) is useful for sourcing PPE suppliers of UPF50+ materials

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CLOTHING PROVIDED TO WORKERS

18. Long sleeved shirt with collar and trousers (UPF50+ material)

Source new shirts/trousers if not already in use						
If new shirts/trousers purchased, provide to all employees and include as part of induction pack						
Shirts/trousers replaced after period of time, or if damaged/lost						
Other actions..... * TIP: Evidence shows that appropriately designed 'long-longs' do not increase the body temperature of outdoor workers when performing moderate intensity tasks * TIP: mandate and monitor sun safe clothing when outdoors and remove options for non sun safe options						

19. A sun safe hat (broad-brim, bucket or legionnaire style) made from UPF 50+ material

Source new hats if not in use						
If new hats purchased, provide to all employees and include as part of induction pack						
Hats replaced after period of time, or if damaged/lost						
Other actions..... * TIP: Baseball caps are not recommended as they leave most of the sides of the face, neck and ears unprotected						

20. Attachable brims and neckflaps when wearing a hard hat

Source new brims/neckflaps with brim width at least 7.5cm and made of UPF 50+ material						
If new brims/neckflaps purchased, provide to all employees and include as part of induction pack						
Brims/neckflaps replaced after period of time, or if damaged/lost						
Other actions.....						

PPE

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SUNGLASSES

21. Workers are encouraged to wear sunglasses that meet the Australian Standards (AS/NZS 1067), or safety glasses rated 'O' (AS/NZS 1337.1)

New employees informed as part of induction and training						
All employees informed as part of training						
Communicate to teams e.g. in meetings, staff intranet or newsletters						
Other actions.....						

SUNSCREEN AND LIP BALM

TIP: sunscreen marketed principally for use as sunscreen and has an SPF of 15 or more is GST free

22. Workers are encouraged to wear at least SPF 30 broad-spectrum, water-resistant sunscreen and lip balm, and reapply at least every 2 hours

Purchase sunscreen from Cancer Council (with 20% discount off regular retail price) or another supplier						
Sunscreen provided at easily accessible points e.g. exits/toilets/staff rooms * TIP: wall mountable sunscreen brackets are very useful at entry and exit points						
Provide and/or encourage workers to use lip balm						
Purchase sunscreen stands from Cancer Council NSW						
Other actions.....						

23. Sunscreen stored in cool dry place (below 30 degrees)

Sunscreen moved indoors out of direct sunlight when not in use						
Sunscreen removed from cars when not in use						
Other actions.....						

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For further information about completing this Sun Safety Action Plan, contact Cancer Council NSW on **02 9334 1761** or sunsmart@nswcc.org.au.

