With key leaders like you onside, we can better protect workers outside.

Australia is the skin cancer capital of the world, with 2 in 3 of us developing some form of it in our lifetime. Outdoor workers are at greater risk than indoor workers, because they're exposed to between 5 to 10 times more UV radiation from the sun.

The evidence is clear: outdoor workers need to use sun protection every day.

Almost all skin cancers are caused by UV radiation, so are highly preventable. Yet 90% of outdoor workers are currently working without full sun protection. And in NSW 25% of workplaces do not provide workers with any sun protection at all.

To ensure a safe working environment, your workplace needs to address UV radiation as a risk, and put sun safety control measures in place that will reduce exposure to it.

UV radiation is classed as a Group 1 carcinogen*, in the same category as asbestos and tobacco. As a sun safety leader, you will be helping your company meet its WHS legal obligations to protect your workers' health with regards to reducing skin cancer risk. Long term, you will be contributing to a culture of workplace safety that avoids incidents and injuries, improves workplace efficiency and builds staff retention.

Sun safety is serious but it doesn't have to be complicated.

Proactive leaders like you, who champion sun safety, are proven to be vital for creating progress. This guide gives you simple, practical steps to implement a sun safety plan in your workplace.

* Causes cancer in humans. International Agency for Research on Cancer.

PLAN
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When your workers are out, sun protection is on.

Designed to be used with resources at cancercouncil.com.au/workplace.

Cancer Council NSW

PLAN

Step 1: Gain management support for your plan

Gaining buy-in from senior management and WHS teams will help ensure sun safety is prioritised, supported and demonstrated from above. This is a key factor for success for any workplace health program.

Make your case by using Cancer Council NSW sun safety resources and collecting local data from your workplace. Be clear that you are serious about good sun protection. Seek out any organisational information that will support your case, such as examples of where improvements could be made.

Promote your workplace's WHS duty of care and legal obligations, and remind management of the WHS benefits.

When supervisors and managers are actively involved in safety, workers are more likely to follow safe work procedures and raise safety issues.

TIP: Save time, adapt Cancer Council NSW's **Leadership and WHS Committee Buy In** presentation and use the **Key Messages** to help in email and other communication. Visit **cancercouncil.com.au/workplace** to access these resources.

Step 2: Get sun safety on the WHS agenda

Form a small working party or get on the safety agenda that suits your business. Seek influential, interested people who can lead, develop and guide sun safety implementation in your workplace.

TIP: Working with your existing systems and health and safety teams helps keep things simple and makes it easier to get your plan on the agenda.

Step 3: Assess risks, review control measures and consult

Use Cancer Council NSW's **UV Risk Assessment** template to identify:

- Where the greatest risk of UV radiation is in your workplace.
- What sun safety control measures are being used, to prioritise areas for improvement.

Canvassing perspectives and opinions helps ensure new health and safety practices are accepted and adopted.

Consult with a cross section of workers to learn about their needs, opinions and attitudes. Use these insights to develop your sun safety plan.

Tip: How you engage with colleagues – for example having honest, frank, supportive conversations about sun safety – will help encourage them to get on board with your approach.
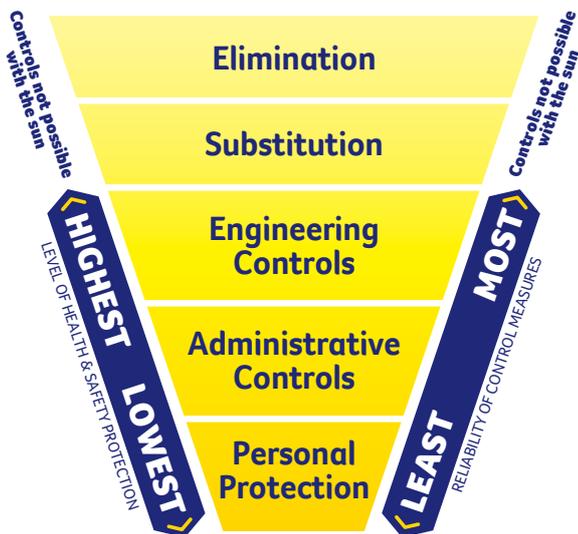
Step 4: Develop your Action Plan

After prioritising the sun safety areas you will focus on, use Cancer Council NSW's **Action Plan** template to develop your sun safety plan.

Things to consider:

- **Where appropriate, make it mandatory not optional:** Evidence shows that employees experience less sun damage when sun safety is mandatory in their workplace.

- **Try to do the most protective actions first:** In line with the hierarchy of controls, consider doing actions with a higher level of health and safety protection first, such as once-off engineering controls like tinted windows and shade availability.

- **Tailor to your needs:** Every workplace is different, find a balance that meets your workers' health and safety needs and your budget, that you can commit to.

- **Take an all-around approach:** When you tackle sun safety from a variety of angles you get the best outcome. Use the **Action Plan** to identify as many measures as possible that will suit your workplace.

- **Talk up achievements:** Success builds a strong case for your workplace's continuing commitment to sun safety. Try to find 'easy wins' that you can achieve and talk up early on to help build this momentum.

Controls not possible with the sun — HIGHEST — LEVEL OF HEALTH & SAFETY PROTECTION — LOWEST

Controls not possible with the sun — MOST — RELIABILITY OF CONTROL MEASURES — LEAST

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Personal Protection

HIERARCHY OF CONTROLS
Adapted from **SafeWork NSW Code of Practice 2019**

Use the range of free resources, including posters, education and training materials available at **cancercouncil.com.au/workplace** to support implementation.

> *TIP: Think big picture with your sun safety plan: committing to a number of activities over time will help sustain your approach and achieve the best results.*

Step 5: Seek final consultation on your plan

Talk your plan through with your management team, WHS committee and staff, and seek final feedback and support. Agree how to imbed it in everyday practices and procedures, and how to communicate it. Gain buy-in at all levels before you proceed.

> *Tip: Reinforce the importance of why you are doing this. Including sun safety in your standard processes can improve day to day practice.*

DO

Step 6: Put your plan into action!

Officially launch your sun safety 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. The **SunSmart App** is a useful way of showing staff the daily UV forecasts in your local area.

Repeating key messages through multiple channels helps to reinforce them for everyone.

TIP: You and other leaders can help get everyone on board by leading by example when it comes to sun safety. Being seen to use sun protection yourself will help others follow.

REVIEW

Step 7: Monitor

Monitoring is critical: it allows you to see whether you're on track and keep momentum. Documenting the process will provide valuable information to review your progress and identify possible reasons for successes or failures:

- Keep a written record of what has been undertaken.
- Note the results of all actions and procedures.
- Arrange working party meetings, seek out feedback from staff.

Tip: Collecting data on sun safety knowledge, attitudes and behaviours from outdoor workers is a great way to track results and demonstrate impact over time.

Step 8: Improve

Look at what worked and think about what factors contributed to its success. Apply those learnings to any areas that you can see need improving and then think about what you can and should do next

Ultimate Tip: Outdoor workers need to use sun protection every day. Provide a combination of all five forms of sun safety to protect your workers outdoors.

SLIP   **SLOP**   **SLAP**   **SEEK**   **SLIDE**

Cancer Council NSW