

Insert
Company
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Sun/UV Safety – Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Sun/UV Safety**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: (Company Name) is committed to protecting our employees from the effects of exposure to solar ultraviolet radiation.

POLICY STATEMENT: Significant health risks are associated with overexposure to UV radiation and (company name) will provide resources, information and products to mitigate the effects of sun exposure for employees who must work outside.

SCOPE: This policy applies to every employee of (Company name) where outdoor work is required.

PROCEDURE:

Managers are encouraged to,

- Monitor the daily UV index at www.weathernetwork.com
- Minimize outdoor work expectations during peak UV hours i.e. 11 am – 4 pm
- If work or times cannot be changed, consider rotation of workers
- Provide personal protective equipment to the workers (sunscreen, long sleeved, light coloured, loose fitting clothing made of tightly woven fabric)
- Provide shade structures if shade is not readily available

Employees are encouraged to,

- Wear appropriate clothing that covers the skin (as above)
- Wear sunglasses, hats that cover the nose, ears and back of neck and broad spectrum sunscreen with a minimum SPF of 30 and lip balm
- Maintain hydration by drinking water frequently

(Company name) will provide for employees,

- Sunscreen,
- wide brimmed hats
- information and awareness sessions annually

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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