

# Checklist of Sun Safety Policy Components



What is your organization willing or able to implement for sun safety policy for UV risk management in the workplace?



INTENSITY

## RESOURCE ALLOCATION & MONITORING

Add a sun safety component to your employee handbook or safety manual

DO  
NOW

MIGHT  
DO

WON'T  
DO

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Write a sun safety policy

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Conduct annual sun safety audits of workplace policy or procedure

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Cover annual physician skin exams in your insurance plans

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Periodically evaluate and strengthen your sun safety program or policy

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**For a very rigorous policy require employees to... (and pay for resources when possible)**

Attend sun safety training

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Wear hats outdoors

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Wear long-sleeved shirts and/or long pants

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Wear sunglasses or UV-protective safety goggles

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Use sunscreen and lip balm

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Drink water throughout the day

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Take rest breaks in the shade

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LOW

## EMPLOYEE AWARENESS & INFORMATION

Add skin cancer and heat illness information to new employee orientation packets

DO  
NOW

MIGHT  
DO

WON'T  
DO

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Distribute FAQs and tip cards

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Hang sun safety posters

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Place sun safety articles in your company newsletter or e-newsletter

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Post sun safety information on your company website

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Show sun safety messages on electronic signs and marquees

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Give out sun safety materials at health fairs

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Promote Skin Cancer Awareness Month and Heat Awareness Day in May

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## UV AND HEAT DETECTION AWARENESS

Post the UV Index and Heat Index on bulletin boards

DO  
NOW

MIGHT  
DO

WON'T  
DO

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Provide hand-held UV monitors to outdoor crews

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Provide plastic credit card size UV detectors to outdoor workers

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Promote or provide UV and heat monitoring smartphone apps to employees

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HATS, SUNGLASSES, AND PROTECTIVE CLOTHING

DO NOW   MIGHT DO   WON'T DO

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Encourage or require outdoor workers to...                         |                          |                          |                          |
| Wear hats with a brim outdoors                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wear lightweight, breathable long-sleeved shirts and/or long pants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wear shoes not sandals   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wear sunglasses or UV-protective safety goggles                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Add visors, brims, or neck flaps to hard hats                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wear cooling vests, towels, or neck bandanas                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use ice, air conditioning, or other cooling measures               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SUNSCREEN

DO NOW   MIGHT DO   WON'T DO

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Encourage or require outdoor workers to... |                          |                          |                          |
| Use sunscreen of SPF 30 or more            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use SPF lip balm of SPF 15 or more         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SAFETY COMMITTEE

DO NOW   MIGHT DO   WON'T DO

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Add sun safety to the safety committee's areas of responsibility                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Add a sun safety coordinator to the safety committee                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recruit a sun safety champion (e.g., employee with skin cancer) for the committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conduct an annual worksite sun safety assessment                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assess your physical facilities for shade   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Link sun safety to current safety initiatives                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test the UPF protection of hats, shirts, and uniforms                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Treat sunburns with appropriate medical attention                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respond to signs of heat illness  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORKSITE WELLNESS PROGRAM

DO NOW   MIGHT DO   WON'T DO

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|--|--------------------------|--------------------------|--------------------------|
| Add a sun safety component to your worksite wellness program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hold a skin cancer screening with a local dermatologist      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tell employees where they can be screened for skin cancer    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Give incentives or points for sun safe behavior              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognize sun safe behavior with awards or certificates      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognize managers who teach sun safety                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hold contests that promote sun safe behavior                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recognize employees that model sun-protective behavior       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

