## **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	<b>RESOURCE ALLOCATION &amp; MONITORING</b>	DO NOW	MIGHT DO	WON'T DO
	Add a sun safety component to your employee handbook or safety manual			
	Write a sun safety policy			
	Conduct annual sun safety audits of workplace policy or procedure			
	Cover annual physician skin exams in your insurance plans			
	Periodically evaluate and strengthen your sun safety program or policy			
	For a very rigorous policy require employees to (and pay for resources when possible) Attend sun safety training Wear hats outdoors Wear long-sleeved shirts and/or long pants Wear sunglasses or UV-protective safety goggles Use sunscreen and lip balm Drink water throughout the day Take rest breaks in the shade			
LOW	<b>EMPLOYEE AWARENESS &amp; INFORMATION</b>	DO NOW	MIGHT DO	WON'T DO
	Add skin cancer and heat illness information to new employee orientation packets			
	Distribute FAQs and tip cards			
	Hang sun safety posters			
	Place sun safety articles in your company newsletter or e-newsletter			
	Post sun safety information on your company website			
	Show sun safety messages on electronic signs and marquees			
	Give out sun safety materials at health fairs			
	Promote Skin Cancer Awareness Month and Heat Awareness Day in May			
	UV AND HEAT DETECTION AWARENESS	DO NOW	MIGHT DO	WON'T DO
	Post the UV Index and Heat Index on bulletin boards			
	Provide hand-held UV monitors to outdoor crews			
	Provide plastic credit card size UV detectors to outdoor workers			
	Promote or provide UV and heat monitoring smartphone apps to employees			

	HATS, SUNGLASSES, AND PROTECTIVE CLOTHING	DO NOW	MIGHT DO	WON'T DO
MEDIUM	Encourage or require outdoor workers to Wear hats with a brim outdoors Wear lightweight, breathable long-sleeved shirts and/or long pants Wear shoes not sandals Wear sunglasses or UV-protective safety goggles Add visors, brims, or neck flaps to hard hats Wear cooling vests, towels, or neck bandanas Use ice, air conditioning, or other cooling measures			
	SUNSCREEN	DO NOW	MIGHT DO	WON'T DO
	Encourage or require outdoor workers to Use sunscreen of SPF 30 or more Use SPF lip balm of SPF 15 or more			
	SAFETY COMMITTEE	DO NOW	MIGHT DO	WON'T DO
	Add sun safety to the safety committee's areas of responsibility			
	Add a sun safety coordinator to the safety committee			
	Recruit a sun safety champion (e.g., employee with skin cancer) for the committee			
	Conduct an annual worksite sun safety assessment			
	Assess your physical facilities for shade			
	Link sun safety to current safety initiatives			
	Test the UPF protection of hats, shirts, and uniforms			
	Treat sunburns with appropriate medical attention			
	Respond to signs of heat illness			
	WORKSITE WELLNESS PROGRAM	DO NOW	MIGHT DO	WON'T DO
	Add a sun safety component to your worksite wellness program			
	Hold a skin cancer screening with a local dermatologist			
	Tell employees where they can be screened for skin cancer			
HIGH	Give incentives or points for sun safe behavior			
	Recognize sun safe behavior with awards or certificates			
	Recognize managers who teach sun safety			
	Hold contests that promote sun safe behavior			
	Recognize employees that model sun-protective behavior			

	TRAINING	DO NOW	MIGHT DO	WON'T DO
	Invite speakers to talk about heat illness and skin cancer prevention and early detection			
	Conduct sun safety trainings for employees			
	Conduct sun safety refreshers for employees who have had a full training			
	Add sun safety topics to monthly safety meetings			
	Train new employees in sun safety			
	Invite local dermatologists to conduct skin exams			
HIGH	FACILITIES, EQUIPMENT AND SHADE	DO NOW	MIGHT DO	WON'T DO
	Provide umbrellas for picnic tables in outdoor break areas			
	Plant shade trees on facility premises			
	Shade outdoor break areas with awnings or canopies			
	Provide shade devices on heavy equipment if possible			
	Provide portable shade shelters for field work if possible			
	Add UV-protective window tinting to cars and trucks			
	SCHEDULING	DO NOW	MIGHT DO	WON'T DO
	Allow time for outdoor workers to apply and reapply sunscreen throughout the day			
	Re-arrange outdoor work on extremely high heat and UV days			
	Allow breaks and lunch to be taken indoors if possible			
	Allow meetings to be held indoors at midday in high heat/UV months			
	OTHER STRATEGIES	DO NOW	MIGHT DO	WON'T DO