

**INSTRUCTIONS FOR CPiA CONTRACTORS | SUN SAFETY | OUTDOOR WORKSITES**

**About the Sample Policy for Outdoor Worksites Sun Safety:**

The following is a sample policy that addresses sun safety for outdoor worker protection. It includes multiple elements which promote sun safety practices in outdoor workers. This Outdoor Worksite Sun Safety Sample Policy provides a framework to encourage and support sun safety behaviors and is designed to assist employers to create sun protection guidelines for their worksite setting.

CPiA contractors should refer to the “Sample Policies, Cover Page Toolkit” for recommended ways to use this policy.

**Target Audience to Adopt Policy:**

Public and private industries (ex: agriculture, construction, energy and utilities, recreation and tourism, and transportation) with employees who primarily work outside.

**Purpose of Policy:**

The purpose of this policy is to help prevent skin cancer by limiting outdoor employee exposure to ultraviolet radiation from the sun; specifically, by working with employers to promote sun safety behaviors within employees, create environmental supports which avoid employee overexposure to the sun, and provide key training and communication to outdoor employees about UV protection.

**Other Related Information:**

- The [NYS Public Employee Sun Safety Law](#) requires New York state agencies to provide sun safety information to their employees who spend more than a total of five hours per week outdoors.

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**Rationale:**

Skin cancer is the most common cancer in the United States. Exposure to ultraviolet (UV) radiation causes nearly all skin cancer cases. <Employer> is committed to the health and safety of its workers, including protecting our employees from the adverse effects associated with prolonged exposure to outdoor UV radiation. Encouraging and providing sun safety behaviors in outdoor workers helps create a healthy and safe workforce.

**Policy:**

This policy applies to every department/division, supervisor, and employee of <Employer>, where outdoor work or work assignments are required and there is a risk of exposure to UV radiation as a result of these activities.

**Hats, Protective Clothing, Sunglasses, and Sunscreen**

For all outdoor labor occurring on sunny days – especially between 10 AM to 4 PM – employees will be <encouraged, required> to:

- A. Wear sun-protective clothing that includes:
  - (1) Four-inch or more full-brimmed hats that, when worn, create a shadow that completely covers the head, face, nose, ears, and neck.
  - (2) Long-sleeve shirts and full-length pants made of tightly woven fabric that is lightweight.
- B. Wear sunglasses that protect from 100 percent of UVA & UVB (full spectrum).
- C. Carry and use sunscreen and lip balm with a minimum of SPF 15.

<Employer> will provide employees personal sun protective equipment that includes sun protective work clothing (long-sleeves and long pants), sun protective hats, sunglasses, and sunscreen and lip balm with at least SPF 15.

<Employer> supervisors will assess personal protective equipment, including hats, to determine if and how they might be modified to better protect outdoor workers from over-exposure to UV radiation.

**Environment Controls**

As scheduling permits, (Organization) supervisors will schedule outdoor work before 10 AM or after 4 PM when feasible in April through September to avoid peak sun intensity; as well as work in shaded areas, when practical. However, scheduling constraints should not reduce productivity.

<Employer> will provide shaded outdoor break areas for all employees.

<Employer> will provide permanent or temporary shade structures for off-site jobs whenever feasible.

**Training & Communication**

All outdoor employees of <employer> will receive annual sun safety training encouraging them to practice sun safety behaviors while on the job.

<Employer> new staff orientations will include information on UV protection, sun safety behaviors, and/or skin cancer prevention.

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<Employer> supervisors will receive UV protection, skin cancer prevention, and/or sun safety training encouraging them to practice sun safety behaviors while on the job and role model to reinforce use of sun-protective equipment for employees.

<Employer> will post the Environmental Protection Agency's UV Index daily for employees.

The Sun Safety Policy guidelines will be communicated and reinforced to employees by supervisors and administrative staff through new employee orientation, verbal reminders, posters, signs, pamphlets, email notifications, payroll stuffers, newsletters, and meetings.

#### **Policy Monitoring and Review:**

Enforcement of this policy is the shared responsibility of all <Employer> personnel. All employees are authorized and <encouraged, required> to communicate and partake in the necessary precautions of this policy during the working hours to prevent and reduce the risk of skin cancer.

<Employer> supervisors will understand, model and <encourage, require> employees to follow the Sun Safety Policy guidelines.

<Employer> supervisors will annually evaluate and revise sun safety efforts, policies and procedures. Supervisors will implement sun safety programs all year, especially during, but not restricted to, the months of April through September. Evaluation of the effectiveness of the policy should be ongoing.

#### **Contact Regarding Policy:**

Contact <Employer Representative> with questions or concerns about the policy.

**Date Policy Adopted:** <insert date here>

**Date Policy Updated:** <insert date here>