

# Sun-safety at work checklist



Complete the checklists below to find what measures your workplace can take to protect outdoor workers from the sun.

**Scale**

Done	Doing	To do	Not doing	Not applicable (n/a)
Your workplace can demonstrate that it has implemented or has nearly completed the process of implementing the control measure.	Your workplace has committed to starting/started a process for implementing.	The control measure is seen as relevant and your workplace plans to implement in the future.	The control measure is seen as relevant but too difficult for your workplace to implement.	The control measure is not relevant to the work conducted by your workplace.

## Engineering controls

Measure	Done	Doing	To do	Not doing	n/a
Install permanent shade structures or provide temporary shade for work and/or for meal breaks					
Where possible, jobs are moved to shaded areas and away from reflective surfaces					
Provide window tinting for work vehicles					
Outdoor work tasks are scheduled for earlier in the morning or later in the afternoon					
Encourage employees to rotate between indoor/ shaded and outdoor tasks					

## Administrative controls

Measure	Done	Doing	To do	Not doing	n/a
Encourage use of the SunSmart app to identify UV radiation protection times					
Develop a workplace sun/UV radiation protection policy and review at least every 3 years					
Provide employees with information, training and support about the risks of sun/UV radiation and how they can protect themselves					
Provide employees with information to know their own skin and notice any changes					
Ensure managers role model good sun protection behaviours					
Ensure employees adopt sun/UV radiation protection practices when attending outdoor work-related events					

## Personal Protective Equipment (PPE)

PPE should be used as well as administrative and engineering controls.

Measure	Done	Doing	To do	Not doing	n/a
Provide employees with a long-sleeved collared shirt and pants or long shorts made from fabric with an Ultraviolet Protection Factor (UPF) of 50+					
Provide employees with a wide-brimmed, bucket or legionnaires style UPF 50+ hat (or hard hat with e.g. neck and ear protection)					
Provide employees with sunglasses that meet the Australian Standards (AS/NZS 1067) or safety glasses (AS/NZS 1337.1)					
Provide employees with broad spectrum SPF 50+ sunscreen					
Encourage employees to apply sunscreen every two hours					



### More information

See the Cancer Institute NSW website [cancer.nsw.gov.au/outdoor-workers](https://cancer.nsw.gov.au/outdoor-workers)