



[Note to employer: Before finalizing, review and delete italicized text and text inside brackets. Replace grayed out COMPANY NAME text with your company and insert logo.]

PURPOSE

Skin cancer is the most common cancer in the United States. Nearly all skin cancer is caused by exposure to ultraviolet (UV) radiation from the sun. The purpose of this policy is to help prevent skin cancer by limiting outdoor employee exposure to UV radiation from the sun.

SCOPE

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

POLICY STATEMENT

COMPANY NAME is committed to the health and safety of its workers. This commitment includes protecting our employees from the harmful effects associated with prolonged exposure to UV radiation.

Personal Sun Protective Equipment

For all outdoor labor occurring on sunny days – especially between 10:00 a.m. to 4 p.m. – employees will be (encouraged, required) to:

- A. Work in shaded areas, when practical.
- B. 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.
- C. Wear sunglasses that protect from 100 percent of UVA & UVB (full spectrum).
- D. Carry and use sunscreen and lip balm with a minimum of SPF 15.

[COMPANY NAME] Workplace Sun Safety Policy

[COMPANY NAME] supervisors will assess personal protective equipment, including hats, to determine if and how they might be modified to align with recommendations for personal protective equipment to better protect outdoor workers from over-exposure to UV rays.

[COMPANY NAME] supervisors will provide employees personal sun protective equipment that includes sunscreen with an SPF of at least 15, SPF 15 lip balm, sunglasses, sun protective work clothing (long-sleeves and long pants), and sun protective hats.

Environment Controls

[COMPANY NAME] will provide shaded outdoor break areas for all employees.

[COMPANY NAME] will provide permanent or temporary shade structures for off-site jobs whenever feasible.

As scheduling permits, [COMPANY NAME] supervisors will schedule outdoor work before 10:00 a.m. or after 4:00 p.m. when feasible in April through September to avoid peak sun intensity. However, scheduling constraints should not reduce productivity.

Education & Training

[COMPANY NAME] supervisors will provide annual sun safety training for all employees encouraging them to practice sun safety while on the job. New employee orientations will include information on UV protection, sun safety behaviors, and/or skin cancer prevention.

[COMPANY NAME] administrative staff will provide annual sun safety training for supervisors to (encourage, require) role modeling and reinforce use of sun-protective equipment for employees.

[COMPANY NAME] supervisors will post the EPA's Ultraviolet (UV) Index (<https://www.epa.gov/sunsafety/uv-index-1>) daily for employees.

Communication

The Worksite UV Protection 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.

[COMPANY NAME]
Workplace Sun Safety Policy

Compliance

Enforcement of this policy is the shared responsibility of all [COMPANY NAME] 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.

[COMPANY NAME] supervisors will understand, model and (encourage, require) employees to follow the Worksite UV Protection Policy guidelines.

[COMPANY NAME] supervisors will be aware of changing conditions and adjust work assignments as needed to reduce employee's over-exposure to UV radiation.

Employees will be (encouraged, required) to report sun related injuries (sunburn, heatstroke, etc.) to an immediate supervisor.

Policy Monitoring and Review

[COMPANY NAME] supervisors will annually evaluate and revise sun safety programs, 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.

Policy Contact: Contact [staff] with questions or concerns.

Effective Date: The policy is effective [date].

Review Date: The policy will be reviewed [annually].

Adapted from Cancer Prevention in Action's [Sample Policy: Sun Safety – Outdoor Worksites](#) and Good & Healthy South Dakota Workplaces [Worksite Sun Safety Model Policy](#)