

# Sun Safety and UV Policy

SAMPLE

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SAMPLE

## Purpose

This Sun Safety and UV Policy sets out how [Company Name] will manage the risks associated with exposure to solar ultraviolet (UV) radiation for all workers, contractors and visitors. It is designed for outdoor work environments commonly found in building and construction, civil construction and earthworks, roofing, landscaping, gardening and lawn care, and farming and agriculture.

Prolonged or repeated exposure to UV radiation is a significant work health and safety risk. It can cause sunburn, skin cancer, eye damage, heat stress and long-term health problems. This policy establishes clear expectations, control measures and responsibilities to minimise these risks and support compliance with Australian WHS legislation and relevant standards.

## Scope

This policy applies to:

- All workers, including full-time, part-time, casual and labour-hire workers
- Contractors, subcontractors and their workers
- Apprentices, trainees and work experience students
- Volunteers engaged by [Company Name]
- Visitors who may be exposed to UV radiation while on [Company Name] worksites or premises

The policy covers all outdoor work activities, including but not limited to:

- Building and construction works (residential, commercial and civil)
- Roofing installation, repair and maintenance
- Civil construction and earthworks (roadworks, trenching, excavation)
- Landscaping, gardening, lawn care and grounds maintenance
- Farming and agricultural operations (cropping, livestock, irrigation, harvesting)
- Operation of plant and equipment outdoors (cranes, excavators, loaders, tractors, mowers)

This policy applies at all times when UV exposure is a foreseeable risk, including during cooler months, cloudy days and short-duration tasks outdoors.

## Legislative Framework and Standards

[Company Name] will manage UV exposure risks in accordance with relevant Australian work health and safety legislation, regulations, codes of practice and guidance material, including (as applicable in each jurisdiction):

- Work Health and Safety Act (state/territory specific)
- Work Health and Safety Regulation (state/territory specific)
- General duty of care to provide a safe place of work and safe systems of work

- Duty to consult with workers on WHS matters

Guidance and supporting documents include:

- Safe Work Australia guidance on Managing the Risks of Solar UV Radiation
- Cancer Council Australia – SunSmart guidance for outdoor workers
- Australian/New Zealand Standards relevant to sun protection PPE and clothing

[Company Name] will monitor changes to legislation and guidance and update this policy and associated procedures as required.

## Definitions

For the purposes of this policy:

- **UV radiation:** Invisible rays from the sun that can cause sunburn, skin cancer and eye damage. UV levels are not related to temperature and can be high even on cool or cloudy days.
- **UV Index:** A standard measure of UV intensity. A UV Index of 3 or above is considered high enough to cause harm, and sun protection is required.
- **Sun protection control measures:** Measures used to reduce exposure to UV radiation including elimination, substitution, engineering controls, administrative controls and personal protective equipment (PPE).
- **Outdoor worker:** Any worker who performs work in an external environment where they may be exposed to sunlight, whether continuously or intermittently.
- **Reasonably practicable:** What could reasonably be done to ensure health and safety, taking into account likelihood of risk, degree of harm, what is known about the risk and controls, availability and suitability of controls, and associated costs.

## Roles and Responsibilities

### Officers and Senior Management

Officers and senior management of [Company Name] must exercise due diligence to ensure that UV risks are appropriately managed by:

- Providing adequate resources to implement this Sun Safety and UV Policy
- Ensuring UV risk management is integrated into WHS management systems
- Supporting the provision and maintenance of sun protection PPE and equipment
- Ensuring supervisors are trained and competent to implement UV control measures
- Reviewing reports on UV incidents, near misses and health surveillance data

## Managers and Supervisors

Managers and supervisors must:

- Identify tasks and roles with significant outdoor exposure (e.g. roofers, plant operators, formworkers, fencers, farm hands, landscapers)
- Plan and schedule work to minimise UV exposure where reasonably practicable
- Ensure sun protection control measures are implemented and maintained
- Ensure appropriate PPE (e.g. broad-brim hats, long-sleeve shirts, sunglasses) is issued, worn and maintained
- Monitor UV conditions (e.g. daily UV Index, shade availability)
- Lead by example in following sun safety practices
- Consult with workers on UV risks and controls and address concerns promptly

## Workers

All workers, including contractors and labour-hire workers, must:

- Take reasonable care for their own health and safety regarding UV exposure
- Follow this policy, procedures and any reasonable instruction on sun safety
- Wear and correctly use provided PPE and sun protective clothing
- Apply and re-apply sunscreen as directed
- Report damaged or inadequate PPE or equipment
- Report any sunburn, heat-related illness, or concerns about UV exposure
- Participate in sun safety training and health promotion activities

## Contractors and Subcontractors

Contractors and subcontractors must:

- Comply with this policy and any site-specific sun safety requirements
- Provide evidence of their own sun safety procedures where required
- Ensure their workers are provided with suitable PPE and sun protection
- Cooperate with [Company Name] in managing UV risks on shared worksites

## Visitors

Visitors to [Company Name] worksites will:

- Be informed of sun safety requirements during site induction or sign-in
- Be provided with appropriate PPE (e.g. hat, hi-vis long-sleeve shirt) where required