Workplace sun protection compliance checklist

Tick each control, then plan actions for anything partly in place or missing, starting at the top of the hierarchy of controls. Keep the completed checklist with your UV risk assessment in the safety file.

Company: _____ Site: _____

Completed by: _____ Date: _____

Control	In place	Partly	Missing	Action and owner
Written sun-protection policy **Policy**	☐	☐	☐	
UV Index in the morning briefing **Administrative**	☐	☐	☐	
Heavy work scheduled outside 10:00 to 15:00 **Eliminate or reschedule**	☐	☐	☐	
Portable shade at work points **Engineering**	☐	☐	☐	
Long-sleeved shirts and collars issued **PPE**	☐	☐	☐	
Brimmed hats or hard-hat brims with neck flaps **PPE**	☐	☐	☐	
UV-rated safety glasses **PPE**	☐	☐	☐	

Control	In place	Partly	Missing	Action and owner
SPF 50 broad-spectrum sunscreen at the point of work PPE	☐	☐	☐	
Reapply reminders (10:00, 12:00, 14:00) Administrative	☐	☐	☐	
Toolbox talk delivered in the last 6 months Administrative	☐	☐	☐	
Supervisor daily checklist in use Administrative	☐	☐	☐	
Sunscreen usage recorded per site Records	☐	☐	☐	
Skin-check awareness and referral route Health	☐	☐	☐	
Water and rest breaks for heat Administrative	☐	☐	☐	

Records for the safety file

- ☐ UV risk assessment (form SP-RA-01), signed and dated, with a next review date
- ☐ Sun protection policy, signed by the CEO or appointed manager
- ☐ Toolbox talk attendance registers
- ☐ Supervisor daily UV checklists
- ☐ Sunscreen issue and usage records per site
- ☐ Incident records for sunburn and heat illness

Sunscreen is one control: shade, scheduling and clothing come first. Product supplied: SPF 50 broad spectrum (UVA/UVB). Do not record any worker's personal health information on this checklist (POPIA).

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