WORKPLACE SUN PROTECTION

Sun protection policy

Company: _____ Site(s): _____

Policy owner: _____ Effective date: _____

1. Purpose

Solar ultraviolet (UV) radiation is an occupational hazard for everyone who works outdoors. This policy sets out how _____ (the company) reduces UV exposure as far as reasonably practicable, in line with its duty under section 8 of the Occupational Health and Safety Act 85 of 1993.

2. Scope

This policy applies to all employees, contractors and visitors who work outdoors for any part of a shift, including driving and yard work. Job groups covered: _____

3. Responsibilities

- **Management** provides shade, scheduling, protective clothing, eyewear and SPF 50 sunscreen, and reviews this policy each year.
- **Supervisors** brief the daily UV Index, check the five steps at the start of each shift and record incidents.
- **Workers** use the controls provided, reapply sunscreen as directed and report sunburn or heat illness.
- **SHE representative**: _____ keeps the UV risk assessment and records in the safety file.

4. Controls (hierarchy of controls)

1. **Eliminate or reschedule:** plan heavy outdoor tasks before 10:00 and after 15:00 where possible.
2. **Engineering:** shade at work points and break areas; canopies on plant and vehicles.
3. **Administrative:** UV Index in the morning briefing, task rotation, toolbox talks, water and rest breaks.
4. **PPE:** long-sleeved collared shirts, broad-brim hats or hard-hat brims with neck flaps, UV-rated safety glasses and SPF 50 broad spectrum (UVA/UVB) sunscreen at the point of work.

5. The five steps (every shift)



Seek shade



Slip on a shirt



Slap on a hat



Slop on SPF 50



Slide on sunglasses

6. Sunscreen use

Apply 15 minutes before going outdoors. Reapply every 2 hours (at 10:00, 12:00 and 14:00 as a minimum) and after sweating heavily or towel-drying. Sunscreen stations are at: _____

7. Training and information

All outdoor workers receive the UV and heat toolbox talk at induction and before each summer. Attendance is recorded. Frequency: _____

8. Incidents and health

Sunburn and heat illness are reported to the supervisor and recorded as incidents. Workers are encouraged to see a health professional about any new or changing spot on the skin. No personal health information is shared beyond what the law requires (POPIA).

9. Records and review

Records kept in the safety file: UV risk assessment (form SP-RA-01), toolbox talk registers, supervisor daily UV checklists, sunscreen issue records and incident reports. This policy is reviewed every year before summer, and after any incident or change in work. Next review: _____

_____ _____

Signature, Chief Executive or appointed manager (s16) | Date