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	Title	SUN PROTECTION		
	Section	Personal Safety - General		
	Effective Date	June 2013	Revision Date	NEW
Approved by	Chief Administrative Officer			

Legal Standards & References

- *Occupational Health and Safety Act* requires employers to take every precaution reasonable in the circumstances for the protection of workers and to provide information and instruction

Definitions


- “*PABA*” a once-common sunscreen additive that is now avoided due to the potential for allergic reaction
- “*peak sun exposure hours*” are 11:00 a.m. to 3:00 p.m.
- “*shade creating equipment*” includes canopies, shelters and umbrellas
- “*SPF*” means sun protection factor and represents the level of sunburn protection provided by sunscreen products; the higher the number, the more protection offered
- “*UV*” means ultra-violet radiation – including UVA and UVB – emitted from the sun and which can cause adverse health effects with prolonged sun exposure. UV can be direct from the sun or reflected from water, sand, concrete and snow or ice. UV exposure on cloudy or overcast days is approximately 70-80% of that on sunny days

Policy Statement

It is the policy of The Corporation to;

- protect employees from workplace hazards, and
- provide employees with job-specific health and safety information and instruction

The Corporation will make available sunscreen for the voluntary use of employees who regularly work outdoors.

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Purpose and Scope

Some Corporation employees regularly work outdoors and are at risk of prolonged UV exposure, particularly during summer months. The acute effects of UV exposure include sunburn and retinal injury. The chronic effects include skin cancer, premature aging of the skin and cataracts.

This standard is intended to raise awareness of the risks of prolonged UV exposure and minimize or eliminate adverse effects of prolonged UV exposure for employees who regularly work outdoors.

Standards/Procedures


Employees who regularly work outdoors should monitor the daily UV index. The following control measures are intended to reduce employee exposure to UV radiation;

Sun Avoidance

- Whenever possible, employees should avoid unnecessary exposure to direct sunlight. This can be achieved by;
 - Performing work in shaded areas or indoors
 - Using shade-creating equipment during peak sun exposure hours
 - Seeking natural or artificial shade during breaks
 - Performing outdoor work in the early morning or late afternoon
 - Where jobs or work schedules cannot be changed, consideration may be given to rotating employees

Protective Clothing

- Employees are encouraged to wear clothing that provides protection from UV radiation, including;
 - Lightweight, tightly-woven, loose clothing to protect as much skin as possible
 - Wide-brimmed hats and/or protective headwear
 - Neck shades
 - UV blocking eyewear
- Following these measures should not create other safety risks – risk of head injury from improper headwear or the risk of heat stress from wearing heavy clothing

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Sunscreen/sunblock

- In conjunction with sun avoidance and protective clothing, employees are encouraged to wear a broad-spectrum, water-resistant, PABA-free sunscreen with an SPF of 30 or higher (Check expiration date)
- Sunscreen should be applied at least 30 minutes before going outside and re-applied every few hours
- When applying sunscreen, employees should pay special attention to sun-exposed areas;
 - Ears
 - Face
 - Scalp
 - Neck
 - Back of legs
 - Shoulders
- Employees are encouraged to wear lip balm with a minimum 15 SPF
- If using sunscreen with insect repellent, apply the repellent AFTER/OVER the sunscreen

Reporting

- Severe sunburns and other sun-related injuries and illnesses requiring medical treatment must be reported

Monitoring


- Employees who regularly work outdoors and who are at risk of prolonged UV exposure are encouraged to regularly examine exposed skin for unusual changes – moles, changes in color, scaliness, suspicious sores, a firm bump

Communication

- Every new and amended standard is shared with the Joint Health and Safety Committee for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are consolidated in binders available in every workplace

Training

- Every employee receives health and safety learning at orientation and regularly thereafter.

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Evaluation

The Corporation’s Health and Safety Policy is reviewed and updated annually in consultation with the JHSC. The JHSC regularly reviews incident reports, monitors reports for incidents related to UV exposure and recommends changes to improve UV protection if and as required.

Acknowledge Success/Make Improvements

Human Resources and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

THIS GUIDELINE TAKES EFFECT IMMEDIATELY AND REMAINS IN EFFECT UNTIL REPLACED BY A NEW GUIDELINE OR SUPERSEDED BY LEGISLATION/REGULATION

ORIGINAL SIGNED

ORIGINAL SIGNED

Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):

**This document can be made available in an accessible format upon request.*