





# Sun Safety Checklist


Please complete the below checklist to assess what your workplace is currently doing towards sun safety. If you answer no to any of these questions, we recommend adding that activity to your Action and Evaluation Plan.




Organisational	Yes	Partially	No
<b>Develop/Implement sun safety policy</b>			
Does your workplace have a sun safety policy or include sun safety in a standard employee wellbeing policy?			
Does your sun safety policy:			
<ul style="list-style-type: none"> <li>reinforce health and safety legislation relating to protecting employees from potential -sun damage?</li> </ul>			
<ul style="list-style-type: none"> <li>include information about personal protective equipment required?</li> </ul>			
<ul style="list-style-type: none"> <li>outline procedures to reduce sun exposure such as rotating outdoor work or adjusting outdoor work schedules to avoid highest UV risk times?</li> </ul>			
<ul style="list-style-type: none"> <li>provide advice on what to do in the event of sun exposure or heat exhaustion?</li> </ul>			
<ul style="list-style-type: none"> <li>reinforce the risks of sun exposure and the benefits of protection?</li> </ul>			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of your sun safety policy?			
<b>Include sun safety information at inductions</b>			
Is sun safety information included in staff inductions or orientations? 			
<b>Involve all staff and managers in sun safety</b>			
Are staff and managers involved in identifying how your workplace can support sun safety? 			

Environmental	Yes	Partially	No
<b>Provide protective equipment</b>			
Is the following protective equipment available to staff who may be exposed to sun:			
<ul style="list-style-type: none"> <li>SPF30+ sunscreen?</li> </ul>			
<ul style="list-style-type: none"> <li>broad-brimmed hat and sunglasses?</li> </ul>			
<ul style="list-style-type: none"> <li>long sleeved clothing?</li> </ul>			
<ul style="list-style-type: none"> <li>water bottles?</li> </ul>			
<b>Provide sun safety facilities</b>			
Does your workplace have sun safety provisions, including:			



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• protective tinting in work vehicles?			
• blinds for offices exposed to sun?			
• shade in outdoor areas?			
<b>Prominently display sun safety messages</b>			
Does your workplace prominently display sun safety messages and reminders?			

Individual	Yes	Partially	No
<b>Provide opportunities for sun safety knowledge development</b>			
Does your workplace provide sun safety or skin check information sessions?			
Does your workplace provide sun safety or skin check information resources (e.g. posters, brochures, flyers)?			
Does your workplace provide information about hydration and heat exhaustion?			
Does your workplace promote or link staff to sun safety community services such as Cancer Society, the Daily Ultraviolet Index or the Sun Protection Alert?			
<b>Provide support to staff to be sun safe</b>			
Does your workplace provide or promote skin check services?			
Does your workplace encourage staff to support each other to be sun safe?			
<b>Extend sun safety support to family of staff</b>			
Is your workplace sun safety support extended to family of staff (e.g. information on being sun safe)?			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting sun safety in your workplace, go to:

[http://www.workwell.health.nz/workwell\\_sun\\_safety](http://www.workwell.health.nz/workwell_sun_safety)