



Sun Safety Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

Rationale


<Workplace> understands that employers have a legal responsibility and duty of care to protect their staff by taking all practical steps required to minimise the risk of sun exposure.

Workplace has identified that there is many staff with outdoor duties. In addition, there has been an obvious increase in the number of staff spending break times outdoors since the beginning of the summer season.

Results from our June 2023 staff survey showed the following:

- Many staff are working or spending break times outside without proper sun protection
- Sun safety protection equipment is limited and not easily accessible
- Staff have limited knowledge of the importance and range of sun safety practices
- Workplace is lacking shaded outdoor areas for protection from the sun

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. 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](#).

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

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



Sun Safety Action and Evaluation Plan Example

Sun Safety							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Provide employees with sun safety protective gear	<ul style="list-style-type: none"> • Review available sun safety protective gear for outdoor workers, according to the list below: <ul style="list-style-type: none"> ○ Dark coloured, broad brimmed hats that shade the neck, face and ears ○ Brim and neck protection attachments for hard hats ○ Close weave protective clothing (UPF 50+) including long sleeved shirts with collars; long trousers/ knee length shorts ○ Broad spectrum SPF 30+ sunscreen (stored below 30 degrees Celsius) ○ Wraparound sunglasses or UVR protective goggles • Source any protective gear required • Provide protective gear to outdoor workers 					



Sun Safety

Action and Evaluation Plan Example

Sun Safety							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
	Review work schedules to reschedule tasks and/or rotate work patterns	<ul style="list-style-type: none"> Review current employee work schedules and identify work conducted outdoors during high sun alert times Meet with employees involved and discuss rescheduling of work tasks to outside these times and/or possibility of staff rotation so the same people are not always out in the sun Develop agreement document outlining changes for staff involved to sign Trial changes for eight-week period Meet with employees involved to discuss and evaluate trial period Make required changes to work schedules as discussed or continue/discontinue new schedules to all staff 					





Sun Safety Action and Evaluation Plan Example

Sun Safety							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
	Develop a sun safety policy	<ul style="list-style-type: none"> Form sun safety sub-group Review current policy (if applicable) Draft policy content Send policy and feedback form to all staff Collate feedback and amend draft Send second version to staff for final feedback Finalise policy; add to standard policy template Launch policy including communication to all staff 					
Physical Environment	Increase coverage of shaded outdoor areas, particularly during high UVR periods	<ul style="list-style-type: none"> Review existing shaded areas and note areas currently exposed to the sun, particularly between 10am-4pm Explore options for portable and permanent shade structures including awnings, umbrellas, buildings and trees for areas identified as exposed to the sun Purchase/source required shade structures Erect shade structures in identified areas 					



Sun Safety Action and Evaluation Plan Example

Sun Safety							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Individual Change	Raise employee awareness of the dangers of exposure to UV radiation and of the possible causes and symptoms of skin cancer	<ul style="list-style-type: none"> • Display posters in the staff room and bathrooms highlighting the dangers of sun exposure and the 'slip, slop slap and wrap' message • Place pamphlets and resources about sun safety and skin cancer in the staff room • Promote sun safety as a regular feature in monthly workplace e-newsletter between September and April • Add link to the 'Sun Protection Alert' tool on workplace intranet 					
	Collaborate with local Cancer Society representative to offer a half day training session for all employees	<ul style="list-style-type: none"> • Contact local Cancer Society representative and discuss options for content and delivery <ul style="list-style-type: none"> ○ Schedule and offer presentation covering: <ul style="list-style-type: none"> ○ Harmful health effects of excessive sun exposure ○ Environmental and individual risk factors for skin cancer ○ Correct application and use of sun protection measures ○ Vitamin D and sun exposure ○ How to check for skin cancer/what to look for ○ What to do if concerned about a suspicious 					



Sun Safety Action and Evaluation Plan Example

Sun Safety							
Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
		mole, freckle or spot <ul style="list-style-type: none"> Provide employees with a one-page document of take-home messages 					
Evaluation Strategies: <ul style="list-style-type: none"> Staff survey – number of staff reporting knowledge of sun safety protective gear available to them at work Staff survey – number of comments relating to workplace support for sun safety Organisational Profile Tool - availability and awareness of sun safety policy Evidence of activities completed							