**Sun Safety Program – Baseline Assessment**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Assessed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person & Position Undertaking Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The intention of this Baseline Assessment is to help you review your current program(s), practices, and procedures relating to sun safety, including solar UV safety and heat stress. To complete the assessment, use your knowledge of current process and practices. You may also need to obtain the additional information. This could be done through document review, incident reports and statistics, inspections/observations/walk-through surveys, or employee surveys or interviews, for example.

After completing this assessment, you should have a good understanding of what you currently have in-place, in comparison with our *Model Sun Safety Program*. The next step will be to develop an Action Plan for short, medium, and long term goals to improve your current program(s) (refer to our *Sun Safety Program – Action and Evaluation Plan* template). These actions will be particularly based on the elements that you identify below as the ‘most feasible to implement’.

**Do you currently have a:** Heat Stress Safety Program Solar UV Safety Program Sun Safety Program

**Describe the current level of Support/Interest in…**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Group** | **Level of Interest/Support** | **Comments** |
| Sun Safety | Senior management | Low / Medium / High |  |
| Middle management | Low / Medium / High |  |
| Supervisors | Low / Medium / High |  |
| Front-line workers | Low / Medium / High |  |
| Health and safety committee | Low / Medium / High |  |
| Heat Stress for Outdoor Workers | Senior management | Low / Medium / High |  |
| Middle management | Low / Medium / High |  |
| Supervisors | Low / Medium / High |  |
| Front-line workers | Low / Medium / High |  |
| Health and safety committee | Low / Medium / High |  |
| Solar UV Safety | Senior management | Low / Medium / High |  |
| Middle management | Low / Medium / High |  |
| Supervisors | Low / Medium / High |  |
| Front-line workers | Low / Medium / High |  |
| Health and safety committee | Low / Medium / High |  |

**Describe Current Goal/s for…**

|  |  |
| --- | --- |
| Sun Safety |  |
| Heat Stress for Outdoor Workers |  |
| Solar UV Safety |  |

**Does your workplace have, or what is the current perspective on …?**

| **Element** | **Currently In-Place?** | **Feasible to Implement?** | **Comments**(e.g. strengths, barriers, priority) |
| --- | --- | --- | --- |
|
|  |
| **Policy:** |  |  |  |
| A ‘sun safety’ policy? | Y / N | Y / N |  |
| A ‘heat stress’ policy for outdoor workers? | Y / N | Y / N |  |
| A ‘solar UV safety’ policy? | Y / N | Y / N |  |
| ACTION: Review current policy using *Policy Checklist* |  |  | Completed: Y / N |
| **Responsibility, Accountability & Authority:** |  |  |  |
| Defined and documented responsibilities, accountabilities and authorities re: sun safety? | Y / N | Y / N |  |
| Defined and documented responsibilities, accountabilities and authorities re: heat stress for outdoor workers? | Y / N | Y / N |  |
| Defined and documented responsibilities, accountabilities and authorities re: solar UV safety? | Y / N | Y / N |  |
| ACTION: Review *Example Roles and Responsibilities* |  |  | Completed: Y / N |
| **Role of Health and Safety Committee:** |  |  |  |
| An established Health and Safety Committee?  | Y / N | Y / N |  |
| Does the Health and Safety Committee view sun safety as an important workplace issue? | Y / N | Y / N |  |
| Does the Health and Safety Committee view heat stress for outdoor workers as an important workplace issue? | Y / N | Y / N |  |
| Does the Health and Safety Committee view solar UV safety as an important workplace issue? | Y / N | Y / N |  |
| Does the Health and Safety Committee wish to develop/review a sun safety program?  | Y / N | Y / N |  |
| Does the Health and Safety Committee wish to develop/review a heat stress program for outdoor workers? | Y / N | Y / N |  |
| Does the Health and Safety Committee wish to develop/review a solar UV safety program? | Y / N | Y / N |  |
| **Legal and Other Requirements:** |  |  |  |
| Do you have a good understanding of the current legal requirements re: solar UV safety/exposure? | Y / N | Y / N |  |
| Do you have a good understanding of the current legal requirements re: heat stress for outdoor workers? | Y / N | Y / N |  |
| Are there any industry-specific standards/guidelines re: solar UV safety/exposure? | Y / N | Y / N |  |
| Are there any industry-specific standards/guidelines re: heat stress for outdoor workers? | Y / N | Y / N |  |
| ACTION: Review *Legal Issues in Sun Safety for Canadian Workplaces*, along with the fact sheet on *Legal Issues for Sun Safety in* your jurisdiction |  |  | Completed: Y / N |
| **Sun Safety Risk Assessment:** |  |  |  |
| Have you previously undertaken a risk assessment for solar UV safety/exposure? | Y / N | Y / N |  |
| Have you previously undertaken a risk assessment for heat stress for outdoor workers? | Y / N | Y / N |  |
| Do you have a good understanding of the health risks your workers face from exposure to solar UV radiation? | Y / N | Y / N |  |
| Do you have a good understanding of the health risks your workers face from heat stress from outdoor work? | Y / N | Y / N |  |
| During peak solar UV seasons, do you currently monitor the UV Index each day? | Y / N | Y / N |  |
| During peak heat stress seasons, do you currently undertake daily assessment/monitoring for heat stress? | Y / N | Y / N |  |
| Conduct risk assessments for solar UV or heat stress when there are changes in work practices/tasks? | Y / N | Y / N |  |
| ACTION: Review *Heat Stress Risk Assessment for Outdoor Workers: Technical Guide* |  |  | Completed: Y / N |
| ACTION: Undertake *Heat Stress Risk Assessment for Outdoor Workers: Operational Review* |  |  | Completed: Y / N |
| ACTION: Review *Solar UV Radiation Risk Assessment for Outdoor Workers: Technical Guide* |  |  | Completed: Y / N |
| ACTION: Undertake *Review Solar UV Radiation Risk Assessment for Outdoor Workers: Operational Review* |  |  | Completed: Y / N |
| **Control Measures (currently in-place):** |  |  |  |
| *Engineering Controls:*Shade structures on work vehicles | Y / N | Y / N |  |
| Portable shade structure for work tasks | Y / N | Y / N |  |
| Portable shade structures for breaks | Y / N | Y / N |  |
| Permanent shade structure for breaks | Y / N | Y / N |  |
| Indoor areas for breaks | Y / N | Y / N |  |
| Air conditioned break areas | Y / N | Y / N |  |
| Tinted or UV rated windows of vehicles | Y / N | Y / N |  |
| Modifications to reflective surfaces  | Y / N | Y / N |  |
| *Controls that Increase Awareness:*Solar UV safety information posters on display | Y / N | Y / N |  |
| Heat stress information posters on display | Y / N | Y / N |  |
| Heat Stress Alert poster displayed when appropriate | Y / N | Y / N |  |
| Heat Stress Warning poster displayed when appropriate | Y / N | Y / N |  |
| UV Index poster displayed daily | Y / N | Y / N |  |
| Heat stress/humidex advisory posted daily  | Y / N | Y / N |  |
| *Administrative controls:*Safe work practices provided for solar UV safety (e.g. related to UV Index, scheduling of work to non-peak times, lunch breaks in shade) | Y / N | Y / N |  |
| Safe work practices provided for heat stress (e.g. acclimatization, work/rest cycles, self-pacing) | Y / N | Y / N |  |
| Safe job procedures provided for solar UV safety | Y / N | Y / N |  |
| ACTION: review *Daily Procedure – Solar UV*  |  |  | Completed: Y / N |
| Safe job procedures provided for heat stress | Y / N | Y / N |  |
| ACTION: review *Daily Assessment Procedures – WBGT and Humidex* |  |  | Completed: Y / N |
| Sun safe rules provided for employees and contractors | Y / N | Y / N |  |
| Incentives/reinforcements for solar UV safety | Y / N | Y / N |  |
| Incentives/reinforcements for heat stress for outdoor workers | Y / N | Y / N |  |
| Role modelling of supervisors re: sun safe practices | Y / N | Y / N |  |
| *Administrative controls (training & education):*Solar UV safety included in safety talks | Y / N | Y / N |  |
| Heat stress included in safety talks for outdoor workers | Y / N | Y / N |  |
| Solar UV safety as a topic in annual safety meetings | Y / N | Y / N |  |
| Heat stress as a topic in annual safety meetings | Y / N | Y / N |  |
| Solar UV safety included in orientation for new workers | Y / N | Y / N |  |
| Heat stress included in orientation for new workers | Y / N | Y / N |  |
| Solar UV safety education provided to supervisors | Y / N | Y / N |  |
| Heat stress safety education provided to supervisors | Y / N | Y / N |  |
| Solar UV safety in off-the-job messaging for workers | Y / N | Y / N |  |
| Heat stress in off-the-job messaging for workers | Y / N | Y / N |  |
| Encourage skin checks by self and physician | Y / N | Y / N |  |
| Supervisors trained in daily assessment procedure for solar UV safety | Y / N | Y / N |  |
| Supervisors trained in daily assessment procedure for heat stress safety for outdoor workers | Y / N | Y / N |  |
| *Personal Protection:*Sunscreen provided and accessible at job site/s | Y / N | Y / N |  |
| Water provided and accessible at job site/s | Y / N | Y / N |  |
| UV protective eyewear, including sunglasses, tinted safety glasses, or overglasses available to all workers | Y / N | Y / N |  |
| Ball caps | Y / N | Y / N |  |
| Legionnaire’s-style caps  | Y / N | Y / N |  |
| Wide brimmed hats | Y / N | Y / N |  |
| Hard hats | Y / N | Y / N |  |
| Hard hats with brim attachment | Y / N | Y / N |  |
| Neck flaps | Y / N | Y / N |  |
| UV rated/UV designed clothing | Y / N | Y / N |  |
| Long sleeved shirts | Y / N | Y / N |  |
| Short sleeved shirts | Y / N | Y / N |  |
| Shorts | Y / N | Y / N |  |
| Long pants | Y / N | Y / N |  |
| Cooling-wear (e.g. vests, neck shades, towels) | Y / N | Y / N |  |
| *Control verification and validation:*Verification – a process for checking that risk controls have been implemented | Y / N | Y / N |  |
| Validation – a process for checking that controls are effective in reducing risk, including worker involvement in PPE selection and feedback on feasibility of controls | Y / N | Y / N |  |
| **First aid and Incident Notification:** |  |  |  |
| Are staff aware of the signs and symptoms of over-exposure to solar UV (e.g. sunburn, photokeratitis)? | Y / N | Y / N |  |
| Are staff aware of the signs and symptoms of heat-induced conditions? | Y / N | Y / N |  |
| Are staff aware of the first-aid for over-exposure to solar UV (e.g. sunburn, photokeratitis)? | Y / N | Y / N |  |
| Are staff aware of the first-aid for heat-induced conditions? | Y / N | Y / N |  |
| A process for internal notification/reporting of an incident involving solar UV exposure or heat stress? | Y / N | Y / N |  |
| **Return to Work:** |  |  |  |
| A process for managing return-to-work of workers who are involved in a solar UV exposure incident? | Y / N | Y / N |  |
| A process for managing return-to-work of workers who are involved in a heat stress incident? | Y / N | Y / N |  |
| **Preventive Maintenance:** |  |  |  |
| A *preventive maintenance program* which includes equipment or tools used to control sun exposure?  | Y / N | Y / N |  |
| **Procurement:** |  |  |  |
| A *procurement program* for equipment or tools used to control sun exposure (e.g. PPE, shade structures, water/ fluids), including considerations for the seasonal nature of sun exposure and logistics for distribution to workers? | Y / N | Y / N |  |
| **Incident Reporting & Investigation:** |  |  |  |
| A process for reporting incidents to your relevant OHS regulator and/or compensation authority? | Y / N | Y / N |  |
| A process for investigating incidents, including incidents associated with sun exposure? | Y / N | Y / N |  |
| Does the workplace actively encourage reporting of incidents of solar UV exposure? | Y / N | Y / N |  |
| Does the workplace actively encourage reporting of incidents of heat stress/heat-induced conditions? | Y / N | Y / N |  |
| ACTION: review the *Incident Investigation Report – Sun Exposure* |  |  | Completed: Y / N |
| **Workplace Inspections:** |  |  |  |
| A process for conducting regular workplace inspections? | Y / N | Y / N |  |
| Are solar UV safety issues included in the inspections? | Y / N | Y / N |  |
| Are heat stress issues included in the inspections? | Y / N | Y / N |  |
| ACTION: review *Sun Safety Inspection Checklist* |  |  | Completed: Y / N |
| **Documentation, Records & Statistics:** |  |  |  |
| A document control process for all OHS documents? This includes: review, approval, revision, storage, removal and archiving of documents (e.g. risk assessments, first-aid and incident reports, inspection and investigation reports, changes to control measures) | Y / N | Y / N |  |
| Are documents related to sun safety included in the document control process? | Y / N | Y / N |  |
| **Auditing and Evaluation:** |  |  |  |
| Are regular (e.g. yearly) audits of the OHSMS undertaken by an internal or external auditor? | Y / N | Y / N |  |
| Is the sun safety program included in the regular OHSMS audits? | Y / N | Y / N |  |
| A process for evaluating whether all preventive and corrective actions are recorded and tracked? | Y / N | Y / N |  |
| **Management Review and Continual Improvement:** |  |  |  |
| A process of periodic review of the OHSMS by senior management? | Y / N | Y / N |  |
| An ongoing process for identifying and assessing opportunities for continual improvement of the OHSMS and sun safety program?  | Y / N | Y / N |  |
| A process for ensuring and tracking changes in documents, procedures, personal protection, equipment and tools as a result of investigations into incidents of sun exposure (e.g. sun-induced conditions or heat-induced conditions)? | Y / N | Y / N |  |
| **Off-the-Job Sun Safety:** |  |  |  |
| A process for educating workers on their personal risk factors for sun-induced conditions, including skin and eye conditions and heat-related conditions? | Y / N | Y / N |  |
| ACTION: review *Personal Risk Assessments* for skin cancer and heat stress |  |  | Completed: Y / N |
| A process for educating workers about off-the-job sun safety measures they can take to protect themselves and their family? | Y / N | Y / N |  |
| ACTION: review *Off-the-Job Sun Safety Fact Sheet* | Y / N | Y / N | Completed: Y / N |
| Sun safety messaging and promotional materials included at corporate events? (e.g. tents, sunscreen, hats for BBQs and family days, with events at non-peak UV times) | Y / N | Y / N |  |

Note: Items to which Y was answered in ‘Feasible to Implement’ should be considered for inclusion in the ACTION PLAN

**Comments/Considerations for Future Sun Safety Initiatives/Actions:**

Visit sunsafetyatwork.ca for more information. This resource was prepared by Dr. Thomas Tenkate. Production of this resource has been made possible through financial support from Health Canada through the Canadian Partnership Against Cancer.