



# SunSafety 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 12months*

## Rational

<Workplace> has a large number of employees with outdoor duties. In addition, there has been an obvious increase in the number of employees spending break times outdoors since the start of our physical activity programme.

Results from our November 2012 staff survey show that many employees are working or spending break times outside without proper sun protection.

Further surveying also showed a lack of employee knowledge of the importance and range of sun safety practices; and management have recognised that Workplace A is lacking shaded outdoor areas for protection from the sun.



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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.
Organisational Change	Provide employees with sun safety protective gear	<ul style="list-style-type: none"> <li>Review available sun safety protective gear for outdoor workers, according to the list below:               <ul style="list-style-type: none"> <li>Dark coloured, broad brimmed hats that shade the neck, face and ears</li> <li>Brim and neck protection attachments for hard hats</li> <li>Close weave protective clothing (UPF 50+) including long sleeved shirts with collars; long trousers/ knee length shorts</li> <li>Broad spectrum SPF 30+ sunscreen (stored below 30 degrees Celsius)</li> <li>Wraparound sunglasses or UVR protective goggles</li> </ul> </li> <li>Source any protective gear required</li> <li>Provide protective gear to outdoor workers</li> </ul>				
	Review work schedules to reschedule tasks and/or rotate work patterns	<ul style="list-style-type: none"> <li>Review current employee work schedules and identify work conducted outdoors during high sun alert times</li> <li>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</li> <li>Develop agreement document outlining changes for staff involved to sign</li> <li>Trial changes for eight week period</li> <li>Meet with employees involved to discuss and evaluate trial period</li> <li>Make required changes to work schedules as discussed or continue/discontinue new schedules to all staff</li> </ul>				



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	Develop a sun safety policy	<ul style="list-style-type: none"> <li>• Form sun safety sub-group</li> <li>• Review current policy (if applicable)</li> <li>• Draft policy content</li> <li>• Send policy and feedback form to all staff</li> <li>• Collate feedback and amend draft</li> <li>• Send second version to staff for final feedback</li> <li>• Finalise policy; add to standard policy template</li> <li>• Launch policy including communication to all staff</li> </ul>				
Physical Environment	Increase coverage of shaded outdoor areas, particularly during high UVR periods	<ul style="list-style-type: none"> <li>• Review existing shaded areas and note areas currently exposed to the sun, particularly between 10am-4pm</li> <li>• Explore options for portable and permanent shade structures including awnings, umbrellas, buildings and trees for areas identified as exposed to the sun</li> <li>• Purchase/source required shade structures</li> <li>• Erect shade structures in identified areas</li> </ul>				
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"> <li>• Display posters in the staff room and bathrooms highlighting the dangers of sun exposure and the 'slip, slop slap and wrap' message</li> <li>• Place pamphlets and resources about sun safety and skin cancer in the staff room and staff pigeon holes</li> <li>• Promote sun safety as a regular feature in monthly workplace e-newsletter between September and April</li> <li>• Add link to the 'Sun Protection Alert' tool on workplace intranet</li> </ul>				



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	<p>Collaborate with local Cancer Society representative to offer a half day training session for all employees</p>	<ul style="list-style-type: none"> <li>• Contact local Cancer Society representative and discuss options for content and delivery               <ul style="list-style-type: none"> <li>○ Schedule and offer presentation covering:</li> <li>○ Harmful health effects of excessive sun exposure</li> <li>○ Environmental and individual risk factors for skin cancer</li> <li>○ Correct application and use of sun protection measures</li> <li>○ Vitamin D and sun exposure</li> <li>○ How to check for skin cancer/what to look for</li> <li>○ What to do if concerned about a suspicious mole, freckle or spot</li> </ul> </li> <li>• Provide employees with a one-page document of take-home messages</li> </ul>				
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<p><b>Evaluation Strategies:</b></p> <ul style="list-style-type: none"> <li>• Staff survey – number of staff reporting knowledge of sun safety protective gear available to them at work</li> <li>• Staff survey – number of comments relating to workplace support for sun safety</li> <li>• Organisational Profile Tool - availability and awareness of sun safety policy</li> <li>• Evidence of activities completed</li> </ul>						
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