

527 OUTDOOR WORKSITES – SUN SAFETY POLICY

Effective: 5/10/2019

Policy applies to department and employee of the Town of Colton, where outdoor work or work assignments are required and there is a risk of exposure to UV radiation as a result of these activities.

Hats, Protective Clothing, Sunglasses and Sunscreen

For all outdoor labor occurring on sunny days – especially between 10 AM to 4 PM – employees are encouraged to:

- A. Wear sun-protective clothing that includes:
 - a. Four-inch or more full brimmed hats that when worn create a shadow that completely covers the head, face, nose, ears, and neck.
 - b. Long sleeve shirts (if possible) and full length pants made of tightly woven fabric that is lightweight.
- B. Wear sunglasses that protect 100 percent of UVA & UVB (full spectrum)
- C. Carry and use sunscreen and lip balm with a minimum of SPF-15.

Environmental Controls

As scheduling permits, department heads will schedule outdoor work before 10 AM when feasible between June through September to avoid peak sun intensity and heavy humidity. However, scheduling constraints should not reduce productivity.

When possible, shaded break areas should be used.

When feasible temporary shade structures should be used.

Training and Communication

All outdoor employees will receive sun safety training encouraging them to practice sun safety while on the job.

All new and current employees will receive orientation and training on UV protection, skin cancer prevention and sun safety. The Sun Safety Policy guidelines will be communicated to employees by supervisors through verbal reminders, email notifications, signs, and meetings.

Policy Monitoring and Review

Enforcement of this policy is shared by all Town of Colton personnel. All employees are encouraged to communicate and partake in the necessary precautions of this policy during working hours to prevent and reduce the risk of skin cancer.

Department heads will encourage and communicate to employees to follow the Sun Safety Policy guidelines.

The Town of Colton Safety officer will annually evaluate and recommend any changes to the Sun Safety Policy, if needed, to the Town Board. The Town Board will modify the policy accordingly and update the employee handbook.

Contact Regarding Policy:

Contact Department head with questions and answers