



## **POLICY | SUN SAFETY | OUTDOOR WORKSITES**

### **Rationale:**

Skin cancer is the most common cancer in the United States. Exposure to ultraviolet (UV) radiation causes nearly all skin cancer cases. Creative Connections Clubhouse is committed to the health and safety of its workers, including protecting our employees from the adverse effects associated with prolonged exposure to outdoor UV radiation. Encouraging and providing sun safety behaviors in outdoor workers helps create a healthy and safe workforce.

### **Policy:**

This policy applies to every department/division, supervisor, and employee of Creative Connections Clubhouse, 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 will be encouraged to:

A. Wear sun-protective clothing that includes:

(1) Four-inch or more full-brimmed hats that, when worn, create a shadow that completely covers the head, face, nose, ears, and neck.

(2) Long-sleeve shirts and full-length pants made of tightly woven fabric that is lightweight.

B. Wear sunglasses that protect from 100 percent of UVA & UVB (full spectrum).

C. Carry and use sunscreen and lip balm with a minimum of SPF 15.

Creative Connections Clubhouse will provide employees personal sun protective equipment that includes sun protective work clothing (long-sleeves and long pants), sun protective hats, sunglasses, and sunscreen and lip balm with at least SPF 15.

Creative connections Clubhouse supervisors will assess personal protective equipment, including hats, to determine if and how they might be modified to better protect outdoor workers from over-exposure to UV radiation.

#### **Environment Controls**

As scheduling permits, Creative Connections Clubhouse supervisors will schedule outdoor work before 10 AM or after 4 PM when feasible in April through September to avoid peak sun intensity; as well as work in shaded areas, when practical. However, scheduling constraints should not reduce productivity. Creative Connections Clubhouse will provide shaded outdoor break areas for all employees.

Creative Connections Clubhouse will provide permanent or temporary shade structures for off-site jobs whenever feasible.

#### **Training & Communication**

All outdoor employees of Creative Connections Clubhouse will receive annual sun safety training encouraging them to practice sun safety behaviors while on the job.

Creative Connections Clubhouse new staff orientations will include information on UV protection, sun safety behaviors, and/or skin cancer prevention.

Creative Connections Clubhouse supervisors will receive UV protection, skin cancer prevention, and/or sun safety training encouraging them to practice sun safety behaviors while on the job and role model to reinforce use of sun-protective equipment for employees.

Creative Connections Clubhouse will post the Environmental Protection Agency's UV Index daily for employees.

The Sun Safety Policy guidelines will be communicated and reinforced to employees by supervisors and administrative staff through new employee orientation, verbal reminders, posters, signs, pamphlets, email notifications, payroll stuffers, newsletters, and meetings.

#### **Policy Monitoring and Review:**

Enforcement of this policy is the shared responsibility of all Creative Connections Clubhouse personnel.

All employees are authorized and encouraged to communicate and partake in the necessary precautions of this policy during the working hours to prevent and reduce the risk of skin cancer.

Creative Connections Clubhouse supervisors will understand, model and encourage employees to follow the Sun Safety Policy guidelines.

Creative Connections Clubhouse supervisors will annually evaluate and revise sun safety efforts, policies and procedures. Supervisors will implement sun safety programs all year, especially during, but not restricted to, the months of April through September. Evaluation of the effectiveness of the policy should be ongoing.

#### **Contact Regarding Policy:**

Contact the Director of Creative Connections Clubhouse, TJ Czeski with questions or concerns about the policy.

**Date Policy Adopted:** May 29,2019

**Date Policy Updated:**