

Sample UV risk control worksheet for outdoor work

Use this worksheet to assess if there is a risk of hazardous levels of exposure to ultraviolet (UV) radiation from the sun associated with performing a role in your organisation:

1. Check the appropriate box(es) under each of the environmental, work system and hazardous factors. This will indicate if there is a higher or lower risk of UV radiation exposure.
2. Check the use of any protective measures used to control UV radiation risk.
3. Identify appropriate risk control measures that will be implemented in your workplace.

When assessing the tasks and planning and introducing risk controls, you should consult with the relevant health and safety representatives and where possible also involve the employees who do the tasks.

Work location:	Description of task(s) performed:
Assessed by:	
WHS Representative:	Date:

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UV risk assessment

To assess UV risk, place a check next to the most relevant box for each factor below.

Environmental factors

How much time is spent in the sun (including in vehicles without tinting)

- ☐ All day
☐ 10am–3pm
☐ 2pm–4pm
☐ 8am–10am
☐ Before 8am
☐ After 4pm

RISK
High

Low

Altitude of workplace

- ☐ More than 1500 m
☐ 1000–1500 m
☐ 500–1000 m
☐ Less than 500 m

RISK
High

Low

Season when work takes place

- ☐ All year
☐ Summer
☐ Autumn/spring
☐ Winter

RISK
High

Low

Work system factors

Shade during work

- ☐ No shade
☐ Partial shade
☐ Total shade
☐ Indoor work

RISK
High
Low

Shade at rest breaks

- ☐ No shade/partial shade
☐ Total shade
☐ Indoor work

RISK
High
Low

Have employees ever been sunburned whilst at work?

- ☐ Yes
☐ No

RISK
High
Low

Hazardous factors

The presence of reflective surfaces or photosensitising substances will increase the risks posed by UV radiation. Place a check next to box if indicated substance is present.

Presence of reflecting Substances

- ☐ Concrete
☐ Sand
☐ Glass
☐ Snow
☐ Roofing iron
☐ Water
☐ Aluminium foil

Use of industrial chemicals

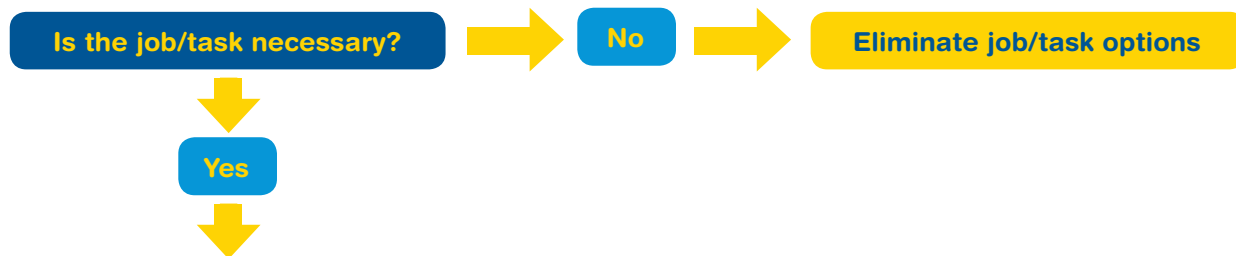
- ☐ Chlorinated hydrocarbons: chlorobenzols, diphenyls, triphenyls
☐ Dyes: acridine, bromofluorescein, eosin, erythrocin, fluorescein, methylene blue, rhodamine, rose bengal
☐ Coal tar and derivatives: anthracene, phenanthrene, pitch, creosote

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Assessment of protective factors

The use of personal protective equipment (PPE) will help to provide protection from UV radiation. Place a check next to box if indicated protective factor is present.

- | | | |
|---|---|--|
| <input type="checkbox"/> Portable shade structure | <input type="checkbox"/> Long-sleeved shirt | <input type="checkbox"/> Wrap-around sunglasses (AS/NZS 1067:2003/eye protection factor (EPF) of 9 or 10) or safety glasses (AS/NZS 1337.1:2010) |
| <input type="checkbox"/> Construction helmet with brim attachment | <input type="checkbox"/> Long trousers | |
| <input type="checkbox"/> Broad-brimmed or legionnaire-style hat | <input type="checkbox"/> Broad-spectrum, water resistant sunscreen with a sun protection factor (SPF) of at least 30+ | |



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Identification of risk control measures

Is elimination and/or reduction of risk by use of engineering controls practical?

Options/actions	✓	✗	Timeframe
Provide and use more natural, portable or permanent shade structures.			
Modify reflective surfaces or move work away from these surfaces.			
Provide window tinting for work vehicles.			

Is elimination and/or reduction of risk possible by use of administrative controls?

Options/actions	✓	✗	Timeframe
Reschedule outdoor work: <ul style="list-style-type: none"> Plan work so outdoor tasks are done early in the morning or later in the afternoon when levels of UV radiation are lower. 			
<ul style="list-style-type: none"> Plan work routines so shaded work is done in the middle of the day 			
<ul style="list-style-type: none"> Move jobs indoors or into shaded areas. 			
<ul style="list-style-type: none"> Rotate staff and work, so that the same person is not always outside. 			
<ul style="list-style-type: none"> Plan work schedules based on the UV Alert and encourage all employees to use the UV Alert (www.cancercouncil.com.au/sunsmartuvalert). 			

Is elimination and/or reduction of risk by the use of personal protective equipment and clothing practical?

Options/actions	✓	✗	Timeframe
Clothing: <ul style="list-style-type: none"> Provide a uniform or encourage work wear that has longer sleeves, long pants and a collar. Use sun-protective fabrics – those rated with an ultraviolet protection factor (UPF) above 15 provide good protection against UV radiation, but UPF50+ is recommended (AS/NZS 4399:1996). 			
Hats: <ul style="list-style-type: none"> Provide or require the use of a UV-protective hat in legionnaire, broad-brimmed or bucket style, or attachable brims and neck flaps for hard hats or helmets. 			
Sunglasses: <ul style="list-style-type: none"> Provide or encourage the use of wrap-around sunglasses (AS/NZS 1067:2003 or with an EPF of 9 or 10) or safety glasses (AS/NZS 1337.1:2010). 			
Sunscreen: <ul style="list-style-type: none"> Purchase sunscreen that is at least SPF30+ and make it easily accessible. Encourage staff to apply sunscreen 20 minutes before going outdoors, and to reapply it every 2 hours, or if they get wet or perspire. 			

Need more help?

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w: www.cancercouncil.com.au/reduce-risks/sun-protection/local-government-workplace
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