TOOLBOX TALK AWARENESS PACKAGES

HAZ-SUN · Sun Safety and UV Awareness

Product Overview

Audience: Outdoor workers and their supervisors, in any industry where people work in the sun · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For outdoor workers and their supervisors: why UV from the sun causes skin cancer and eye damage, the UV index, shade and scheduling, clothing, hats, sunglasses and sunscreen, and checking your skin.

Ultraviolet (UV) radiation from the sun causes sunburn, skin damage, eye damage and skin cancer, and outdoor workers get far more of it than most people. UV is not the same as heat: it can be high on cool, cloudy or windy days, it reflects off water, sand, concrete and metal, and the damage adds up over a working life. Most skin cancers can be prevented, and many can be treated if they are found early.

This talk covers why UV matters, how to use the UV index, the controls from the top down (shade, scheduling and rotating outdoor tasks, sun-protective clothing, broad-brimmed hats and sunglasses, then sunscreen as the last line), medicines and chemicals that make skin more sensitive, and checking your skin for changes. It is awareness, not medical advice or skin checks by a health professional.

Learning outcomes

By the end of the session participants will be able to:

- Explain why UV from the sun matters to outdoor workers: sunburn, eye damage and skin cancer
- Explain why UV is not the same as heat, and why it can be high on cool and cloudy days
- Use the daily UV index to plan sun protection at work
- Explain the controls in order: shade and scheduling first, then clothing, hats and sunglasses, then sunscreen
- Apply and reapply sunscreen as the label directs, and know it is the last line, not the only one
- Know your own skin, look for spots that appear or change, and see a doctor about any change

What it covers

Module	Covers
Why it matters	What UV does; UV is not heat; The UV index
Controls that work	Shade and scheduling; Clothing, hats and sunglasses; Sunscreen, the last line
Your part	Protect yourself every day; Check your skin; Report it

Activities

- Where is the UV: workers look at four outdoor jobs, from roofing at midday to a cloudy day on the water, and decide how to cut the UV

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- What would you do: workers decide what to do in four situations, from a workmate in a singlet to a mole that has changed

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it tell us which sunscreen to buy or when the UV is too high? No, on purpose. The talk names no products, SPF ratings or UV levels: it tells workers to check the daily UV index from their local weather or health service, follow the advice that goes with it, and choose and use sunscreen as its label directs. Your local health authority's current advice is the place to check.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Sun Safety and UV Awareness

The hazard you cannot see or feel: protecting your skin and eyes from the sun at work

20–30 minutes · Outdoor workers and their supervisors, in any industry where people work in the sun

[Company name] · [Date] · [Facilitator name]

SUN

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What this talk is, and is not

This talk covers

- ✓ Why UV matters at work
- ✓ The UV index
- ✓ The controls, from the top down
- ✓ Checking your skin

This talk is not

- ✗ Medical advice or a skin check
- ✗ Heat illness training
- ✗ Welding or laser UV
- ✗ Our procedure: **[Our sun protection procedure]**

Awareness only. See a doctor about any spot that is new or changing. Heat illness has its own talk.

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What UV does, and why outdoor workers

UV from the sun damages skin and eyes, and the damage adds up.

- Sunburn and skin damage
- Skin cancers, including melanoma
- Eye damage, from sore eyes to cataracts
- Worse with reflection: water, sand, concrete, metal
- Outdoor workers get far more UV than most people

A composite example

- A landscaper never burns badly, so he works in a singlet and cap and skips sunscreen.
- Years later his doctor finds a skin cancer on his ear. He had never checked his skin.

Not burning does not mean no damage.

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Duties under health and safety laws

The business must

- Treat UV as a hazard to manage
- Provide shade and plan the work
- Provide sun-protective clothing and PPE
- Train and supervise outdoor workers

You must

- Use the shade and the protection
- Wear the clothing, hat and sunglasses
- Apply and reapply sunscreen
- Report gaps and check your skin

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for UV

1 **Elimination** Move work indoors or under cover where it can be

2 **Substitution** Do the most exposed tasks when UV is lower

3 **Isolation** Shade over work areas, vehicles and break areas

4 **Engineering** Shade structures, tinted windows, cabs with UV protection

5 **Administrative** UV index checks, scheduling, rotating tasks, training

6 **PPE** Clothing, broad-brimmed hats, sunglasses, then sunscreen

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Sunscreen is the last line, not the only one.

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Sun Safety and UV Awareness

Participant handout · keep this

You cannot see or feel UV. Protect your skin and eyes every day you work outside. Keep this page.

The order of controls

1. Work indoors or under cover where it can be
2. Exposed tasks when UV is lower
3. Shade over work and break areas
4. Shade structures and covered cabs
5. UV index checks, scheduling, rotation
6. Clothing, hat, sunglasses, then sunscreen

See a doctor about

- A new spot, or one that changes
- A sore that bleeds or does not heal

Never

- Judge the UV by the temperature
- Rely on sunscreen alone

Every day

- ☐ What is the UV index forecast for today?
- ☐ Is there shade over the work or the breaks?
- ☐ Can the most exposed work be done when UV is lower?
- ☐ Am I covered: collar, sleeves, hat and sunglasses?
- ☐ Is sunscreen on, and do I know when to reapply?

Medicines and chemicals

- Some make skin burn more easily
- Check the label or SDS; ask a pharmacist

Who and where

- **[Sun protection supplies]**
- **[Who to report to here]**

Check the UV, use every layer of protection, and check your skin.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not medical advice, a skin check or heat illness training.

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