

South Dakota Department of Health (SD DOH)
(South Dakota Comprehensive Cancer Control Program and WorkWell Partnership)
Request for Applications

Worksite UV Protection Policy for Outdoor Workers

Skin cancer is the most common form of cancer in the United States and the most preventable. Adults spend more than one-third of their day at the workplace and workers who spend a majority of that workday outdoors are at increased risk for skin cancer. Outdoor workers' risk is exacerbated as a result of the nature of their occupation and over exposure to UV radiation, the primary cause of skin cancer.

Purpose: The South Dakota Department of Health (SD DOH) will assist worksites interested in implementing a worksite UV protection policy and evidence-based sun safety interventions to reduce the burden of skin cancer. Projects will be guided by the *Sun-Safe Worksite Guide* <http://sdhw.info/pdfs/WorksiteGuide02.pdf>, which offers ideas and suggestions for creating a sun safe worksite through sun safety practices, programs, and policies in the worksite.

Eligibility Criteria: All SD worksites whose employee base includes outdoor workers are eligible to apply for funding. Examples of worksites with outdoor workers include but are not limited to parks and recreation, public works, city departments, construction, and transportation. Funding should be used to enhance sustainable UV protection policy, system, and environment change within the workplace.

Award: Applicants may request up to **\$2,000**, with three applicants funded.

Funding Parameters: Funding will be awarded for projects that strategically address **policy, system, and environment change** related to the promotion of UV protection practices. **Worksites are required to develop a Worksite UV Protection Policy and implement sun safety strategies that support the policy.** Strategies should be designed to **create policy, system, and environment** changes and provide opportunities not already offered to employees related to UV protection. Health-related policies are formal or informal written statements that are designed to protect or promote employee health. Environmental change refers to the physical factors at and near the workplace that help protect employee health and safety, e.g. shade structures. System change refers to modifications made to the rules within an organization, e.g. ongoing worksite sun safety education.

Staff will be available to answer questions, review grant applications and provide recommendations for revisions until 5:00pm on March 9, 2017. Applications are due via electronic submission to lexi.pugsley@state.sd.us no later than **5:00pm Central Time on March 10, 2017.**

Policy Development: The SD DOH has developed a *Worksite UV Protection Model Policy* to guide policy development and adoption in the workplace for UV protection. The model policy document is available for download at <http://goodandhealthysd.org/workplaces/policies/>. Worksites applying for funding will use this document as a guide for developing a UV protection policy for their workplace.

Sun Safety Strategies: Worksites are required to implement evidence-based strategies that support the Worksite UV Protection Policy. Examples of strategies including the following:

- **Environmental approaches** to encourage sun protection (e.g. provide sunscreen, lip balm, wide-brimmed hats, shade supports such as umbrellas and tents) to employees.
- **Educational approaches** (e.g. providing informational messages about sun protection to workers through instruction, small media such as posters or brochures, or both)
- Activities designed to influence **knowledge, attitudes, or behavior** of workers (e.g., employee/supervisor role modeling or demonstrating behaviors)

- Offer flextime for employees to avoid prime UV time, 10a.m. – 2p.m. (allowing employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times)
- **Evaluate** the implementation of the policy to ensure a sustainable UV protection policy and practices.

Grantee Will:

1. Participate in training webinar and in-person trainings on sun safety policy, systems, and environmental enhancements to support a healthy worksite.
2. Attend one Annual WorkWell Summit (Rapid City or Sioux Falls)
3. Participate in monthly technical assistance calls with SD DOH.
4. Develop and implement a Worksite UV Protection Policy by June 1, 2017
5. Submit one progress report. (*Due 9/30/17*)
6. Submit one success story (*template will be provided*)
7. Complete employee pre/post project evaluation survey.

Department of Health Will:

1. Provide training webinar and in-person training on sun safety policy, systems, and environmental enhancements to support a healthy worksite.
2. Provide resources and ongoing technical assistance for implementation of UV protection policy in the workplace.
3. Conduct one on-site visit to worksite.
4. Provide up to \$2,000 to support project implementation upon completion of grant agreement.

Timeline:

- Last day for questions and to request review of grant application: March 9, 2017
- Grant Applications Due: March 10, 2017
- Awardees Notified (via email): By March 20, 2017
- Project Period: April 1, 2017 – September 30, 2017

Funds CANNOT be used for:

- Lobbying efforts at the local, state, or federal level
- Purchasing food
- Purchasing equipment
- Construction, infrastructure or building maintenance
- Indirect costs
- Staff time

Funds CAN be used for items such as:

- Bulk sunscreen, dispenser rack, smaller bottles to transport sunscreen for reapplication
- Wide-brimmed hats
- UV lip protector
- Umbrellas and temporary shade
- Printing expenses

Proposal Content (Maximum 4 pages per application)

- **Section 1. Worksite Information.** Provide worksite information and current sun safety practices.
- **Section 2. Project Plan:** Review the Worksite UV Protection Model Policy (<http://goodandhealthysd.org/workplaces/policies/>) for a list of guidelines that you can adopt or modify and include into your worksite UV protection policy. Worksites can adopt some or all of the guidelines from the policy. Use these guidelines to complete the draft project plan below. A Worksite UV Protection Policy must be developed and adopted by the worksite by June 1, 2017. South Dakota Comprehensive Cancer Control Program project leads will work with funded worksites to refine their Project Plan to develop a comprehensive plan for development, implementation, and evaluation of the policy.

- **Section 3. Budget.** Complete a proposed project budget. Applicants can budget for registration fees to attend the WorkWell Summit.

Appendices

- **Appendix A. Project Checklist.** This provides an outline of the steps involved with developing and implementing a Worksite UV Protection Policy for a worksite.
- **Appendix B. Project Plan Example.** Refer to for assistance with development of proposed sun safety guideline changes, objectives and supporting activities.
- **Appendix B. Budget Example.** Refer to for assistance with development of the proposed project budget.
- **Appendix C. Project Timeline.** This provides information on when the steps included in the Project Checklist will be implemented.

GRANT APPLICATION VIA ELECTRONIC SUBMISSION TO lexi.pugsley@state.sd.us
 DUE NO LATER THAN **5:00 PM Central Time** ON **March 10, 2017**

Application: Worksite UV Protection Policy for Outdoor Workers

Section 1. Worksite Information

Worksite Name: _____

Address: _____

Demographics:

Worksite Description (Type of Business): ___ Parks and Recreation ___ Public Works ___ City Department

___ Construction ___ Farm ___ Other (please explain) _____

Worksite Size (*total employees*): _____ Full-time _____ Part-time _____ Seasonal

_____ # of employees who spend 20% or more of a typical workday outside

**If you have a business with multiple locations throughout the state, only include the number of employees that work at the location(s) that will be implementing the policy. (i.e. Smith Enterprises has 15 locations across the state. The Mitchell location plans to apply for the grant. Only include the number of employees at the Mitchell location.)*

Primary Project Contact Information:

Name: _____ **Phone:** _____

E-mail: _____

Mailing Address: _____

1. Current Worksite Wellness Committee in place? Yes No

If no – is there a team of at least 2 individuals willing to complete the objectives outlined for project completion? Yes No

2. Do you currently have a UV protection policy in place at your worksite?
 Yes (If Yes, please attach)

- No
- Other (please list : _____)

3. Are you currently promoting any of the following UV protection strategies to employees in your worksite (select all that apply)?

- We are not doing any UV protection efforts

Environment

- Provide temporary and permanent shade structures wherever possible for outdoor workers (e.g. umbrellas on construction equipment or picnic tables in outdoor lunch areas; umbrellas, tents, and other portable shade devices for offsite outdoor workers).
- Flextime to avoid prime UV time, 10a.m. – 2p.m. (allowing employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times)

Work Safety

- Provision of personal sun protective clothing and equipment
 - Full-brimmed hat
 - Long-sleeved shirt
 - Full-length pants
 - Sunglasses
- Provide an annual allowance to outdoor workers for the purchase sun safety clothing and protective equipment.
- Provision of sunscreen and lip balm (SPF 30+)

Health Behaviors

- Encourage employees to use shaded areas.
- Encourage or require outdoor workers to wear wide-brimmed, sun safe hats.
- Encourage or require outdoor workers to wear long-sleeved shirts with collars and long pants, and discourage sleeveless shirts, tank tops, and shorts.
- Encourage employees to wear sunglasses or goggles that filter out 99-100 percent of UVA and UVB rays.
- Encourage supervisors to set a good example by wearing sun-protective clothes and sunscreen.

Education & Awareness

- Encourage and train employees to become sun safety peer educators and role models for their coworkers.
- Teach employees about sun safety and reinforce policies through safety instruction.
- Offer annual health promotion programs and skin cancer screenings to all employees.
- Post the UV Index daily on bulletin boards and electronic mail services.
- Other _____

Section 2. Project Plan

(If you choose to adopt more than six guidelines, please add additional content)*

1. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member

2. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member
3. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member
4. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member
5. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member
6. Proposed Sun Safety Guideline Change:		
Activity(s)	Potential Partners	Wellness Committee Member

Section 3. Budget

Budget				
<i>Item</i>	<i>Quantity</i>	<i>Cost per unit</i>	<i>Estimated Total Cost</i>	<i>Support or justification for policy, system or environmental change</i>
Budget Total				

Appendix A: Project Checklist

Step 1: Create a wellness team or committee or build the capacity of existing wellness team or committee.

- Select recognized leaders to champion the program and team members from all areas of the business.
- Have all team members read the *Worksite UV Protection Model Policy and Sun-Safe Worksite Guide*.

Step 2: Assess the worksite environment:

- Complete assessment: Assessing your worksite’s sun safety

Step 3: Solicit input from employees and management.

- Solicit input from employees and management regarding sun safety knowledge and practices, as well as barriers to adhering sun safe practices, to assist with developing an effective UV Policy.

Step 4: Create a project plan with objectives, strategies and a projected timeline.

Step 5: Tailor Worksite UV Protection Model Policy to align with language and formatting applicable to your worksite.

- Begin communication through appropriate administrative channels to approve policy.
- Utilize worksite assessment and input from employees to develop

Step 6: Obtain final approval of policy

- Add to policy manual
- Work with administration to make policy overview a part of all new employee training

Step 7: Provide Worksite UV Protection

- Install bulk sunscreen stations, provide shaded outdoor environments for work

Step 8: Implementation

- Communicate the policy to worksite staff and employees: Include policy within worksite communication materials (e.g. newsletters, posters in breakroom, letter to employees, e-mail list serve, etc.)

- Provide staff training on UV safety, new policy, and UV protection
- Implement sun safety strategies

Step 9: Project Evaluation

- Evaluate implementation of sun safety strategies
- Complete post employee project survey to solicit input from employees and management regarding sun safety knowledge and practices, as well as barriers to adhering sun safe practices.

Step 10: Submit Progress Report (using the template provided) to the Department of Health by September 30th

Appendix B: Project Plan Example

1. Proposed Sun Safety Guideline Change: Wear sunscreen and lip balm with a minimum of SPF 30.		
Activity(s)	Potential Partners	Person Assigned
Buy sunscreen in bulk for outdoor workers' use and make available in employee break room.	Administrative Staff	Worksite Wellness Committee
Encourage supervisors and safety officers to set a good example by using sunscreen and lip balm.	Worksite Supervisors, Worksite Safety Officers	Worksite Wellness Committee
2. Proposed Sun Safety Guideline Change: Provide sun protection training to staff encouraging them to practice sun safety while on the job.		
Activity(s)	Potential Partners	Person Assigned
Develop worksite sun safety training policy guideline and worksite specific training content.	Worksite Safety Staff, Human Resources	Worksite Wellness Committee
Educate employees about sun safety and reinforce policies through safety instruction.	Worksite Safety Staff, Human Resources	Worksite Wellness Committee
3. Proposed Sun Safety Guideline Change: Provide shaded outdoor break areas for all employees.		
Activity(s)	Potential Partners	Person Assigned
Mount umbrella on construction equipment and on picnic tables in outdoor lunch areas.	Worksite Building Managers	Worksite Wellness Committee
Plant trees in open spaces where shade is needed and where it will be used.	Worksite Grounds Staff	Worksite Wellness Committee
4. Proposed Sun Safety Guideline Change: Provide personal sun protective equipment that includes sunscreen with an SPF of at least 30, SPF lip balm, sun glasses, sun protective work clothing, and sun protective hats.		
Activity(s)	Potential Partners	Person Assigned
Provide an annual allowance to outdoor workers for the purchase of personal sun safety equipment.	Administrative Staff, Human Resources	Worksite Wellness Committee
Adopt a uniform policy that requires personal sun safety equipment be worn.	Administrative Staff, Human Resources	Worksite Wellness Committee

5. Proposed Sun Safety Guideline Change: Provide written material to all employees about personal sun safety and skin cancer prevention at new employee orientation.		
Activity(s)	Potential Partners	Person Assigned
Post the UV Index daily on bulletin boards and electronic mail services.	Human Resources	Worksite Wellness Committee
Encourage and train employees to become sun safety peer educators and role models for their coworkers.	Worksite Safety Staff, Human Resources	Worksite Wellness Committee
6. Proposed Sun Safety Guideline Change: The Worksite UV Protection Policy guidelines will be communicated and reinforced to (Organization) employees through verbal reminders, posters, signs, pamphlets, email notifications, payroll stuffers, newsletters, and meetings.		
Activity(s)	Potential Partners	Person Assigned
Recognition about sun safety practices for departments through newsletter articles.	Human Resources	Worksite Wellness Committee
Monthly newsletter articles about sun safety practices.	Human Resources	Worksite Wellness Committee

Appendix B: Budget Example

Budget				
Item	Quantity	Cost per unit	Estimated Total Cost	Support or justification for policy, system or environmental change
1 gallon 30 SPF Bulk Sunscreen	3	\$120	\$360	Support implementation of UV protection policy; encourage employees to wear UV protection
Wall Mount Bracket	3	\$20	\$60	Support implementation of UV protection policy; encourage employees to wear UV protection
15 SPF Lip Protector	75	\$2	\$150	Support implementation of UV protection policy; encourage employees to wear UV protection
Umbrella	4	\$75	\$300	Support implementation of UV protection policy; enhance built environment to encourage UV protection
Shade Canopy	3	\$100	\$300	Support implementation of UV protection policy; enhance built environment to encourage UV protection
Wide-brimmed hats	25	\$10	\$250	Support implementation of UV protection policy; encourage employees to wear UV protection
Refillable, portable sunscreen bottles	100	\$1.50	\$150	Support implementation of UV protection policy; enhance access to UV protection; encourage employees to wear UV protection
Budget Total				\$1570

Appendix C: Project Timeline

Project Timeline						
Activity	April	May	June	July	Aug	Sept
Webinar Training: Project Overview, Skin Cancer 101 and Worksite Role in Skin Cancer Prevention	<input checked="" type="checkbox"/>					
Step 1: Create a Wellness Team or build the capacity	<input checked="" type="checkbox"/>					
Step 2: Assess Worksite Environment	<input checked="" type="checkbox"/>					
Step 3: Solicit input from employees and management	<input checked="" type="checkbox"/>					
Webinar Training: Worksite UV Protection Policy Development and Implementation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Site Visit: Worksite Committee will be provided in-person technical assistance to develop project plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Step 4: Develop Project Plan for Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Step 5: Tailor Worksite UV Protection Model Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Step 6: Obtain final approval of policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Webinar Training: Employee engagement and worksite examples			<input checked="" type="checkbox"/>			
Step 7: Provide Worksite UV Protection			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step 8: Implementation: Communicate the Policy, implement sun safety strategies, educate employees			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step 9: Project Evaluation			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Step 10: Submit Progress Report to DOH						<input checked="" type="checkbox"/>