

# **RUTGERS UNIVERSITY OUTDOOR WORK GUIDELINES**

## **Purpose:**

These guidelines provide a strategy for protecting employees from solar radiation during the course of their outdoor work activities.

## **General Information:**

Acute excessive exposure to solar radiation may cause painful sunburn, and chronic exposure may contribute to eye damage and skin cancer.

University employees are also exposed to the sun during recreation or other activities outside of regular university business hours. Employees are encouraged to follow the same preventative measures whether at home or at work. Rutgers University will provide employee protection from solar radiation during regular University business hours.

The average peak intensity of solar Ultraviolet (UV) radiation is at midday. Most of the total daily UV is received between 10 AM and 2 PM. UV radiation can reflect off of water, concrete, light colored surfaces and snow. Cloud cover can reduce UV levels, but overexposure may still occur.

## **Scope:**

The Rutgers University Outdoor Work Guidelines apply to all University employees whose job responsibilities require them to work outdoors between the peak solar intensity hours of 10 AM and 2 PM.

## **Solar Radiation Exposure Prevention:**

The following prevention measures, where practical, shall be followed:

- 1) When possible, outdoor work should be scheduled for times before 10AM or after 2 PM to avoid exposure to peak intensity of solar UV radiation.
- 2) Workers whose job responsibilities require them to work outdoors should follow these UV protection measures:
  - Wear light colored closely woven clothing, which covers as much of the body as practical
  - Use sunscreen with a Sun Protection Factor (SPF) of 15 or greater. Some employees may require much higher levels of SPF protection depending on skin type. The Occupational Health Department and REHS can assist in recommending SPF levels for workers. If water contact is likely during work procedures, a water-resistant sunscreen should be used.

- Hats should be work and should be wide brimmed protecting as much of the face, ears, and neck as possible. Hats should also provide ventilation around the head. Sunscreen should be applied to areas around the head not protected by the hat (ears, lips, neck, etc.).
- Employees should wear sunglasses while working outdoors. Sunglasses should allow no more than 5% of UV-A and UV-B penetration and should also meet the ANSI Z87.1 standard for safety glasses.
- Employees should make use of natural or artificial shade where possible.
- In some instances employees may require special head gear to provide impact protection. In these instances the protective head gear should be worn in lieu of a wide brimmed hat.
- While long sleeved, closely woven clothes provide UV protection, in some instances they may be inappropriate for working in extremely hot environments.

#### **Responsibilities:**

- Departments are responsible for providing sunscreen (minimum SPF of 15), hats (wide brimmed hats are ideal), as well as safety sunglasses with UV protection.
- Supervisors are responsible for ensuring employees utilize UV protective equipment and for scheduling outside work before 10AM or after 2PM whenever possible.
- Employees are responsible for using sunscreen, sunglasses, hats and closely woven long sleeve shirts.

#### **Training:**

Training will be provided by REHS as needed or upon request.

