

Facilitator Kit:

How to deliver the SunSmart Toolbox Talk for Outdoor Workers

What is the purpose of the Facilitator Kit?

The Facilitator Kit provides you with the resources you will need to deliver a 'SunSmart Toolbox Talk'. The SunSmart Toolbox Talk provides basic information for outdoor workers about the health risks of UV radiation (including increased risk of skin cancer and eye damage) and the importance of protecting the skin and eyes from UV radiation.

What is included in the Facilitator Kit?

The Facilitator Kit includes everything you will need to deliver a SunSmart Toolbox Talk, including an educational video, a worksheet, posters, a FAQ sheet and feedback form for facilitators.

- **Educational video** – the educational videos are available to view and download from the QR code below, along with digital copies of all the resources included in the SunSmart Toolbox Talk for Outdoor Workers.

The educational video includes information for outdoor workers on:

- ✓ What is UV radiation;
- ✓ UV radiation exposure and skin cancer;
- ✓ Steps outdoor workers can take to reduce their risk of skin cancer;
- ✓ How to recognise and act on signs/symptoms of skin cancer.



- **Worksheet** – The worksheet helps employees engage more deeply with the topic of being SunSmart before and after watching the video. The worksheet can be used by the facilitator as a discussion guide or printed and given to employees to complete while watching the video. Discussions can take place in small groups or as a large group, depending on what works best for your workplace.
- **Posters** – The facilitator pack also includes posters which can be printed off and displayed in the workplace or handed out to employees during the Toolbox Talk. The posters included in the pack are:
 - ✓ Skin Cancer Prevention for outdoor workers infographic
 - ✓ Damaging effect of UVA and UVB
 - ✓ Sunscreen explained
 - ✓ Know the signs - Find Melanoma Skin Cancer Early
- **FAQ sheet** – The FAQ sheet includes further information for facilitators on the association between UV radiation and skin cancer in outdoor workers.
- **Tools and resources for skin cancer prevention in outdoor workers** - Provides information on all available resources for outdoor workers on skin cancer prevention

How should I deliver the SunSmart Toolbox Talk?

Proposed outline of how to deliver the SunSmart Toolbox Talk using the video and worksheet (20 minutes):

- 5 minutes: Discuss questions 1-3 in worksheet before watching the videos
- 10 minutes: Play SunSmart Toolbox Talk educational video for Outdoor Workers, available for streaming from https://youtu.be/-XRRrf9dO_0.
- 3 minutes: Play SunSmart Patient Skin Cancer Story, Martin's Story, available for streaming from https://www.youtube.com/watch?v=S_vlcop5iDA
- 5 minutes: Discuss questions 4-7 in the worksheet after watching the videos.

Useful tips for delivering the SunSmart Toolbox Talk:

- When delivering the SunSmart Toolbox Talk, link back to relevant Solar UV radiation policy and other documentation for your workplace such as Solar UV radiation risk assessment tool.
- When possible, make the link to on-the-job skin protection for the outdoor workers.
- Take an interactive approach and bring visuals when possible, or appropriate, for the Toolbox Talk. For example, bring a bottle of a broad spectrum sunscreen (UVA star rating and UVB protection) with an SPF of 30+ and demonstrate what to look for on a bottle of sunscreen. Or bring samples of the personal protection equipment such as a wide brimmed hat, clothing or sunglasses that is provided by the workplace and show it to the employees.
- Take time to hear from employees during the training and learn what is working well with regards to skin protection and what could be improved. The feedback generated can strengthen skin cancer prevention best practice in the workplace.

What should I do after I have delivered the SunSmart Toolbox Talk?

After you have delivered the SunSmart Toolbox Talk please complete the Facilitator Feedback Form and email it to prevention@cancercontrol.ie. We are very interested to hear about your experience of delivering the Toolbox Talk.

FAQ for Facilitators: SunSmart Toolbox Talk for Outdoor Workers

Key messages

- UV radiation increases the risk of skin cancer and eye damage. UV radiation comes from the sun and artificial sources such as sunbeds.
- Working outdoors exposes you to between 2-3 times more UV radiation than indoor workers, putting you at increased risk of skin cancer and eye damage.
- If you regularly work outdoors you should consider using sun protection all year-round because UV damage builds up over time.
- Both employers and workers can take action to reduce workplace exposure to UV radiation.
- Where possible, plan to do your work outdoors early in the morning or late afternoon to avoid the peak UV sunrays. Use trees or portable shade for break times and lunch.
- Follow the Healthy Ireland SunSmart 5 S's to reduce your risk of skin cancer – **Slip** on clothing, **Slop** on sunscreen SPF 30+ for adults, **Slap** on a wide-brimmed hat, **Seek** shade and **Slide** on sunglasses.
- Check all of your skin regularly – not just sun-exposed skin. See your GP without delay if you notice changes to your skin, for example a new dark spot on your skin, or a change to a mole that you already have.

Why is skin cancer prevention important?

Skin cancer is the most common cancer in Ireland, with over 11,500¹ new cases (melanoma and non-melanoma skin cancer combined) diagnosed each year.

Between the years 2015 and 2045, the average number of people diagnosed with both melanoma and non-melanoma skin cancer (NMSC) each year is projected to increase².

The average age at diagnosis of melanoma skin cancer is younger than for many other cancers. There is a higher proportion of males and females diagnosed with melanoma skin cancer under the age of 50 compared to other cancers².

Skin cancer is largely preventable by protecting skin from UV radiation and not using sunbeds.

If you work outdoors you may be exposed to a lot of UV at work. Outdoor workers can be exposed to between 2-3 times more UV radiations than indoor workers, putting them at increased risk of skin cancer³.

1. National Cancer Registry Ireland (2025). Cancer trends No 42 - Skin Cancer. Cork: National Cancer Registry Ireland. Available at: <https://www.ncri.ie/en/reports-publications/reports/cancer-trends-no-42-skin-cancer>

2. National Cancer Registry of Ireland. (2019). Cancer incidence projections for Ireland 2020-2045. www.ncri.ie

3. Peters, C. E., Koehoorn, M. W., Demers, P. A., Nicol, A. M., & Kalia, S. (2016). Outdoor Workers' Use of Sun Protection at Work and Leisure. Safety and health at work, 7(3), 208– 212. <https://doi.org/10.1016/j.shaw.2016.01.006>

What is UV radiation?

Ultraviolet (UV) radiation is a form of energy that comes from the sun and some artificial sources such as sunbeds. We can feel the temperature and see the sun's light, but we can't see or feel UV radiation. UV can be high on cool or cloudy days, which is why it is important to use sun protection even on cloudy days. Sun protection is usually recommended once the UV level hits 3 or above. However, if you work outdoors you get regular UV exposure and should consider using sun protection every day to stop UV damage adding up over time.

What are the harmful health effects of UV radiation?

Exposure to UV radiation can damage the skin and eyes⁴. Short-term damage can be visible, presenting as skin reddening, sunburn or a suntan, while other damage may take years to develop, such as premature ageing of the skin and skin cancer⁵.

What can you do as an employee to reduce your risk of skin cancer?

1. **Slip on clothing** – Wear clothes that cover as much skin as possible such as long sleeves and collared shirts.
2. **Slop on sunscreen** – Apply plenty of sunscreen with SPF 30 plus, or more, labelled 'broad spectrum' (offering protection against UVA and UVB) and is 'water resistant'. Reapply every 2 hours, or more often after swimming, towel drying or sweating.
3. **Slap on a wide brimmed hat** that shades your face, neck and ears or a construction helmet with a brim and a neck flap.
4. **Seek shade** – Work in the shade if possible under trees, portable and permanent shade structures. If you can, adjust work schedules to limit time in the mid-day sun between 11am and 3pm. Plan work so that outdoor tasks are scheduled earlier in the morning or later in the day.
5. **Slide on sunglasses** – Wear UV protective sunglasses or safety glasses. Choose sunglasses that are close fitting/wrap-around style.

How will I know if I have skin cancer?

Get to know your own skin. Most skin cancers (including melanoma) can be treated successfully if it is found early. By getting to know your own skin, you are more likely to notice anything new or different at an earlier stage. Check your skin regularly and see your GP without delay if you notice changes to your skin, for example:

- A change in the size, shape or colour of a mole that you already have.
- A mole that is often itchy or bleeding.
- A new mole that looks different to the other moles that you have.
- A change to a normal patch of your skin, like a new dark spot on your skin.
- A dark coloured line or patch under your nail, or any abnormal skin under your nail.

4. Yam, J. C., & Kwok, A. K. (2014). Ultraviolet light and ocular diseases. *International ophthalmology*, 34(2), 383–400.
<https://doi.org/10.1007/s10792-013-9791-x>

5. World Health Organization, World Meteorological Organization, United Nations Environment Programme & International Commission on Non-Ionizing Radiation Protection. (2002). *Global solar UV index: a practical guide*. World Health Organization.
<https://apps.who.int/iris/handle/10665/42459>

SunSmart Worksheet

This worksheet can help employees engage more deeply with the topic of sun protection and early detection of skin cancer before and after watching the video. This tool can be used by the facilitator as a discussion guide or printed and given to employees to complete while watching the video.

Discussions can take place in small groups or as a large group, depending on what works best for your workplace.

Pre video questions

1. What are some ways you have personally practiced sun protection in the workplace?
2. Can you name any potential dangers of UV radiation?
3. Do you think skin cancer is a common cancer in Ireland?

Post video questions

4. Can you remember what the SunSmart 5 S's were?
5. Can you remember any of the signs of melanoma skin cancer?
6. What actions can you take as an outdoor worker to reduce your risk of skin cancer?
7. How can our workplace support outdoor workers to practice sun protection behaviours?
Are there additional supports or resources needed for outdoor workers to be more sun safe?

The facilitator can use the notes below to support the discussion of the worksheet questions.

Pre video questions

1. Workers can share some of the ways that they protect themselves when working outdoors. Answers may include: working in the shade when possible, scheduling work in the cooler part of the day when possible, taking breaks in the shade, wearing long sleeved shirts and long pants, wearing a hard hat with a neck flap or a wide-brimmed hat, wearing safety glasses with UV protection, and applying sunscreen.
2. The main cause of skin cancer is Ultraviolet (UV) radiation from the sun. Overexposure to UV radiation can damage cells in the skin and eyes, increasing your risk of skin cancer and eye damage, such as cataracts.
3. Skin cancer is the most common form of cancer in Ireland with 11,500 new cases diagnosed annually. Yet, it is one of the most preventable cancers. Skin cancer rates in Ireland are projected to more than double between 2015 and 2045.

Post video questions

4. You can reduce your risk of skin cancer by following the Healthy Ireland SunSmart 5 S's:
 - Slip on clothing that covers your skin, such as long sleeves and collared shirts.
 - Slop on sunscreen. Use a broad spectrum sunscreen (provides UVA and UVB protection), SPF 30 plus for adults and SPF 50 plus for children. Apply 20 minutes before going outside and re-apply every 2 hours or more often after swimming or sweating.
 - Slap on a wide brimmed hat that shades your face, neck and ears or a construction helmet with a brim and a neck flap.
 - Seek shade, especially if outdoors between 11am to 3pm when UV radiation is strongest. Plan to do your work outdoors early in the morning or late afternoon to avoid the peak UV sunrays. Use trees or portable shade for break times and lunch.
 - Slide on UV protection sunglasses.
5. Melanoma can develop on what was previously normal skin, or can develop in a mole. Skin changes that could be melanoma include:
 - A new mole that looks different to your other moles.
 - A change in the size, shape or colour of a mole.
 - A mole that is often itchy or bleeding.
 - A change in your skin, like a new dark spot on your skin.
 - A dark coloured line or patch under your nail, or any abnormal skin under your nail.
6. Become familiar with the UV index and check it regularly on the Met Eireann website, or weather app on your phone.

Review your UV exposure regularly. Think about how long you spend outside and be ready with sun protection measures.

Remember the SunSmart 5 S's. Slip, Slop, Slap, Seek and Slide.

Involve all your family. Consider how much your children are exposed to the sun.

Always be prepared. Have sun protection near at hand to avoid burning or tanning.
7. The discussion that this question generates can give the facilitator helpful insight into what further training and education, protection control measures, monitoring, policies or resources can be explored in the future to support sun protection behaviours in the workplace.

Facilitator Feedback Form: SunSmart Toolbox Talk for Outdoor Workers

Take time to hear from employees during the Toolbox Talk session and learn what is working well with regards to sun safety in the workplace and what could be improved. Learnings can be shared with management to ensure you can strengthen your SunSmart programme and create greater buy-in for future years. Feedback on how useful the Toolbox Talk was for employees can help NCCP to strengthen our SunSmart Toolbox Talk programme and help us to get a better understanding of what improvements can be made.

After you have delivered the SunSmart Toolbox Talk please complete the Facilitator Feedback Form and email it to prevention@cancercontrol.ie. Alternatively you can complete the Facilitator Feedback Form at the following link <https://www.surveymonkey.com/r/SCBZNRZ>. We are very interested to hear about your experience of delivering the Toolbox Talk.

Record of SunSmart Toolbox Talk for Outdoor Workers	
Workplace:	
Date:	
Name of facilitator:	
Number of attendees for Toolbox Talk training:	
Feedback received from attendees on Toolbox Talk training:	
Are there any improvements that could be made to the Toolbox Talk?	

Follow the SunSmart 5 S's to reduce your risk of skin cancer



Slip on clothing that covers
your skin



Slop on sunscreen on exposed
areas using factor 30+ for adults
and 50+ for children



Slap on a wide-brimmed hat



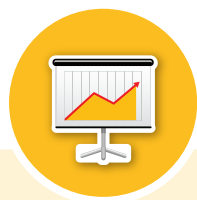
Seek shade – especially if outdoors
between 11am and 3pm



Slide on sunglasses

Do not deliberately try to get a suntan.
Avoid getting a sunburn. **Never use a sunbed.**

Skin Cancer Prevention for Outdoor Workers



Skin cancer is the most common cancer in Ireland with over **11,500** cases diagnosed annually¹.



Outdoor workers are identified as a high-risk group for the development of skin cancer as they spend long periods outdoors.



Central Statistics Office (CSO) figures suggests almost **1 in 4** skin cancer deaths in Ireland are among those who worked in the construction, outdoor and farming industries.*



Most skin cancers could be prevented by protecting skin from ultraviolet radiation (UV). UV is a part of sunlight. It can damage the skin and increase risk of skin cancer.



Outdoor workers can be exposed to between **2-3 times more** UV radiation than indoor workers².

What can outdoor worker do to protect their skin from the sun?



Slip on clothing that covers your skin such as, long sleeves, collared shirts.



Slop on sunscreen: Use sunscreen SPF 30 or higher 20 minutes before going outside and re-apply every 2 hours – more often if sweating.



Slap on a wide brimmed hat, hard hat with a brim and use a neck flap.



Seek shade – especially if outdoors between 11am to 3pm when UV rays are at their strongest. Plan your work outdoors early in the morning or late afternoon to avoid the peak UV sunrays. Use trees or portable shade for break times and lunch.



Slide on sunglasses. Use UV protective eyewear.

If you notice a new or changing mole or growth on your skin contact your GP without delay.
For more information on being SunSmart visit www.hse.ie/sunsmart

* Based on CSO data for 2016-2018 (provisional) on deaths due to melanoma among those employed or previously employed in the construction farming and other outdoor sectors.

Reference

1. National Cancer Registry Ireland (2025). Cancer trends No 42 - Skin Cancer. Cork: National Cancer Registry Ireland. Available at: <https://www.ncri.ie/en/reports-publications/reports/cancer-trends-no-42-skin-cancer>
2. CAREX Canada. Occupational Exposure Estimate for Solar UV Radiation. (2018)

Be SunSmart



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

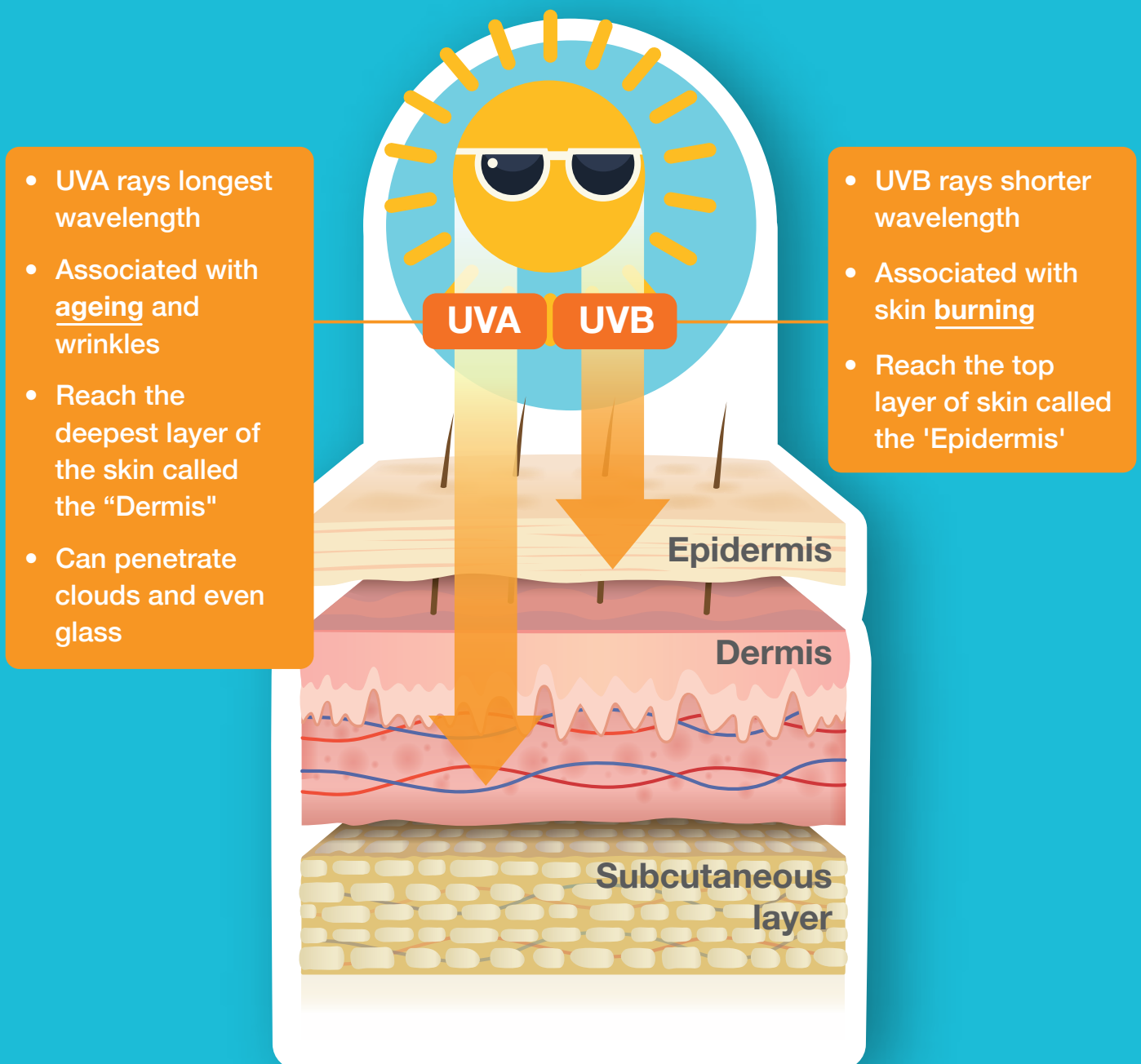


nccp

National Cancer
Control Programme



Damaging effect of UVA and UVB



Both UVA and UVB can damage DNA in the skin which can lead to skin cancer.

Sunscreen explained



SPF (Sun Protection Factor) is a measure of a sunscreen's ability to prevent sunburn from UVB rays. There is no SPF that can completely block all UVB rays. However, the higher the SPF, the higher protection. Apply SPF 30+ for adults and 50+ for children.

UVA rating measures the level of protection the sunscreen provides against UVA rays. A sunscreen that contains the EU recommended minimum level of UVA protection is labelled with a UVA logo.



Choose broad-spectrum sunscreens
(offering protection against UVA and UVB).

Know the signs Find Melanoma Skin Cancer Early

Over 1,000 people are diagnosed with melanoma skin cancer each year in Ireland.

The earlier melanoma is found the easier it is to treat.

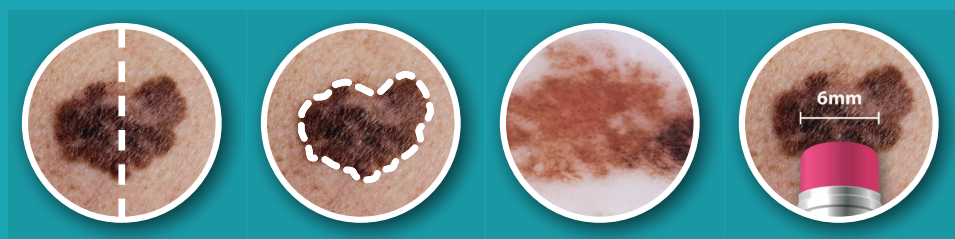


Call your GP TODAY if you notice any of the following

- A change in the size, shape or colour of a mole that you already have
- A mole that is often itchy or bleeding
- A new mole that looks different to the other moles that you have
- A change to a normal patch of your skin, like a new dark spot on your skin
- A dark coloured line or patch under your nail, or any abnormal skin under your nail



The 'ABCDE' checklist helps you to know when a mole or patch of skin might be a melanoma. Know what your skin normally looks like, and check your skin and moles regularly for these changes.



A = Asymmetry

One half of the mole is not the same as the other.

B = Border

The edges ('border') of the mole are irregular, blurry or jagged.

C = Colour

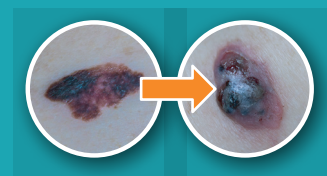
The mole is uneven in colour. It might have different shades of black, brown and pink in it.

D = Diameter

This refers to the size of the mole. Most melanomas are more than 6mm wide. This is the width of a pencil.

E = Evolution

'Evolution' means that the mole is changing. The mole may change in size, shape or colour. It may also start to itch or bleed. Normal moles usually stay the same size, shape and colour.



**Don't be scared Don't delay
Call your GP today**

Visit www.hse.ie/findcancerearly for more information