

# Template letter: For workplaces offering skin checks.

This letter template is designed for workplaces to insert on their own letterhead and distribute to workers as part of their workplace sun protection program.

To reduce the risk of outdoor workers developing skin cancer and dying prematurely from skin cancer, workplaces are encouraged to implement an ultraviolet (UV) protection program at work which includes the introduction of UV protection control measures, and regular reminders to staff about checking for skin cancer.

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*(Date)*

Dear employee,

**Re: Your skin health**

As an outdoor worker, you are at an increased risk of developing skin cancer. *(Insert name of workplace)* is committed to protecting our workers from overexposure to ultraviolet (UV) radiation and subsequent risk of skin cancer.

As per our *(insert policy/guidelines reference here)*, all workers of *(insert name of workplace)* are required to implement the use of sun protection when working outdoors to reduce workplace exposure to solar UV radiation. When working outdoors, always use a combination of sun protection measures including:

- long-sleeved shirt (with sleeves rolled down) and long trousers
- SPF30 (or higher) broad-spectrum, water-resistant sunscreen (reapply sunscreen at least two hourly)
- either a broad-brimmed hat (minimum 7.5cm wide brim), legionnaire-style hat or bucket hat (deep crown, minimum 6cm wide brim). Baseball caps are not permitted.
- working and taking rest breaks in the shade wherever possible
- UV protection eyewear that meet AS/NZS 1067 for sunglasses or AS/NZS 1337.1 for safety glasses.

A copy of this *(policy/guideline)* can be accessed via *(insert here)*.

*(Insert name of workplace)* offers workers access to annual workplace skin checks as part of the *(insert name of initiative)*. Although we firmly encourage you to participate in this program and discuss your skin health concerns during your appointment, we encourage you to also have this discussion with your GP. The successful treatment of skin cancer relies heavily on early detection. You are the best person to notice early changes to your skin. *(Insert name of workplace)* and Cancer Council recommend that you become familiar with your own skin, regularly checking your own skin throughout the year, including areas not exposed to the sun such as the soles of your feet, scalp and private areas. This is in addition to the skin screening appointment offered to you by *(insert name of workplace)*.

Look for new or existing spots that have changed in colour, size or shape as skin cancer can develop quickly. This does not require any specific medical knowledge. Visit [cancer.org.au](http://cancer.org.au) for more information on skin checks. **Please see your GP as soon as possible if you notice any suspicious spots.**

Remember, checking your skin for skin cancer does not protect you from skin cancer. Sun protection needs to be used year-round as a preventative measure.

For more information, please contact *(insert local contact)*, visit [cancer.org.au](http://cancer.org.au) or phone Cancer Council on 13 11 20.

Regards,  
Human Resources/People and Culture.

