



WHS Hot Weather Procedures

The Hut is committed to ensuring the welfare of all staff, clients and visitors by providing them, so far as reasonably practicable, with a healthy and safe environment, free from injury and health risks in the extreme hot weather conditions of South Australian summer and fire danger season.

The purpose of this procedure is to eliminate, or minimise where elimination is not possible, injury or illness caused by work conducted in extreme temperatures.

It is intended that as an outcome of this procedure:-

- The risk of injury to staff, clients, visitors and contractors will be prevented where possible or reduce the likelihood of injury
- Staff will be consulted in the risk management process
- The Hut will provide appropriate training, instruction, information and supervision
- Safe systems of work for working in extreme temperatures will be established, in relation to:-
 - planning
 - emergency procedures
 - work-rest regimes for hot weather

Contractors are also required to have in place an equivalent procedure for managing risks associated with persons working in extreme temperatures.

Procedures

The Hut will ensure that prior to any work activities and events that a Risk Assessment is undertaken in accordance with the Risk Assessment Procedure. If there is a risk of prolonged exposure to sun or hot weather and work or activities are to be undertaken outside or partially outside, the following control measures must be implemented:

1. Provision of plentiful and easily accessible cool water,
2. Provision of cool and easily accessible rest areas,
3. Provision of 30+ sun screen.

Staff responsible for activities held outdoors in hot conditions (e.g. walking groups, gardening) will encourage:

- staff working outside on a hot day to have a fifteen (15) minute break every hour in a shaded area and drink plenty of water
- workers and clients to be sun smart and “**Slip, Slop, Slap, Seek Shade and Slide on the Sunnies**”

When it is necessary for a worker to be working in the sun, The Hut will provide shelter where practicable.

Considerations

- If any staff, clients or visitors have recently experienced high temperatures from infection, diarrhoea or vomiting they should NOT take part in strenuous exercise. People who suffer from a variety of medical conditions, or who are taking medication or who are pregnant may experience difficulties exercising in the heat. Examples of medical conditions to be aware of include asthma, diabetes, heart conditions, epilepsy and obesity. Medication may also include those purchased over the counter. If in doubt consult a pharmacist or your doctor.

Where workers and clients are required to work/participate in a hot environment

South Australia's climate involves high temperatures and extreme heat waves. Work and exercise in a hot environment with the associated fluid loss and elevation of body temperature can lead to dehydration, heat exhaustion and or heat stroke and other heat related conditions.

All staff and clients undertaking work or involvement in Hut activities, functions or events should be aware of the conditions and the symptoms associated with hot weather and sun exposure, such as:-

- **Skin Cancer**
- **Dehydration** - If a person becomes dehydrated, they don't sweat as much and their body temperature keeps rising
- **Heat Exhaustion** – caused by dehydration following heavy sweating. Warning signs may include paleness and sweating, rapid heart rate, muscle cramps (usually in the abdomen, arms or legs), headache, nausea and vomiting, dizziness or fainting
- **Heat Fainting** – it can occur quite suddenly even without physical activity. There can be a feeling of light-headedness before fainting occurs.
- **Heat Stroke** – occurs when the body's temperature control mechanism becomes overloaded and breaks down. Heatstroke is a medical emergency and requires urgent attention:
 - ~ Calls triple zero (000) for an ambulance.
 - ~ Get the person to a cool, shady area and lay them down while you're waiting for emergency medical help.
 - ~ Remove clothing and wet their skin with water, fanning continuously.
 - ~ Do not give the person fluids to drink.
 - ~ Position an unconscious person on their side and clear their airway.
 - ~ If medical attention is delayed, seek further instructions from ambulance or hospital emergency staff.
- **Chronic Heat fatigue** – is characterised by reduced performance capacity, an inability to concentrate and other psychological changes similar to stress.
- **Heat Cramp** – is characterised by painful spasms in one or more skeletal muscles resting in a cool place and drinking saline solution normally alleviated cramp.

Workers and Clients Safety

- Workers and clients living and working in High Fire Danger Areas must know the Fire Danger Ratings for their region and must follow the instruction of the Country Fire Services (CFS)
- A Hut Officer has the authority to cease/close the activity depending on the immediate conditions. (The temperature may be used as a general guide in determining whether to cease the activity.)

If any worker or client believes that they are suffering from any heat related stress, it must be reported to the person in charge of the activity who will arrange for the condition to be treated immediately; which may involve attention by a medical practitioner or calling an ambulance. An Accident/Incident/injury report form must be completed and given to the EO.

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Signature		
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To be reviews every 3 years		