## Heat Management Plan in conjunction with a risk assessment

### Organisation Statement

All students, staff and visiting volunteers are potentially vulnerable to heat-related illness. Some people are at greater risk of suffering heat-related illness than others, and there are warning signs you need to look out for. Usually, a person doesn’t realise they may be suffering from heat-related illness (Safe Work NSW, n.d.).

Heat stress arises from a combination of work activities, environmental factors and factors outside of work (e.g. adequate rest, stress, medication, alcohol consumption). The management of heat stress is a shared responsibility between the employer and employees.

It is important that employees are aware of the different types of heat illnesses and related symptoms.

Personal behaviour can affect heat stress as well with positive behaviours including:

• maintaining good hydration both during and outside of work;

• limiting consumption of alcohol and caffeine;

• eating healthy meals;

• obtaining adequate sleep levels; and

• good cardiovascular health.

### Responsibilities

#### Employer (PCBU) responsibilities

* Ensure each School/Directorate has staff trained in first aid, particularly heat related illnesses;
* Be alert for any unusual behaviour, which might indicate heat related illness;
* Liaise with the relevant Manager or their delegate to modify the work schedule if there are concerns regarding extreme weather conditions;
* Monitor themselves and others for heat related adverse effects;
* Respond to any incidents arising from hazards associated with heat related illness & report into the digital safety management system;
* Ensure staff have access to fresh drinking water;

Employee Responsibilities

Employee responsibilities in relation to heat management include;

* Refer to the standard risk management approach by [SafeWork NSW](https://www.safework.nsw.gov.au/hazards-a-z/working-in-extreme-heat/content-page-blocks/managing-extreme-heat-at-your-workplace).
* Utilise breaks available
* Wear loose fitting cotton clothing, when applicable.
* Regularly drink fresh cool drinking water to stay hydrated
* Report all incident & hazards arising from heat related illness into the digital safety management system
* Practice “passive cooling” – open & close windows and blinds to enable a cross breeze in the cooler parts of the day.
* Recognise signs of heat stress and understand the potential impact these risks may have on yourself and others.
* Report to your Manager the circumstances in which heat related illnesses are impacting on individual wellbeing and workplace safety.
* Ensure you comply with this heat management plan.

Managing Heat Related Illness

Management of heat related illness requires the following measures to be undertaken:

• assessing environmental and work conditions by using the [Hierarchy of Controls](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0006/446028/hierarchy-of-controls-SW09182.pdf)

• development of activity specific controls;

• provision of adequate cooling, hydration, and engineering controls; and

• employee awareness about the causes, controls and symptoms of heat illness.

Assessing environmental and work conditions

When assessing the risk (i.e. completing a risk assessment) of heat stress in relation to a specific activity it is important to take into consideration:

• the weather conditions on the day;

• the location of the work; and

• the type of work being carried out.

All of these will impact the risk of heat stress and determine the types of controls that will be put in place.

Identification of activity specific controls

Depending on the nature and location of work, the following controls may be utilised to reduce the risk of heat related illness:

• utilising or installing shade during work activities and during breaks;

• rotating tasks and employees to vary physical activity and reduce potential heat stress;

* where possible scheduling heavy, physical work for the early or cooler times of the day;

• rostering modifications as outlined in this plan, such as extending break periods.

* Investigate alternative engineering controls to elevate regular tasks where there is ‘heavy’ use of PPPE e.g. half face respirators, coveralls

### Relevant Standards and Legislation

[Work Health and Safety Act 2011](https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#pt.2-div.2)

This plan should be monitored & reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1.      The related documents are amended.

2.      The related documents are replaced by new documents.

3.      Industry, legislation or service agreement changes may necessitate modifications to policy and procedures.

4.      Other circumstances as determined from time to time by a resolution of the WHS Management Group.

Notwithstanding the above, the PCBU may review this Plan annually for relevance and to ensure that its effectiveness is maintained.

### Questions

If a workplace participant is unsure about any matter covered by this Plan, they should seek clarification and/or assistance from their Manager.

### Version and Revision Information

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