



Working During Hot Weather Policy

This Working During Hot Weather Policy applies to all Employees of the business.

The objective of the policy is to establish procedures to protect the health and safety of employees working in hot weather conditions.

The requirement is for all staff to comply with the Working During Hot Weather Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines and procedures to protect the health and safety of employees and contractors working in hot weather conditions at Sydney Drafting Concepts and Designs. This policy aims to minimise the risk of heat-related illnesses, such as heat stress, dehydration, and heat stroke, while maintaining productivity and compliance with relevant Australian legislation, regulations, and industry standards.

Objective

The objectives of the Working During Hot Weather Policy are to:

- Ensure that all employees and contractors are aware of the risks associated with working in hot weather and are provided with the necessary training and resources to work safely.
- Implement appropriate measures to prevent heat-related illnesses, including the provision of shade, rest breaks, hydration, and personal protective equipment (PPE).
- Establish clear procedures for monitoring weather conditions, assessing the risk of heat-related illnesses, and implementing appropriate control measures.
- Encourage early identification and reporting of heat-related symptoms and ensure that appropriate first-aid measures are in place.
- Continuously improve Sydney Drafting Concepts and Designs's response to hot weather conditions through regular review and evaluation of the policy and its effectiveness.

Policy Requirements

To achieve the objectives outlined in this Working During Hot Weather Policy, the following requirements must be met:

- **Heat-related Illness Training:** All employees and contractors must complete a heat-related illness training program, which covers the risks, symptoms, prevention measures, and first aid procedures for heat-related illnesses.
- **Weather Monitoring:** Sydney Drafting Concepts and Designs will monitor weather conditions daily and assess the risk of heat-related illnesses based on factors such as temperature, humidity, and UV index. This information will be communicated to all employees and contractors to ensure they are aware of the potential risks.
- **Heat Control Measures:** Sydney Drafting Concepts and Designs will implement a range of heat control measures, including providing shaded work areas, scheduling work during cooler periods of the day, providing regular rest breaks, and ensuring access to cool drinking water. Additional measures, such as the provision of appropriate PPE (e.g., wide-brimmed hats, breathable clothing, and sunscreen), may also be implemented as required.
- **Heat-related Illness Reporting:** Employees and contractors must report any signs or symptoms of heat-related illnesses to their supervisor or designated safety officer



immediately. First aid procedures must be initiated promptly, and in more severe cases, medical assistance should be sought.

- **Policy Review and Evaluation:** This Working During Hot Weather Policy will be reviewed at least annually or following significant changes to relevant legislation, regulations, or industry standards. Regular audits will be conducted to ensure ongoing compliance with this policy and to identify areas for improvement.

By implementing and adhering to this Working During Hot Weather Policy, Sydney Drafting Concepts and Designs demonstrates its commitment to protecting the health and safety of its employees and contractors, ensuring business continuity, and fulfilling its legal and ethical obligations related to working in hot weather conditions.

The Director is responsible for communicating the Working During Hot Weather Policy to all persons working for or on behalf of the organisation and making it available to interested parties.