

SCAN ME



SAFETY. MATTERS. EVERYWHERE.

HOT CLIMATE WORK PLACES WHS COMPLIANCE PACK

Meeting Safety Standards across Oceania Pacific.

FREE

Your guide to safer, smarter workplaces.

A WHS Compliance Pack is your guide to:

- Identifying and managing workplace hazards
- Meeting legal health and safety obligations
- Developing clear safety procedures
- Training and protecting your team
- Reducing risks and liability

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HEATPG012025 – WHS POLICY STATEMENT (2025)

Activity: Activity: Review workplace WHS policy for heat safety.

Purpose: Ensure the organisation has clear commitments to protecting workers in heat-intensive industries.

Procedures:

- Comply with WHS legislation and Heat Stress Codes of Practice
- Provide safe systems of work for high-heat tasks
- Ensure staff training and PPE availability
- Regularly review and update heat management practices

NOTES

Supervisor Signature: _____

HEATPG022025 - HEAT STRESS MANAGEMENT POLICY (2025)

Business Name: _____

Policy Statement:

Our business is committed to protecting workers from heat-related illnesses. We will implement effective controls to prevent heat stress, dehydration, and exhaustion in all high-temperature work environments, in accordance with Safe Work Australia guidelines and the WHS Act 2011.

Purpose:

To prevent heat-related illness and injury among all personnel.
To maintain productivity and ensure a safe working environment despite heat hazards.

Scope:

This policy applies to all employees, contractors, and visitors working in environments where ambient or radiant heat may pose a health risk.

Responsibilities:

Management:

Provide necessary resources, training, and equipment to control heat exposure.
Monitor workplace conditions and ensure policies are enforced.

Supervisors:

Regularly monitor environmental and worker conditions.
Enforce scheduled breaks, hydration, and safe work practices.
Respond promptly to signs of heat stress.

Workers:

Follow heat safety procedures and report symptoms immediately.
Use provided PPE and hydration resources.
Participate in training sessions related to heat stress prevention.

Prevention Measures:

Provide shaded rest areas and cooling stations.
Schedule regular hydration breaks with easy access to cool drinking water.
Implement shift rotations to limit continuous heat exposure.
Use engineering controls like ventilation or fans where possible.

Record-Keeping:

Maintain daily logs of temperature and humidity.
Document rest breaks and hydration checks.
Record any heat-related incidents or first aid administered.

Signed by: _____

Date: _____

HEATPG032025 – HEAT STRESS & HYDRATION LOG (2025)

Activity: Activity: Complete a hydration and heat stress log.

Purpose: Monitor hydration and signs of heat stress for remote workers.

Procedures:

- Record daily fluid intake
- Check for signs of heat stress (dizziness, fatigue)
- Encourage electrolyte replacement
- Supervisors review logs daily

NOTES

Supervisor Signature: _____

HEATPG042025 - HYDRATION & REST BREAK GUIDELINES (2025)

Employee Name: _____

Worksite Location: _____

Hydration Protocol

Workers must drink at least 250 mL of cool, clean water every 15–20 minutes to prevent dehydration.

When working in temperatures exceeding 30°C, electrolyte replacement drinks should be provided to maintain salt balance and reduce fatigue.

Encourage workers to avoid caffeine and sugary drinks, which can contribute to dehydration.

Rest Break Schedule

Proper rest breaks are essential to reduce heat stress and fatigue. The following guidelines are recommended based on ambient temperature:

Temperature Range.	Recommended Break Frequency	Typical Break Duration
26°C to 30°C.	Every 2 hours.	10 minutes
31°C to 35°C	Every 1 hour	10–15 minutes
Above 36°C.	Every 45 minutes.	15–20 minutes

All breaks should be taken in shaded or cooled areas to maximize recovery from heat exposure.

Monitoring & Enforcement

Supervisors must monitor hydration practices and rest breaks for compliance.

Workers should be encouraged to self-report symptoms such as excessive thirst, dry mouth, headache, or dizziness immediately.

Hydration stations and shaded rest areas should be inspected daily for cleanliness and accessibility.

Hydration & Rest Checklist

- ☐ Cool, clean drinking water is provided in sufficient quantities.
- ☐ Scheduled rest breaks occur in shaded or cooled locations.
- ☐ Workers are reminded to hydrate every 15–20 minutes.
- ☐ Shift rotations are implemented to reduce prolonged heat exposure.
- ☐ Supervisors actively monitor workers for signs of heat stress.

Approved by: _____

Date: _____

HEATPG052025 – PPE & SUN PROTECTION COMPLIANCE CHECKLIST (2025)

Activity: Activity: Inspect PPE and sun protection compliance.

Purpose: Ensure workers wear and maintain required protective gear.

Procedures:

- Check hats, cooling vests, sunscreen, and long-sleeved clothing
- Verify PPE condition and replacement
- Confirm compliance with sun safety requirements
- Encourage shade use during peak heat

NOTES

Supervisor Signature: _____

HEATPG062025 - SUN PROTECTION POLICY (2025)

Business Name: _____

Policy Statement

Our business enforces comprehensive sun protection measures to reduce workers' exposure to harmful ultraviolet (UV) radiation and prevent sun-related illnesses, including sunburn and skin cancer.

Sun Safety Measures

- ☐ All workers must wear wide-brim hats or neck flaps when working outdoors.
- ☐ Long-sleeved, UV-protective shirts are required to cover arms and shoulders.
- ☐ Sunscreen with a minimum SPF 30+ must be applied 20 minutes before sun exposure and reapplied every 2 hours.
- ☐ Work should be scheduled or relocated to shaded areas whenever possible during peak UV times.
- ☐ Sunglasses providing UV protection should be worn where appropriate to protect eyes.

Training and Monitoring

Workers will receive training on sun safety, including how to apply sunscreen correctly and recognize signs of UV overexposure.

Supervisors will monitor daily UV index forecasts and adjust work practices accordingly.

Approved by: _____

Date: _____

HEATPG072025 – REMOTE WORKER FATIGUE & REST MANAGEMENT LOG (2025)

Activity: Activity: Record work/rest cycles.

Purpose: Reduce risks associated with long hours and heat fatigue.

Procedures:

- Record shift hours and breaks
- Encourage shaded rest every 2 hours
- Monitor sleep quality during remote deployments
- Report fatigue concerns immediately

NOTES

Supervisor Signature: _____

HEATPG082025 - EXTREME WEATHER SAFETY PLAN (2025)

Business Name: _____

Location: _____

Procedures for Extreme Heat & Bushfires

1. Monitor Weather Conditions:

Check the Bureau of Meteorology daily for heatwave warnings, high UV index, and bushfire alerts before starting work.

2. Adjust Work Schedules:

Modify work hours to avoid the hottest part of the day (typically 11 am to 3 pm). Consider early starts, late finishes, or rescheduling outdoor tasks.

3. Provide Emergency Cooling Stations:

Ensure access to cooled, shaded areas or air-conditioned rooms where workers can rest and recover during breaks.

4. Train Employees on Bushfire Evacuation:

Conduct regular training on emergency bushfire procedures including evacuation routes, assembly points, and communication protocols.

5. Suspend Work if Unsafe:

Cease outdoor work if temperatures exceed safe limits (e.g., above 38°C) or if bushfire risk is extreme until conditions improve or control measures are in place.

Supervisor Signature: _____

Date: _____

HEATPG092025 - PPE GUIDE FOR HOT ENVIRONMENTS (2025)

Worksite Location: _____

Date: _____

Required Personal Protective Equipment (PPE)

- ☐ UV-protective clothing designed to block harmful ultraviolet rays.
- ☐ Wide-brim hats or helmets with neck flaps to shield face and neck.
- ☐ Cooling vests or moisture-wicking fabrics to help regulate body temperature.
- ☐ Heat-resistant gloves for handling hot surfaces or equipment safely.
- ☐ Safety eyewear with UV protection to prevent eye damage from sun exposure.

Inspection and Maintenance

PPE must be inspected weekly for signs of wear, damage, or contamination. Any damaged or ineffective PPE must be replaced immediately to maintain protection levels.

Workers should be trained in the correct use, adjustment, and storage of PPE to maximize effectiveness.

Approved by: _____

Date: _____

HEATPG102025 – EMERGENCY HEAT ILLNESS RESPONSE PLAN (2025)

Activity: Activity: Run a heat illness drill.

Purpose: Prepare staff to respond to heat stroke or collapse.

Procedures:

- Recognise symptoms of heat illness
- Provide immediate cooling and fluids
- Call emergency services if severe
- Record and review incident response

NOTES

Supervisor Signature: _____

HEATPG112025 - HYDRATION SCHEDULE & MONITORING (2025)

Worksite Location: _____

Date: _____

Hydration Guidelines

Workers should drink 200–300 ml of water every 15–20 minutes in hot environments.

Avoid caffeinated or sugary drinks as they can increase dehydration risk.

Electrolyte-replacement drinks may be provided during extended high-heat work periods.

Monitoring for Heat Stress

Supervisors to observe workers for early signs of heat stress:

- Excessive sweating
- Dizziness or confusion
- Nausea or headaches

Immediate rest and cooling measures must be applied if symptoms appear.

Daily Hydration Record (Example)

You can download PDF ready to print record book separately @ www.ardpcompliance.com

Worker Name	Start Time	Water Breaks Taken	Electrolyte Drinks Taken	Supervisor Initials
Mr Smith	10:00am	3 breaks taken	No	ARDP

Approved by: _____

Date: _____

HEATPG122025 - SIGNATURE & COMPLIANCE VERIFICATION (2025)

Employee Acknowledgement

I have read and understood the safety requirements outlined in this WHS Compliance Pack. I agree to follow all procedures, wear required PPE, and report hazards or incidents immediately to my supervisor.

Employee Name: _____

Signature: _____

Date: _____

Supervisor/Manager Verification

I confirm that the above employee has been briefed on all relevant safety procedures for working in heat-intensive conditions and is competent to perform their duties safely.

Supervisor/Manager Name: _____

Signature: _____

Date: _____

WHS Officer (if applicable): _____

Signature: _____

Date: _____

Record Keeping

A copy of this signed page must be kept on file for WHS audit purposes for a minimum of 5 years, in accordance with Australian and New Zealand workplace safety legislation.

HEATPG132025 - HIGH-TEMPERATURE WORK PROCEDURES (2025)

Worksite Name: _____

Date: _____

Safe Work Measures

- ☐ Work schedules adjusted to avoid peak heat hours, typically between 11 am and 3 pm.
- ☐ Access to shaded or cooled rest areas provided for workers during breaks.
- ☐ Heat monitoring systems such as Wet Bulb Globe Temperature (WBGT) devices are in use to assess environmental heat risk.
- ☐ Workers are fully informed about emergency stop-work procedures in case of heat illness symptoms.
- ☐ Supervisors and team leaders are trained in heat risk management, recognition of heat stress, and emergency response.

Engineering Controls

Use of ventilation fans, evaporative coolers, or misting systems to reduce ambient temperature.

Installation of heat shields or barriers to protect workers from radiant heat sources.

Administrative Controls

Implement work/rest cycles based on heat index and workload.

Rotate workers through tasks to minimize prolonged exposure to high heat.

Provide regular heat safety briefings and training.

Approved by: _____

Date: _____

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HEATPG142025 – COOLING & HYDRATION STATION INSPECTION CHECKLIST (2025)

Activity: Activity: Inspect cooling and hydration facilities.

Purpose: Ensure access to shaded rest and hydration resources.

Procedures:

- Check water supply and electrolytes available
- Inspect misting fans or cooling units
- Ensure first aid kits are stocked
- Confirm shaded areas are accessible

NOTES

Supervisor Signature: _____

HEATPG152025 - FATIGUE MANAGEMENT & SHIFT WORK POLICY (2025)

Business Name: _____

Policy Statement

We implement fatigue management strategies specifically designed to protect workers from exhaustion and heat-related fatigue, especially in hot work environments.

Fatigue Prevention Measures

- ☐ Enforce maximum shift duration limits, generally no longer than 8 hours during extreme heat conditions.
- ☐ Schedule rest breaks every 2 hours to allow recovery and rehydration.
- ☐ Emphasize hydration and cooling measures during shifts.
- ☐ Rotate strenuous or physically demanding tasks among workers to reduce individual exhaustion.
- ☐ Monitor workers regularly for signs of heat-related fatigue, such as decreased concentration, irritability, or slowed reactions.

Reporting & Monitoring

Supervisors should maintain fatigue logs and observe worker behavior for early signs of fatigue.

Workers must be encouraged to report any symptoms without fear of penalty.

Shift scheduling should consider individual worker health conditions and acclimatization levels.

Approved by: _____

Date: _____

HEATPG162025 – REMOTE COMMUNICATION & LONE WORKER SAFETY CHECKLIST (2025)

Activity: Activity: Test communication systems.

Purpose: Confirm remote workers have reliable communication and check-in procedures.

Procedures:

- Test radios/satellite phones
- Maintain daily check-in logs
- Ensure GPS trackers operational
- Confirm emergency contacts accessible

NOTES

Supervisor Signature: _____

HEATPG172025 – INCIDENT & NEAR MISS REPORT FORM (HEAT-RELATED) ACTIVITY (2025)

Activity: Activity: Complete a mock heat incident report.

Purpose: Document all heat-related incidents for corrective action.

Procedures:

- Record time, location, and details of incident
- Notify supervisor immediately
- Investigate root cause
- Apply corrective measures and monitor follow-up

NOTES

Supervisor Signature: _____

HEATPG182025 - INCIDENT AND NEAR MISS REPORT FORM (HEAT-RELATED) (2025)

Adapted ARDP Compliance 2025 (AU/NZ)

(Adapted from the Queensland Government generic WHS form. Modified to suit both Australia and New Zealand, including coastal communities. Available bilingual via www.ardpcompliance.com)

Why complete this form?

Recording heat-related incidents helps identify risks in extreme temperatures, prevent recurrence, and ensure workers and community members are protected. This is not about blame—it's about learning and improving heat safety in your workplace or community.

How to use this form:

If anyone experiences heat stress, dehydration, sunstroke, or other heat-related illness, fill in this form immediately. Use clear language, tick boxes where applicable, and focus on facts. This helps improve controls (shade, hydration, breaks, PPE) and ensures safer working conditions.

Tick the box where applicable:

- ☐ Heat Stress / Fatigue
- ☐ Dehydration
- ☐ Heat Stroke
- ☐ Burns (sun/heat contact)
- ☐ PPE failure (e.g., cooling vests, hats, hydration packs)
- ☐ Delayed medical response due to heat conditions
- ☐ Environmental Heat Hazard (e.g., >40°C worksite, confined space, reflective surfaces)
- ☐ Emergency Services Attendance (ambulance, paramedic, RFDS)
- ☐ Other (specify) _____

Details of Person(s) Involved

Name(s):	
Role (Worker / Volunteer / Visitor / Contractor / Community Member):	
Contact Details:	
Residential Address (optional):	

Incident Details

Date:		Time:	
Location (worksite/area):		Temperature recorded (°C):	
Area inspected after incident? (Yes/No):			
Findings:			
First Aid provided? (Treatment):			
Hydration provided? (Yes/No):			
Ambulance requested? (Yes/No):			
Hospital/clinic attended? (Details):			

Incident Description

Describe what happened in detail: environment (shade, PPE, hydration), sequence of events, symptoms, witnesses, actions taken, emergency services.

Person Completing Report

Name:		Date:	
Position/Role:			
Contact Number:			
Signature:			

Bilingual Availability: This form is available in bilingual formats (English + local community language) via www.ardpcompliance.com