

1. SUMMARY

This procedure seeks prevent \ reduce injury and or illness associated with working in extreme temperatures.

2. DEFINITIONS

Exposure to temperature extremes can be due to inclement weather conditions or hot/cold temperatures and can be influenced by:

- Air temperature – how hot or cold the surrounding air is;
- Humidity – the moisture content in the air;
- Air movement – includes air speed (or wind speed) and air circulation;
- Radiant heat – heat radiating from the sun, or emitted by plant, buildings, fixtures or processes.

Heat stress can arise from working in high air temperatures, exposure to high thermal radiation or high levels of humidity. Symptoms of heat stress include dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert.

Exposure to cold environments can result in hypothermia which arises when a person gets an abnormally low body temperature. The symptoms of exposure to extreme cold include numbness in hands or fingers, uncontrolled shivering, loss of fine motor skills and slurred speech and difficulty thinking clearly.

Exposure to extreme temperatures can make it unsafe or even dangerous for workers to carry out or continue carrying out work. As such Bartsch Builders will adopt a practical approach to health and safety to ensure that its workers are protected from the risks associated with temperature extremes.

3. OBJECTIVES

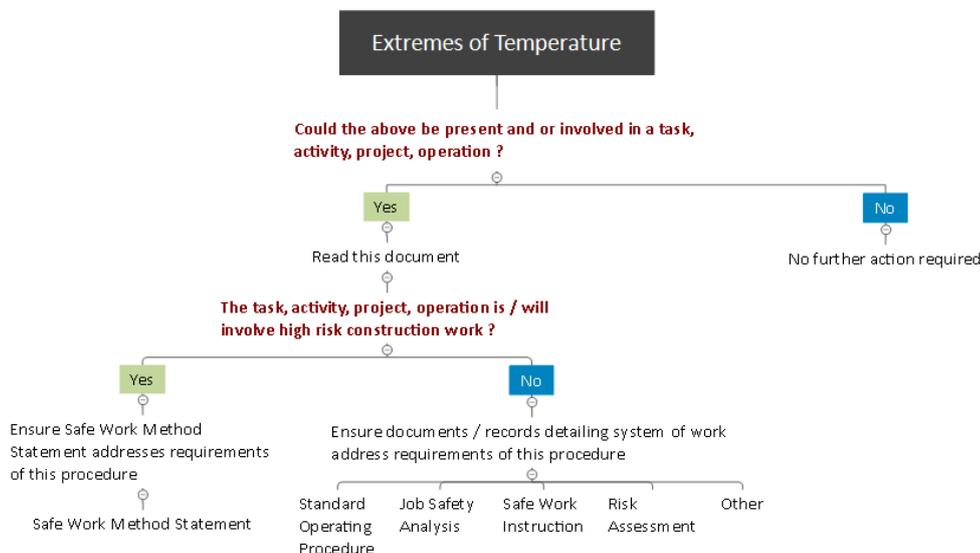
Bartsch Builders acknowledges that certain work tasks/activities may expose workers to temperature extremes. At times, these temperature extremes can place workers at a greater risk of injury. As such, Bartsch Builders is committed to minimising the risk to workers due temperature extremes.

4. RESPONSIBILITIES

POSITION	RESPONSIBILITY
Office Manager	Ensure this procedure is maintained to reflect Bartsch Builders expectations Ensure this procedure is communicated to employee (where relevant)
Office Manager	Assist the Office Manager in maintaining and communicating the procedure
Project Supervisor	Ensure tasks \ activities \ operations are completed in compliance with this procedure
Employees / Sub Contractors	Comply with the procedure and or any reasonable request by management unless it is unsafe to do so. Communicate any suggestion, errors, omissions associated with this procedure to management

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5. PROCEDURE \ PROCESS



Indoor Work – Hot/Cold Temperatures

Bartsch Builders will ensure that it identifies all work tasks/activities carried out by its workers which exposes, or could expose them, to temperature extremes. This may include:

- Consulting its workers;
- Observing work tasks/activities;
- Reviewing incident and injury reports.

Once identified Bartsch Builders will ensure that the risks associated with exposure to temperature extremes are assessed. The risk assessment should consider the following factors:

- The nature of the task/activity performed;
- The environment in which the task/activity is performed;
- The extent to which exposure to extremes of temperature affects the health and safety of workers performing the task.

After risks have been assessed, Bartsch Builders will ensure that control measures are implemented using the following strategies:

- For exposure to hot temperatures:
 - Allow staff to acclimatise before undertaking a full work load;
 - Ensure lightweight, loose fitting clothing is worn if hot or humid conditions ;
 - Ensure that heat from plant and processes are reduced as far as possible by insulating plant, pipes, walls or roofs to minimise radiant heat where practicable;
 - Ensure that there is sufficient cool drinking water available at the workplace;
 - Ensure that work areas are ventilated to provide a flow of air ;
 - Isolate workers from heat sources where practicable;
 - Monitor temperature, humidity and workers physical response to environmental conditions;
 - Provide a fresh water supply for washing and external cooling;
 - Use of mechanical aids, where practicable, to reduce physical demands;
 - Provide cool areas for rest and recovery;
 - Provide frequent rest breaks and/or rotate duties to allow people to cool down;
 - Remove heat from buildings with extraction fans or other means;
 - Rotate staff and use relief workers;
 - Schedule heavy work and tasks that require the wearing of hot or heavy personal protective equipment for cooler times of day (or year);
 - Shorten the duration of each exposure (better to have more frequent short exposures than fewer long exposures);
 - Where necessary, ensure that correct vehicle setup and type is chosen for driving in hot conditions.

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- For exposure to cold temperatures:
 - Allow staff to acclimatise before undertaking a full work load;
 - Avoid prolonged contact with cold metal in cold conditions ;
 - Eliminate draughts without decreasing ventilation;
 - Ensure that vehicles are fitted with effective heaters;
 - Insulate ceiling spaces and walls to minimise heat loss;
 - Isolate workers from cold sources;
 - Monitor temperature and workers physical response to environmental conditions;
 - Monitor the use of tools in cold weather that cause significant vibration;
 - Provide ‘warm-up’ area;
 - Provide warm drinks in cold conditions;
 - Rotate staff and use relief workers;
 - Shorten the duration of each exposure (better to have more frequent short exposures than fewer long exposures);
 - Where necessary, ensure that correct vehicle setup and type is chosen for driving in cold conditions;
 - Ensure suitable personal protective clothing is worn for cold conditions.

The relevant Managers/Supervisors will be trained to recognise symptoms of heat-related and cold related illnesses, as necessary.

Outdoor Work – Inclement Weather

Where conditions have become or are expected to become inclement the appropriate Manager/Supervisor will, through their own initiative or at the request of a worker consult for the purpose of:

- Identifying risks to health and safety due to the inclement weather ;
- Agree to appropriate control measures which may include one or more of the following strategies:
 - For hot conditions:
 - Modifying the rate at which work is performed;
 - Modifying the hours of work;
 - Rescheduling of certain work to other days, or limiting it to cooler periods of the day;
 - Rotation of workers involved in heavier tasks;
 - Providing alternative, light work in the shade;
 - Regular rest breaks;
 - Providing temporary shade (shade cloth, awnings, temporary roofing materials) for workers doing their regular duties;
 - Ensuring all workers are given and informed of the appropriate options;
 - Providing appropriate assistance to any worker completing emergency or essential work;
 - Providing access to cool drinking water;
 - Ensure suitable personal protective equipment is provided and worn such as:
 - Lightweight broad brim hats with neck protection where appropriate;
 - Effective sun protection cream with a 30+ rating;
 - UV protective sunglasses (may be safety glasses);
 - Lightweight protective safety clothing and equipment.
 - For cold or rainy conditions:
 - Allocating alternate work under shelter;
 - Allocating appropriate duties for the conditions;
 - Ensuring workers do not use electric and/or motorised equipment except in an emergency situation or where it is deemed to be safe;
 - Providing appropriate temporary shielding to protect the worker from the rain during regular duties;
 - Ensuring personal protective equipment is provided and worn, such as:
 - Gloves or mittens;
 - Warm clothing and footwear;
 - Wet weather clothing and footwear;
 - High visibility vests for wet or low visibility (fog, mist etc) conditions.

Workers will not automatically be sent home due to inclement weather unless it is determined that the risk of continuing work is high and the use of appropriate control measures does not lower the risk and there are no alternative duties available.

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If work is to continue, the Manager/Supervisor will continue to monitor the weather conditions through the Bureau of Meteorology and consult with workers as necessary.

If work is stopped due to inclement conditions, the remainder of work time may be used for training purposes or alternative duties. If training or alternative duties cannot be provided, the worker may be discharged for the remainder of their shift.

Workers will be provided information on how to recognise symptoms of heat-related and cold related illnesses, as necessary.

CRITICAL NOTE – the hazard risk assessment may take the form of, but not limited to, the following:

- **Job Safety Analysis**
- **Safe Work Method Statement** (where high risk construction work is involved)
- **Task Specific Risk Assessment** (refer Risk Assessment template)
- **Operating Procedure**
- **Safe Work Instruction**

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