
OPERATIONAL POLICIES

Heat Management



Policy Number:	07
Relevant Delegation:	Not Applicable
Adoption Details:	29 September 2020
Last Review Details:	27 April 2021

POLICY OBJECTIVE:

We at the Shire of York believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

POLICY SCOPE:

This Policy applies to all elected members, employees, volunteers and contractors of the Shire of York.

POLICY STATEMENT:

INTRODUCTION

Working in heat can be hazardous and cause harm to workers. Heat may come from: hot climatic conditions; heavy work in moderately hot conditions; hot work processes; radiant heat from surroundings; work where heavy protective clothing must be worn and / or a combination of these factors.

PRINCIPLES

The Shire aims to eliminate or minimise the risks of heat-related illness, as far as reasonably practicable, by:

- Identifying the risk factors contributing to heat-related illness including the work processes, work environment and the worker.
- Assessing the risk of these factors to workers.
- Eliminating and / or minimising the risk to workers.

The Shire will develop an Action Plan to manage heat-related illness including:

- Planning temperature control for *new* indoor work areas.
 - Providing engineering controls e.g. air conditioning, fans, insulation, vents / windows, ducting to reduce temperature and / or promote air movement.
 - Plan and organise work to minimise heat exposure.
 - Provide training, information and instruction to workers regarding heat management.
 - Providing appropriate personal protective equipment (PPE) to minimise exposure to solar ultraviolet radiation and heat.
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We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

PENALTIES:

Any breach of this policy may be dealt with in accordance with policies *O8 Employee Code of Conduct*, *E1 Code of Conduct: Council Members, Committee Members & Candidates* and/or the Shire’s internal disciplinary procedures.

KEY TERMS/DEFINITIONS:

Employee – for the purposes of this policy, refers to elected members, employees, volunteers, and/or contractors of the Shire of York.

Responsible Officer: Executive Manager Corporate & Community Services
Contact Officer: Executive Manager Corporate & Community Services
Relevant Legislation: Occupational Safety & Health Act 1984
Occupational Safety & Health Regulations 1996

Relevant Documents: E1 Code of Conduct: Council members, Committee Members & Candidates
O8 Employee Code of Conduct
HR Procedure: Counselling, Disciplining & Dismissing Employees
Employee Safety Handbook
OSH Induction Checklist

Review History:

Date Review Adopted:	Resolution Number
Adopted – 29 September 2020	050920
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