

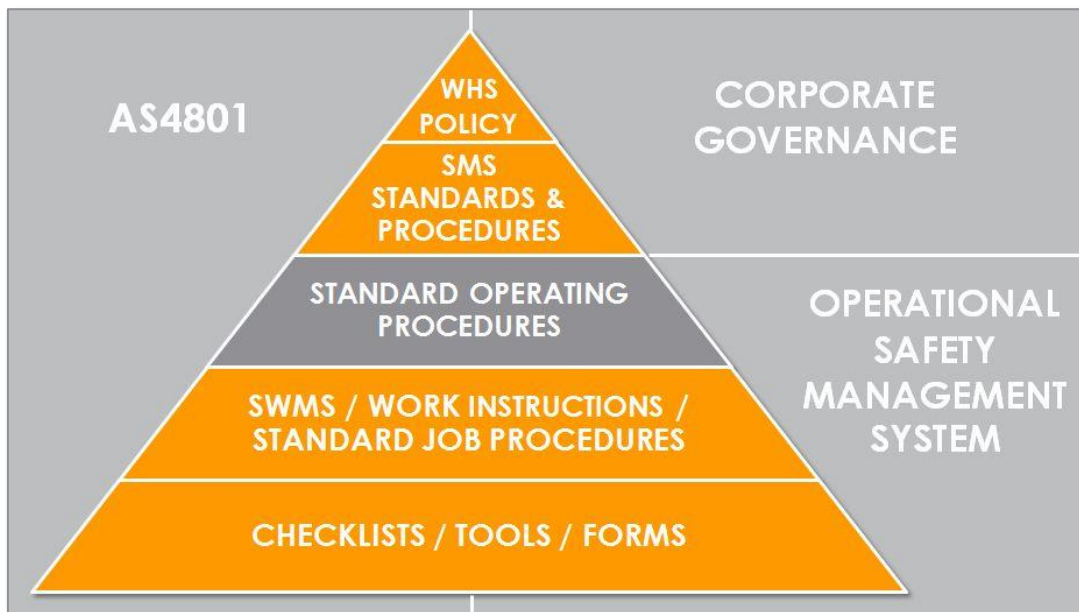
QUICK GUIDE

SAFETY Everyone. Everywhere. Every day

HOT AND COLD ENVIRONMENTS

DOC ID	PRO246	VERSION	2	DOC OWNER	Dave Cowan
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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for sun safety to ensure arrangements at each Queensland Urban Utilities (QUU) controlled worksite are in place, effective and meet QUU's Safety Management System (SMS) requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a Work Health and Safety (WHS) inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. QUU RELATED DOCUMENTS

- WHS Hazard and Risk Management Standard (STD136)
- WHS Hazard and Risk Management Procedure (PRO363)
- PPE SOP (PRO424)
- Hazard Identification Procedure (PRO420)
- Incident Reporting Form (FOR74)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. RISK ASSESSMENT	
(a) Hazards associated with exposure to heat/cold should be identified during the risk assessment process undertaken by QUU.	Section 7.1
(b) The two main hazards associated with exposure to heat are: <ul style="list-style-type: none"> • Over exposure to UV radiation, with the potential to cause skin cancer; and • Heat stress. 	
(c) Factors that will increase the risk of heat exposure include: <ul style="list-style-type: none"> • Time of year – increased risk in summer (December through February in SE Queensland); • Time of day – increased risk of heat stress and exposure to high UV index between early morning and late afternoon; • Cloud cover – clear days will increase risk of exposure, and cloudy days can have high UV index exposure; • Humidity; • Working for longer periods in direct sunlight; • Lack of appropriate shade; Lack of appropriate clothing; • Dehydration; • Influence of drugs and alcohol; and • Working around reflective surfaces such as roads, buildings or water. 	
(d) Factors that will increase the risk of exposure to cold environments include: <ul style="list-style-type: none"> • Lack of appropriate clothing/PPE; and • Working in the rain or in wet areas. 	
2. CONTROL MEASURES TO MANAGE EXPOSURE TO UV RADIATION FROM THE SUN	
(a) General guidelines for the management of sun exposure are: <ul style="list-style-type: none"> • Increasing the amount of shade available; • Where possible, organising work schedules so that outdoor tasks are conducted before 10am and after 3pm; • Rotating tasks that involve direct sun exposure; • Training and educating workers; and • Providing and ensuring workers use the appropriate personal protective equipment in accordance with the current applicable Australian Standards. 	Section 7.2
(b) Appropriate personal protective equipment to be provided includes: <ul style="list-style-type: none"> • Appropriate protective hard hats/hats with SPF 50+ plastic snap brim/broad brim to shade face and back of neck; • Long sleeved cotton shirts with collars and close weave; • Long cotton drill trousers; • Tinted safety glasses; and • SPF 30+ water-resistant broad-spectrum sunscreen. 	

AT ALL TIMES	REFERENCE
<p>(c) The following guidance should be applied to the use of sunscreen:</p> <ul style="list-style-type: none"> • Apply liberally to clean, dry skin at least 20 minutes before going outside, about a teaspoon per limb and half a teaspoon to the face and neck; • Reapply sunscreen at least every two hours; • Provide an adequate supply of sunscreen and zinc cream at the workplace at all times; • Select and apply zinc cream for lips, ears and nose for extra protection; • Select a gel-based or alcohol-based sunscreen when handling tools; • Use a clear lip balm that contains sunscreen, and apply it regularly. 	
<p>3. CONTROL MEASURES TO MANAGE HOT/HUMID ENVIRONMENTS</p>	
<p>(a) The consequences of heat stress include reduced safety and productivity due to impaired concentration, muscle fatigue and heat illness.</p>	Section 7.3
<p>(b) During prolonged work in the heat our body can sweat up to one litre an hour. Unless this fluid is replaced by drinking, progressive dehydration will result.</p>	
<p>(c) Warning signs of heat stress include:</p> <ul style="list-style-type: none"> • Painful muscles spasms or cramps; • Heavy sweating; • Difficulty in thinking clearly; • Slurred speech; • Blurred vision; • Dizziness or fainting. 	
<p>(d) Start work in a well-hydrated state and maintain this with regular drinking to keep pace with sweat losses.</p>	
<p>(e) Workers exposed to heat stress need to drink between 600ml and 1L of water per hour in summer.</p>	
<p>(f) Drink 150-250ml of cool fluids every 15 minutes, rather than consume a 1L drink every now and again.</p>	
<p>(g) Avoid caffeinated drinks.</p>	
<p>(h) Increase intake of fluids if urine is dark (the normal colour should be pale yellow).</p>	
<p>(i) If you suffer dehydration, do not recommence work until you are fully re-hydrated.</p>	
<p>(j) Reduce the length of exposure by:</p> <ul style="list-style-type: none"> • Using trees, buildings and other temporary shelter to provide workers with shade; • Where possible, organising work schedules so that outdoor tasks are conducted before 10am and after 3pm when there is extreme heat; • Provide shade for rest and meal breaks. 	

AT ALL TIMES	REFERENCE
4. COLD ENVIRONMENTS	
(a) General guidelines for the management of sun exposure are: <ul style="list-style-type: none"> • Provide protection from wind and rain. • Monitor environmental conditions and the physical wellbeing of people when work involves prolonged or repeated exposure to cold, or when employees are required to regularly transition back and forth between cold and hot environments. • Cease work if conditions become too cold to continue safely. • Inform and train employees, so they will recognise unsafe conditions arising from exposure to cold while working. • Develop first aid and emergency procedures (if appropriate), and make sure they are understood. • Provide appropriate protection through warm clothing. • Monitor the use of tools that cause significant hand-transmitted or whole body vibration as they present an increased risk to the operator in cold conditions. 	Section 7.3
5. CONTROL MEASURES TO MANAGE EXPOSURE TO COLD ENVIRONMENTS	
(a) Steps to consider when working within cold environments include: <ul style="list-style-type: none"> • Provide adequate breaks and job rotation to limit the exposure to cold environments; • Provide training about the hazards and their risk controls when working in cold environments; and • Supply employees with suitable PPE to work in cold conditions as determined through risk assessment. 	Section 7.4

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- There is an identified risk to business,
- A significant safety event occurs,
- Incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- There are changes in associated legislation, and
- There is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.