

Working in Hot Conditions - Outdoors

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. WHS Governance, Policy and Legal Compliance	<ul style="list-style-type: none"> Absence of a documented heat stress and thermal comfort policy for outdoor work, leading to inconsistent decision making Failure to identify and comply with duties under the WHS Act 2011 and WHS Regulations regarding heat exposure and environmental conditions Lack of formalised heat-related risk assessment processes integrated into the organisation's WHS management system Inadequate consultation with workers and Health and Safety Representatives (HSRs) about working in hot conditions No clear organisational definition of 'adverse' or 'extreme' heat conditions and when work must be modified or stopped Poor integration of heat-related risks into broader WHS governance frameworks, risk registers and board/leadership reporting Insufficient resources and budget allocated to manage heat exposure risks systematically 	High	<ul style="list-style-type: none"> Develop and approve a formal 'Working in Hot Conditions – Outdoors' WHS policy that sets out responsibilities, decision-making criteria, and escalation processes, aligned with the WHS Act 2011, WHS Regulations and Safe Work Australia guidance Embed heat-related hazards (including UV exposure, dehydration, heat stress and fatigue) into the organisation's WHS risk management procedure, ensuring they are included in risk registers with clear owners and review Define organisational thresholds for heat and UV risk (e.g., using Bureau of Meteorology forecasts, WBGT or heat index, UV index) that trigger graduated controls such as work modification, increased breaks or cessation of tasks Establish a governance process requiring regular review of heat management arrangements at WHS committee and senior leadership meetings, including trend analysis of heat-related incidents and near misses Ensure worker and HSR consultation in the development and review of heat policies, including feedback on work/rest regimes, hydration arrangements and sun protection Incorporate compliance with 'Working in Hot Conditions – Outdoors' controls into internal WHS audit programs and contractor management audits Allocate specific budget for heat management measures (e.g., shade structures, cooling equipment, PPE, training and health monitoring) and record this in annual WHS planning documents 	Medium
2. Planning, Scheduling and Work Design	<ul style="list-style-type: none"> Work routinely scheduled during peak heat and UV periods without consideration of environmental conditions Lack of a structured process to adjust workloads, shift times, or task allocation in response to forecast heatwaves or high UV index days Job design that requires sustained heavy physical exertion outdoors without rest breaks, increasing risk of heat stress and fatigue Insufficient consideration of individual risk factors (e.g., acclimatisation, medical conditions, fitness level, age, 	High	<ul style="list-style-type: none"> Integrate weather and UV forecasts (e.g., Bureau of Meteorology data) into daily and weekly planning meetings and scheduling tools, with defined triggers for rescheduling or modifying outdoor work Establish a heat management planning procedure requiring supervisors to design shifts around cooler periods (e.g., early morning, late afternoon) and avoid the hottest parts of the day where reasonably practicable Develop standard work design guidelines for hot conditions that limit duration of continuous work, detail required rest breaks, and specify task rotation (e.g., alternating heavy and light duties) Implement a confidential declaration process so workers can disclose health or medication factors relevant to heat risk, and include guidance for supervisors on adjusting duties accordingly while preserving privacy Create contingency plans that detail what work can be moved indoors, postponed, or completed using mechanised or remote methods when heat thresholds are exceeded Document criteria in planning procedures that make clear production demands must not override heat safety controls, with escalation pathways when schedule changes are required to maintain safety 	Medium

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	<p>medications) when allocating hot weather work</p> <ul style="list-style-type: none"> No planning for alternative work locations or methods when conditions exceed safe thresholds Absence of contingency planning for extended heatwave periods, leading to production pressure overriding safety concerns 			
3. Environmental Monitoring and Trigger Systems	<ul style="list-style-type: none"> No systematic monitoring of ambient temperature, humidity, radiant heat or UV exposure at outdoor worksites Reliance on subjective judgement by supervisors or workers to determine whether conditions are safe No predefined trigger points or action levels for modifying or stopping outdoor work based on heat stress indicators Lack of standardised tools (e.g., WBGT meters, smartphone apps, local weather stations) leading to inconsistent assessments across sites Delayed response to rapidly changing conditions such as sudden heat spikes or hot, still air with high humidity Inadequate communication of environment-related risk levels to all affected workers and contractors 	High	<ul style="list-style-type: none"> Implement an environmental monitoring procedure requiring the use of objective measures (e.g., WBGT readings, heat index, BMN temperature and UV index data) at set intervals and at each main work location Define clear trigger levels linked to measured conditions (e.g., WBGT bands or temperature/UV ranges) that correspond to specific control actions such as increased rest breaks, relocation to shade, or cessation of work Procure and maintain appropriate monitoring equipment (e.g., calibrated WBGT meters, shade temperature thermometers, UV meters) and ensure they are available at all relevant sites Adopt a standardised heat-risk rating system (e.g., Green/Amber/Red) and require supervisors to record and communicate the current rating during pre-starts and toolbox talks Establish a procedure to review and respond promptly to short-term forecast changes and warnings (e.g., heatwave alerts, extreme UV warnings) and to update work plans the same day Use digital platforms (e.g., SMS alerts, apps, intranet notifications) to inform workers and contractors when risk levels change and associated controls are activated 	Medium
4. Worker Information, Training and Competency	<ul style="list-style-type: none"> Insufficient training on recognising early and advanced signs of heat stress, heat exhaustion and heat stroke Workers unaware of organisational procedures for reporting symptoms, incidents or near misses related to hot conditions Lack of competency among supervisors to assess heat risks and apply hierarchy of controls appropriately Inadequate induction of new workers, young workers or seasonal staff about local heat and UV hazards 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> No specific education on hydration strategies, sun safety and acclimatisation processes for working in hot environments Language and literacy barriers leading to misunderstanding of critical heat-related instructions 		[REDACTED]	
5. Supervision, Roles and Responsibilities	<ul style="list-style-type: none"> Ambiguity about who is responsible for monitoring conditions, enforcing rest breaks and deciding when to cease work due to heat Supervisors under production pressure prioritising output over adherence to heat safety controls Inadequate supervision of dispersed or remote outdoor work teams during hot conditions Lack of accountability mechanisms for non-compliance with heat-related procedures Insufficient authority given to workers to stop or refuse work when they reasonably believe that conditions are unsafe 	High	[REDACTED]	Medium
6. Hydration, Rest Breaks and Fatigue Management Systems	<ul style="list-style-type: none"> No formalised system for providing and maintaining adequate cool drinking water at outdoor work locations Inconsistent or informal rest break practices that do not reflect environmental conditions or workload Fatigue accumulation due to long hours, shift work or repeated days in extreme heat, increasing risk of errors and incidents Reliance on workers to self-manage hydration without guidance or structure Lack of cool or shaded rest areas, forcing workers to rest in hot environments that do not allow adequate recovery 	High	[REDACTED]	Medium

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			[REDACTED]	
7. Personal Protective Equipment and Sun Protection Management	<ul style="list-style-type: none"> Inadequate provision or management of PPE leading to excessive heat load (e.g., non-breathable clothing, dark colours) or insufficient sun protection No standard for minimum sun protection measures (e.g., UPF-rated clothing, hats, sunglasses, SPF 50+ sunscreen) Workers modifying or removing PPE due to discomfort in hot conditions, creating new risks Inconsistent supply and maintenance of sunscreen, hats and other UV protection across sites Failure to consider compatibility of PPE sets (e.g., respiratory protection with wide-brimmed hats) when used in high heat environments 	High	[REDACTED]	Medium
8. Engineering and Environmental Controls	<ul style="list-style-type: none"> Overreliance on administrative controls and PPE instead of practicable engineering controls to reduce heat exposure Insufficient provision of shade structures, shelters or cooling systems in outdoor work areas and Use of equipment or processes that generate additional radiant or convective heat (e.g., machinery, hot surfaces) without mitigation Layout of worksites that requires long walking distances in full sun between work areas, amenities and rest locations Lack of design consideration for airflow and natural shading when establishing temporary or semi-permanent outdoor worksites 	High	[REDACTED]	Medium

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9. Health Monitoring, Medical Response and Emergency Management	<ul style="list-style-type: none"> Lack of systematic health monitoring for workers at higher risk of heat-related illness Inadequate first aid capability and resources to identify and respond quickly to heat-induced conditions such as heat exhaustion or heat stroke No clear emergency procedure specific to heat-related incidents, including escalation and communication requirements Insufficient access to communication devices or emergency transport for remote or isolated outdoor work Poor recordkeeping on heat-related symptoms, first aid cases and confirmed illnesses, undermining trend analysis and prevention 	High	[REDACTED]	Medium
10. Contractor and Labour Hire Management	<ul style="list-style-type: none"> Contractors and labour hire workers not covered by or familiar with the principal's heat management systems and expectations Inconsistent standards for heat management between multiple PCBs working on the same site, causing confusion and gaps in controls Commercial arrangements that create incentives for contractors to work through extreme heat to meet deadlines or payment milestones Inadequate verification of contractor competence and systems for managing hot weather work Poor communication of changing heat risk levels and trigger actions to transient or short-term workers 	High	[REDACTED]	Medium
11. Communication, Consultation and Worker Engagement	<ul style="list-style-type: none"> Workers not informed in a timely manner about forecast extreme heat or 	Medium	[REDACTED]	Low

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	<p>high UV conditions and associated work changes</p> <ul style="list-style-type: none"> Limited opportunity for workers to raise concerns or suggest improvements to heat management systems Information about heat controls not effectively communicated to all shifts, remote crews or subcontractor teams Inconsistent messaging from different levels of management about the priority of heat-related controls versus productivity Lack of feedback loops to inform workers of outcomes from reported issues or incidents related to hot work conditions 		[REDACTED]	
12. Continuous Improvement, Review and Assurance	<ul style="list-style-type: none"> Heat management procedures remaining static and not reflecting changing climate conditions or new guidance Lack of systematic review of heat-related incidents, near misses and monitoring data to identify trends No assurance processes to verify that heat controls are implemented as designed across all sites and projects Failure to learn from external events, regulatory updates or industry best practice relating to outdoor heat exposure Infrequent management review of the overall effectiveness of the heat risk management system 	Medium	[REDACTED]	Low

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.