



## Services Staff

# Safe Operating Procedure

RISK ASSESSMENT		
<b>See Risk Assessment RASS02</b>	<b>PROTECTION AGAINST HEAT STRESS AND SOLAR RADIATION</b>	
Date Created	Next Review Required	Approved By
28/09/2004	September 07	Mark King
Supervisor Conducting SOP		Employees Involved in SOP Creation
Don Caldwell		Staff & Supervisors
Personal Protective Equipment Required		
Broad brimmed hats, sunglasses, 30+PF broad spectrum sunscreen, light weight long sleeved clothing and long trousers.		
Before Work Commences		
<p>The Supervisor shall monitor the weather and heat conditions and schedule work accordingly. Refer to <b>University Policy – Working in Hot Conditions and Local area guidelines for Working in Hot Conditions.</b></p> <p>Where possible work that must occur in the direct sun will be scheduled before 11am or after 3 pm (daylight saving time)</p> <p>If possible temporary shade will be erected if work is required in the direct sun.</p> <p>When work must be undertaken in hot conditions cool drinks and adequate rest breaks must be provided</p>		
Basic Task Step(s)	Hazards	Safe Procedures
Work in direct sun	Skin and eye damage from ultra-violet radiation Skin cancer	<ul style="list-style-type: none"> <li>Cover up as much as possible with broad brimmed hat, sunglasses, long sleeved shirts, and long trousers.</li> <li>Coat all exposed skin with 30+pf sunscreen.</li> </ul>
	Dehydration, heat stress, confusion, increased chance of accidents, collapse, heat stroke	<ul style="list-style-type: none"> <li>When ambient temperatures exceed 30°C unshaded outside work is to cease and staff are to continue on tasks either in shaded areas or within buildings.</li> <li>When ambient temperature in shaded areas or buildings exceeds 36°C staff are to be redirected to tasks that can be undertaken in airconditioned areas.</li> </ul>

Working in direct sun where vital and/or emergency repair work must continue in hot conditions	Dehydration, heat stress, confusion, increased chance of accidents, collapse, heat stroke	<ul style="list-style-type: none"> <li>• The work must be closely monitored by the Supervisor and rest breaks and cool drink must be provided.</li> <li>• The less the movement of air and the greater the temperature, humidity, and rate of physical work the greater the number of rest breaks required.</li> <li>• Temporary shade shall be provided if possible</li> </ul>
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<b>Basic Task Step(s)</b>	<b>Hazards</b>	<b>Safe Procedures</b>
Work on hot days	Dehydration, heat stress, confusion, increased chance of accidents, collapse, heat stroke	<ul style="list-style-type: none"> <li>• When the ambient temperature exceeds 36<sup>0</sup>C in shaded areas or within buildings the Supervisor shall direct staff to undertake tasks that can be undertaken in air conditioned areas. This can include undertaking administrative and planning tasks</li> </ul>