WHS DOCUMENTS & TEMPLATES

DOC-ACL-TPL · Acclimatisation Plan

Product Overview

For: Australian businesses taking on new, seasonal or labour hire workers for summer, or bringing workers back from leave: construction, civil works, councils, farms, workshops, warehouses and kitchens

Version 1.0 · 15 November 2026

SAMPLE

A heat acclimatisation plan for workers who are new to the heat or returning after a week or more away: a day-by-day build-up you adjust to your work, a daily supervisor check-in, the signs to stop, and sign-off.

The plan (Word and PDF) records why the worker needs it, their supervisor and buddy, and a build-up schedule for the first week and into the second, with an example column labelled to adjust to your work. It is typical guidance, not a legal requirement, and gives no fixed percentages: start with a short part of the usual time in the heat and build up day by day.

The daily check-in record has the supervisor and worker look at time in the heat, how the worker feels, water and breaks, any signs, and whether to build up, hold or ease back. The signs of heat exhaustion and heat stroke, what to do, and the sign-off complete it.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Acclimatisation plan: why the worker needs it, the build-up schedule with an example to adjust, daily check-in record, signs to stop, sign-off	02_TEMPLATE/Acclimatisation Plan.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Supervisors starting new or returning workers in hot weather
- Businesses with seasonal, harvest or labour hire workers
- WHS advisers putting acclimatisation into a heat procedure

File formats

- Word (.docx), editable, with your logo and business name in the header

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SAMPLE · Acclimatisation Plan · Buy the full editable version:
training.oranaskillscentre.com/documents/acclimatisation-plan

How to Use This Template

How to complete, adapt and keep the acclimatisation plan

1 What this template is for

Workers who are not used to the heat are at much greater risk of heat illness. The body adapts over about one to two weeks of gradually increasing time in the heat, and loses much of that after a week or more away. That is why many serious heat illnesses happen in the first days of a job, or on the first hot days of summer.

This plan gives each new or returning worker a gradual build-up, a supervisor who checks in every day, and a clear point at which they are working as usual. The schedule is typical guidance for you to adjust; it is not a legal requirement.

2 How to use it

Step	What to do
1	Decide who needs a plan: new workers, labour hire and seasonal workers, workers from cooler places, and anyone returning after a week or more away.
2	Before the first day, fill in the worker's details, the reason for the plan, the supervisor and the buddy.
3	Write the worker's build-up in the schedule. Use the example column as a guide, and go more slowly for heavy work, hot spells and PPE that traps heat.
4	On day 1, walk the worker through the plan, the signs to stop, where the water, shade and cool-down area are, and who their buddy is.
5	Check in with the worker at the end of each day, and during the day on hot days. Decide together whether to build up, hold or ease back.
6	Sign off when the worker is doing their usual work and hours and coping. Start a new plan if they are away again for a week or more.

Make it work, not just exist

- Plan the work, not just the hours: the heaviest jobs come last in the build-up.
- Make it normal. If the plan is seen as a sign of weakness, workers will hide that they are struggling.

3 Who does what

Who	What they do
Supervisor	Writes the plan with the worker, checks in every day, adjusts the build-up and signs off
Worker	Follows the plan, says honestly how they are coping, and stops when they feel unwell
Buddy	Works beside the new or returning worker and watches for signs of heat illness
Manager	Makes sure every new and returning worker in hot work has a plan, and that the work allows it

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[Company name]

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Acclimatisation Plan

A gradual build-up to work in the heat for a new or returning worker, with the daily check-ins and sign-off

Worker's name		**Role and the work they will do**	
Start or return date		**Supervisor**	
Buddy		**Site or work area**	

Why this plan	Tick
New to this work, or to work in the heat	☐
New to this climate (for example, moved from a cooler place)	☐
Returning after a week or more away (leave, illness, injury, or work somewhere cooler)	☐
Other reason, agreed with the worker:	☐

Typical guidance, not a rule

- Acclimatisation is the body adapting to work in the heat. It builds over about one to two weeks of gradually increasing time in the heat, and is lost again after a week or more away. Many serious heat illnesses happen in the first days on a job.
- The schedule below is typical guidance for a business to adjust to its own work: it is not a legal requirement and not medical advice. Start with a short part of the usual time in the heat and build up day by day over about a week, more slowly for heavy work, hot spells or PPE that traps heat.
- If the worker has a medical condition or takes medicines that may affect them in heat, they should talk to their doctor. Record only the adjustment they need, not the health details.

Stop

Stopping to cool down is never the wrong call. Tell the worker on day 1: if they feel unwell in the heat, stop, tell the buddy or supervisor, and rest somewhere cool.

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Acclimatisation Plan

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A heat acclimatisation plan for workers who are new to the heat or returning after a week or more away: a day-by-day build-up you adjust to your work, a daily supervisor check-in, the signs to stop, and sign-off.

What the full product contains

- **Acclimatisation plan: why the worker needs it, the build-up schedule with an example to adjust, daily check-in record, signs to stop, sign-off**
  02_TEMPLATE/Acclimatisation Plan.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

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- Delivered as a single ZIP download

Get the full editable documents

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