WHS DOCUMENTS & TEMPLATES

DOC-HDC-TPL · Hot Day Supervisor Checklist and Hydration Log

Product Overview

For: Supervisors and leading hands in Australian businesses with work in hot weather or near heat: construction, civil works, councils, farms, workshops, warehouses and kitchens

Version 1.0 · 15 November 2026

SAMPLE

The supervisor's pre-start check for a hot day, and the crew's water and rest log: forecast and heatwave warnings checked, the day's heat level from your triggers, water, shade, rest, buddies, first aid and communication, and heavy work moved to cooler times.

The Hot Day Supervisor Checklist (Word and PDF) runs through the forecast and any Bureau of Meteorology heatwave warning, the day's heat level from your own triggers, water on site, shade and the cool-down area, rest breaks, rescheduling heavy work, PPE, buddy pairs, new and returning workers, first aid and communication, with checks during the day and a summary. Items that protect against serious harm are starred.

The Water and Rest Log (Word and PDF, landscape) records water, rest and an OK check for each worker at the times the supervisor sets, and the Hydration and Rest Log (Excel) keeps a row per crew per hot day over the summer, with concerns and stopped work highlighted. Neither records health details, and neither is hydration testing.

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
Excel hydration and rest log: a row per crew per hot day, heat level, checks, concerns and stopped work highlighted, a worked example	02_TEMPLATE/Hydration and Rest Log.xlsx
Hot day supervisor checklist: forecast and warnings, today's heat level, water, shade and cool-down area, rest and the work, people, first aid and communication, buddy pairs, checks during the day	02_TEMPLATE/Hot Day Supervisor Checklist.docx and .pdf
Water and rest log: water, rest and OK checks for each worker at set times, concerns and actions (landscape)	02_TEMPLATE/Water and Rest Log.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)

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hot Day Supervisor Checklist and Hydration Log · Buy the full editable version:
training.oranaskillscentre.com/documents/hot-day-supervisor-checklist-and-hydration-log

How to Use This Template

How to complete, adapt and keep the hot day supervisor checklist and hydration log

1 What this template is for

A heat procedure only works if someone checks, every hot day, that the water, shade, rest breaks and first aid are really there before the crew starts. This checklist is that check, for the supervisor, in about ten minutes.

The water and rest log keeps the crew's checks through the day, and the Excel log keeps the summer's record in one place, so you can see which jobs and crews need better controls.

2 How to use it

Step	What to do
1	Set your heat levels and triggers in your heat procedure first: the checklist asks for today's level.
2	Fill in the placeholders and adapt the checklist to your work: delete what does not apply, and add your own checks.
3	On every day at level 2 or above, the supervisor completes the checklist before work starts. A No on a ★ item is fixed before the crew starts in the heat.
4	Set the buddy pairs, tell the crew the level, the breaks and where the water and cool-down area are.
5	Use the Water and Rest Log at the times you set, more often at higher levels. Anyone not OK stops, rests somewhere cool and is checked again.
6	Record the day in the Excel log, and look at it at the end of summer.

Make it work, not just exist

- Check the forecast the evening before as well: rescheduling heavy work is easiest before the crew arrives.
- Water a long walk away does not get drunk. Put it at the job.
- Keep the log about water, rest and what was done, never about anyone's health.

3 Who does what

Who	What they do
Supervisor or leading hand	Completes the checklist, sets breaks and buddies, runs the checks and keeps the log
Workers and buddies	Drink water, take the breaks, check on each other and say when they are not OK
First aider	Keeps the kit and cold packs ready and responds to heat illness
Manager	Reviews the logs and fixes what the checklists keep finding

4 The law, in brief

The WHS laws require a business to eliminate risks to health and safety so far as is reasonably practicable and, where that is not possible, to minimise them, working down the hierarchy of control. Heat is one of those risks. The business must also manage the work environment so that workers who work in extremes of heat can do so without risk, provide adequate and accessible facilities such as drinking water, and provide first aid and an emergency plan. Workers and their health and safety representatives are consulted on the risks and the controls.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hot Day Supervisor Checklist and Hydration Log · Buy the full editable version:
training.oranaskillscentre.com/documents/hot-day-supervisor-checklist-and-hydration-log

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-HDC-TPL

Hot Day Supervisor Checklist

Before work starts on a hot day: the forecast, our triggers, water, shade, rest, buddies, first aid and the work

Site or crew		**Date**	
Supervisor		**Forecast for today, and any heatwave warning**	
Today's heat level (from our triggers)		**Workers on site today**	

How to use it

- Complete it before work starts on every day at heat level 2 or above, and whenever the forecast or a heatwave warning says the heat is coming.
- Items marked ★ protect against serious harm. A No on a ★ item is fixed before the crew starts work in the heat.
- Tell the crew the level, the rest breaks, the buddy pairs and where the water and the cool-down area are. Check again during the day, and go up a level when the conditions get worse.

1 Forecast, warnings and today's level

Check	Yes	No	N/A	Notes or action
★ Today's forecast checked, and any Bureau of Meteorology heatwave warning for the area	☐	☐	☐	
Conditions on site checked as our heat procedure says	☐	☐	☐	
★ Today's heat level decided from our triggers, and the actions for that level read	☐	☐	☐	
Any industrial agreement, client or principal contractor heat rule checked	☐	☐	☐	

2 Water

Check	Yes	No	N/A	Notes or action
★ Enough cool drinking water on site for everyone for the whole day, with extra for the heat, and a plan to top it up	☐	☐	☐	
Water close to every job, not only at the site shed	☐	☐	☐	
Cups or bottles for everyone, and a way to keep the water cool	☐	☐	☐	

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hot Day Supervisor Checklist and Hydration Log · Buy the full editable version:
training.oranaskillscentre.com/documents/hot-day-supervisor-checklist-and-hydration-log

WHS DOCUMENTS & TEMPLATES · DOC-HDC-TPL

Hot Day Supervisor Checklist and Hydration Log

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. The supervisor's pre-start check for a hot day, and the crew's water and rest log: forecast and heatwave warnings checked, the day's heat level from your triggers, water, shade, rest, buddies, first aid and communication, and heavy work moved to cooler times.

What the full product contains

- **Excel hydration and rest log: a row per crew per hot day, heat level, checks, concerns and stopped work highlighted, a worked example**
  02_TEMPLATE/Hydration and Rest Log.xlsx
- **Hot day supervisor checklist: forecast and warnings, today's heat level, water, shade and cool-down area, rest and the work, people, first aid and communication, buddy pairs, checks during the day**
  02_TEMPLATE/Hot Day Supervisor Checklist.docx and .pdf
- **Water and rest log: water, rest and OK checks for each worker at set times, concerns and actions (landscape)**
  02_TEMPLATE/Water and Rest Log.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

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/hot-day-supervisor-checklist-and-hydration-log

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0