WHS DOCUMENTS & TEMPLATES

DOC-HRA-TPL · Heat Stress Risk Assessment

Product Overview

For: Australian businesses with work in hot weather or near heat: construction, civil works, councils, farms, workshops, warehouses, kitchens, schools and early learning services

Version 1.0 · 15 November 2026

SAMPLE

A risk assessment for any hot job, built on the factors that add up to heat stress (work rate and duration, sun, humidity, radiant heat, airflow and enclosed spaces, clothing and PPE, and whether workers are acclimatised), and an Excel register rated on the same 5x5 matrix.

Describe the task (work rate, duration and breaks), tick the environmental factors (sun, air temperature, humidity, radiant heat from plant, kitchens and roofs, still air, enclosed spaces), the clothing and PPE that trap heat, and the worker factors, then rate the risk and choose controls, most effective first, with examples for heat at each level. The risk matrix, scales and rules for rating are on the last pages.

The Excel register lists every hot job with its factors, the current risk and the residual risk calculated from the matrix, Extreme and High risks in red and amber, overdue actions in red, and a worked example. It asks about workers' health without recording it: ask, record only the adjustment, and keep it private.

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 heat stress risk register: heat factors, current and residual risk from the matrix, overdue actions flagged, a worked example	02_TEMPLATE/Heat Stress Risk Register.xlsx
Heat stress risk assessment: the task, environment, clothing and PPE, workers, rating, controls most effective first and residual risk, with the risk matrix	02_TEMPLATE/Heat Stress Risk Assessment.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 and WHS advisers who assess hot jobs with the workers who do them
- Businesses setting heat triggers job by job
- Anyone reviewing the summer's work before the hot weather arrives

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How to Use This Template

How to complete, adapt and keep the heat stress risk assessment

1 What this template is for

Heat stress is more than the temperature on the forecast. Heavy work in direct sun on a still, humid day, in clothing that traps heat, by a worker in their first week, can be far more dangerous than a hotter, drier day in the shade. This assessment looks at all of it: the task, the environment, the clothing and PPE, and the workers.

The result tells you which jobs need the most protection, which controls to put in first, and what triggers to set for each job in your heat procedure.

2 How to use it

Step	What to do
1	List the hot jobs in the register: outdoor work in summer, work near hot plant, ovens, kitchens or roofs, enclosed spaces, and work in PPE that traps heat.
2	For each job likely to be hazardous, complete the Heat Stress Risk Assessment with the people who do it, on a hot day if you can.
3	Work through the task, the environment, the clothing and PPE, and the workers. Ask workers about their needs; do not record health details.
4	Rate the risk with the controls in place now, on the matrix at the end of the assessment.
5	Choose controls, most effective first: reschedule or move the work, shade, cooling, ventilation, insulation and mechanical aids, then rotation, breaks, water, acclimatisation and buddy checks, then clothing and PPE.
6	Rate the residual risk with the further controls, and record the job in the register with owners and due dates.
7	Use the result to set the job's triggers and actions in your heat procedure, and review before each summer.

Make it work, not just exist

- Assess on a hot day, at the hot end of the day, with the people who do the job. A cool morning walk-through misses the point.
- Water and breaks matter, but they rely on people. A control that changes the heat or the work is stronger.

3 Who does what

Who	What they do
Supervisor or person in charge of the work	Leads the assessment with the workers and puts the controls in place
Workers and HSRs	Show how the job is really done, say where it gets hot, and help choose the controls
Manager	Approves and pays for the controls, and decides on any High or Extreme risk
Person who looks after WHS	Keeps the register, follows up actions, and feeds the results into the heat procedure

4 The law, in brief

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Heat Stress Risk Assessment

Assess one hot job: the task, the environment, clothing and PPE, the workers, the risk, and the controls, most effective first

Job or task		**Work area or site**	
Assessed by		**Workers and HSRs consulted**	
Date		**Review date**	

How to use it

- Look at the job on a hot day, or as it will be done in summer, and talk to the people who do it. Heat stress adds up from the task, the environment, the clothing and the person: look at all four.
- Parts 1 to 4 find the heat stress factors. Part 5 rates the risk on the matrix at the end; part 6 chooses controls, most effective first.
- Enter the job in the Excel register, and use the result to set the job's triggers in your heat procedure. Review it before each summer and after any heat illness or change to the job.

1 The task

Question	Answer
What is done, step by step, and what equipment is used?	
Work rate: how hard is the work?	☐ Light ☐ Moderate ☐ Heavy ☐ Very heavy
Duration: how long are workers in the heat, at a stretch and over the shift?	
Breaks: how often, how long, and where (shade or a cool area)?	
Can workers set their own pace and stop for a break when they need one?	☐ Yes ☐ No
Is the work done alone, or out of sight of others?	☐ Yes ☐ No

2 The environment

Tick each factor present, and note where and when it happens.

Is this present?	Present?	Where and when
Work in direct sun, or on or near surfaces that heat up in the sun (roofs, steel, concrete, bitumen)	☐ Yes ☐ No	
High air temperature: hot weather, or a hot room, shed or roof space	☐ Yes ☐ No	

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Heat Stress Risk Assessment

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A risk assessment for any hot job, built on the factors that add up to heat stress (work rate and duration, sun, humidity, radiant heat, airflow and enclosed spaces, clothing and PPE, and whether workers are acclimatised), and an Excel register rated on the same 5x5 matrix.

What the full product contains

- **Excel heat stress risk register: heat factors, current and residual risk from the matrix, overdue actions flagged, a worked example**
  02_TEMPLATE/Heat Stress Risk Register.xlsx
- **Heat stress risk assessment: the task, environment, clothing and PPE, workers, rating, controls most effective first and residual risk, with the risk matrix**
  02_TEMPLATE/Heat Stress Risk Assessment.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/heat-stress-risk-assessment

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