WHS DOCUMENTS & TEMPLATES

DOC-HSP-TPL · Heat Stress Management Procedure

Product Overview

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

Version 1.0 · 15 November 2026

SAMPLE

A working in heat procedure built around triggers you set for your own work, with the actions that step up at each level: from extra water and rest, to rescheduling heavy work, to stopping outdoor work, and what to do if someone shows signs of heat stroke.

The procedure (Word and PDF) covers roles, a fill-in table of four heat levels with your triggers and the actions at each, how to set the triggers using Safe Work Australia's guidance, your regulator's guidance and the Bureau of Meteorology's forecasts and heatwave warnings, the checks before work on a hot day, water, shade, rest and cool-down areas, scheduling, clothing and PPE, the buddy system and self-pacing, workers at higher risk, the emergency response to heat illness, records and review.

It gives no temperature or heat index numbers: the right triggers depend on your work and your people, and the guide shows how to set them with your workers. Formal hydration testing is health monitoring and is not covered.

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
Heat stress management procedure: roles, your trigger levels and actions, hot day checks, water, shade, rest, scheduling, PPE, buddy checks, workers at higher risk, emergency response, records and review	02_TEMPLATE/Heat Stress Management Procedure.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

- Managers and supervisors who need a clear plan before summer
- WHS advisers setting up heat triggers and actions with workers
- Businesses whose workers work outdoors, in hot sheds, kitchens or plant rooms

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SAMPLE · Heat Stress Management Procedure · Buy the full editable version:
training.oranaskillscentre.com/documents/heat-stress-management-procedure

How to Use This Template

How to complete, adapt and keep the heat stress management procedure

1 What this template is for

Heat illness creeps up on people, and many serious cases happen in the first days of a job or on the first hot days of summer. A procedure decided before the heat arrives means everyone knows what changes on a hot day, and who decides.

This procedure is built around triggers you set yourself. WHS and OHS laws set no single temperature at which work must stop, and the right trigger for a roofing crew is not the right trigger for an office. You write in what starts each level, and the actions step up from extra water and rest, to rescheduling heavy work, to stopping outdoor work.

2 How to use it

Step	What to do
1	List the hot work: outdoor jobs, work near plant, ovens or hot roofs, enclosed spaces, and work in PPE that traps heat. A heat stress risk assessment for each job helps you see which work needs the lowest triggers.
2	Read Safe Work Australia's guidance on managing the risks of working in heat and your regulator's guidance (the state and territory notes below).
3	Decide what you will watch: the Bureau of Meteorology's forecasts, heatwave warnings and heatwave service for the areas where you work, and any conditions you will measure on site.
4	With your workers and health and safety representatives, write the trigger for each level in section 3 and adjust the actions to your work. Check any industrial agreement or client rule that sets its own triggers.
5	Fill in the placeholders: the cool-down area, first aid arrangements, WHS contact and regulator.
6	Set up what the procedure promises before summer: water supply, shade, the cool-down area, cold packs, and acclimatisation plans for new and returning workers.
7	Train supervisors and workers in the levels, the signs of heat illness and the emergency response, then use it every hot day.
8	Review it each year before summer and after any heat illness or near miss.

Make it work, not just exist

- Write triggers people can check on the day. A trigger nobody can see on the morning of a hot day will not be used.
- If in doubt, go up a level. Stepping down later costs little; heat stroke costs a great deal.
- Water and breaks rely on people. Rescheduling, shade, cooling and mechanical aids change the heat itself: put them first.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Heat Stress Management Procedure

How we plan for hot weather and hot work, the triggers we set, and what we do at each level

1 Purpose and scope

This procedure sets out how **[Company name]** protects workers from heat stress and heat illness when they work outdoors in hot weather or indoors near heat. It covers the triggers we set for hot days and the actions at each level, water, shade, rest and cool-down areas, how work is scheduled, clothing and PPE, how we watch out for each other, workers at higher risk, and what we do if someone becomes unwell. It applies to all workers, including labour hire workers, contractors and volunteers, at **[Site name]** and every place we work.

Heat stress is the heat load on the body from the weather, hot surroundings, hard work and clothing. When the body cannot get rid of the heat fast enough, heat illness follows: heat rash and cramps, heat exhaustion, and heat stroke, which can kill. Heat also makes people tired and slows their decisions, so other incidents become more likely.

2 Roles

Who	What they do
Manager	Approves the triggers and the actions, provides the water, shade, cool-down areas and equipment, approves rescheduling and stopping work at levels 3 and 4, and reviews the procedure
Supervisor or leading hand	Checks the forecast and warnings, decides the day's level, completes the hot day supervisor checklist, sets rest breaks and buddy pairs, watches the crew, and stops work when the controls are not enough
Workers	Use the controls, drink water often, take the rest breaks, look out for their buddy, tell the supervisor if they are new, returning, unwell or struggling, and stop and report when they feel unwell
First aiders	Respond to heat illness, keep the first aid kit and cold packs ready, and help set up the cool-down area
Health and safety representatives	Are consulted on the triggers, the actions and any change to this procedure, and raise concerns from workers
WHS contact: [WHS contact]	Keeps this procedure and its records, looks at heat incidents and near misses, and leads the review before each summer

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Heat Stress Management Procedure

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A working in heat procedure built around triggers you set for your own work, with the actions that step up at each level: from extra water and rest, to rescheduling heavy work, to stopping outdoor work, and what to do if someone shows signs of heat stroke.

What the full product contains

- **Heat stress management procedure: roles, your trigger levels and actions, hot day checks, water, shade, rest, scheduling, PPE, buddy checks, workers at higher risk, emergency response, records and review**
  02_TEMPLATE/Heat Stress Management Procedure.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
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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