WHS DOCUMENTS & TEMPLATES

DOC-SMK-TPL · Bushfire Smoke and Poor Air Quality Procedure

Product Overview

For: Australian businesses with work outdoors or in buildings that smoke can reach: farms, construction and civil works, councils, mines and quarries, transport, and any workplace in a smoke-affected area

Version 1.0 · 15 November 2026

SAMPLE

What to do when bushfire smoke makes the air poor: triggers you set from your state or territory's official air quality information, with actions that step up from fewer heavy tasks outdoors, to moving work indoors, to stopping outdoor work.

The procedure (Word and PDF) covers roles, checking your state or territory's official air quality information (the categories differ between states, so it uses yours), a fill-in table of four levels with your triggers and example actions at each, moving work indoors, rescheduling and reducing exertion, indoor air (closing up, air conditioning on recirculate), the signs that need first aid, and a record of decisions.

It explains P2 and N95 respirators for smoke particles: the fit check every time, fit testing, and their limits, including that they do not filter gases and are not for people who cannot tolerate them. It gives extra care to workers with asthma, heart or lung conditions and pregnant workers. An Air Quality Decision Record (landscape) comes with 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
Bushfire smoke and poor air quality procedure: roles, checking the official air quality, your triggers and actions, moving work indoors and reducing exertion, respirators and their limits, workers at higher risk, indoor air, first aid signs, record of decisions and review	02_TEMPLATE/Bushfire Smoke and Poor Air Quality Procedure.docx and .pdf
Air quality decision record: each check, the official category, what was seen, the level and the decision (landscape)	02_TEMPLATE/Air Quality Decision Record.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 · Bushfire Smoke and Poor Air Quality Procedure · Buy the full editable version:
training.oranaskillscentre.com/documents/bushfire-smoke-and-poor-air-quality-procedure

WHS DOCUMENTS & TEMPLATES · DOC-SMK-TPL

How to Use This Template

How to complete, adapt and keep the bushfire smoke and poor air quality procedure

1 What this template is for

Bushfire smoke can sit over a town or a work site for days, far from any fire. Fine particles in the smoke go deep into the lungs, and people with asthma, heart or lung conditions can become seriously unwell.

This procedure sets out, before the smoke arrives, where you check the air, the triggers you set from your own state or territory's official air quality categories, and what changes at each level. It does not hard-code one state's numbers.

2 How to use it

Step	What to do
1	Find your state or territory's official air quality information and the monitoring site nearest each workplace, and note the category names it uses.
2	With your workers and health and safety representatives, write the category for each level in the trigger table, and adapt the example actions to your work.
3	Decide what indoor work is available, and how heavy outdoor work can be rescheduled or shared.
4	Set up respirators: P2 or N95 respirators in sizes that fit, fit check instructions, and fit testing for regular wearers.
5	Ask workers to tell their supervisor if they need an adjustment, and plan indoor work for workers at higher risk.
6	Check the building's air conditioning can recirculate, and consider portable air cleaners for rooms people use.
7	Fill in the placeholders, train supervisors and workers, and use the decision record whenever smoke affects the work.
8	Review the procedure before each bushfire season and after any period of smoke.

Make it work, not just exist

- Readings change by the hour. Check them through the day, not only in the morning.
- Moving the work indoors or to another day protects more than a respirator does.
- Ask, do not assume: workers with asthma or heart conditions know what the smoke does to them.

3 Who does what

Who	What they do
Manager	Approves the triggers and provides indoor work, respirators and air cleaning
Supervisors	Check the air, decide the level, change the work and record decisions
Workers and HSRs	Help set the triggers, wear respirators properly, and speak up when the smoke affects them
First aiders	Respond to breathing problems and asthma attacks

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. Bushfire, bushfire smoke, storms,

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Bushfire Smoke and Poor Air Quality Procedure · Buy the full editable version:
training.oranaskillscentre.com/documents/bushfire-smoke-and-poor-air-quality-procedure

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-SMK-TPL

Bushfire Smoke and Poor Air Quality Procedure

How we check the air, the triggers we set, and what we do when smoke or dust makes the air poor

1 Purpose and scope

This procedure sets out how **[Company name]** protects workers when bushfire smoke, smoke from hazard reduction burns, or dust makes the air poor. It covers where we check the air quality, the triggers we set and the actions at each level, moving work indoors and reducing exertion, respirators, workers at higher risk, indoor air, the signs that need first aid, and how we record our decisions. It applies to all workers, contractors, labour hire workers and visitors at **[Site name]** and every place we work.

Bushfire smoke is a mix of fine particles and gases. The fine particles go deep into the lungs and can irritate the eyes, nose and throat, make breathing harder, and worsen asthma, heart and lung conditions. Smoke can travel a long way, so the air can be poor far from any fire, and for days at a time.

2 Who does what

Who	What they do
Manager	Approves the triggers and actions, provides respirators, indoor work and air cleaning, decides on rescheduling and stopping outdoor work at levels 3 and 4, and reviews this procedure
Supervisors	Check the air quality information, decide the level for the day and through the day, move or change the work, check on workers at higher risk, and record the decisions
Workers	Follow the actions for the level, wear a respirator properly when one is needed, tell the supervisor when the smoke affects them, and stop and get help when they feel unwell
First aiders	Respond to breathing problems and asthma attacks, and keep the first aid kit, including asthma reliever medication where the business provides it, ready
Health and safety representatives	Are consulted on the triggers, the actions and any change to this procedure

3 Checking the air quality

- We use the official air quality information for our state or territory: **[Air quality source]**. It reports the air quality at monitoring sites as a category, such as good, fair, poor, very poor or hazardous. The names, colours and numbers differ between states and territories, so we use our own state's
- We use the monitoring site nearest each workplace: **[Nearest monitoring site]**. Where there is none near, we use the nearest one and what we can see: haze, the smell of smoke, ash falling and how far we can see
- Readings change hour by hour. The supervisor checks before work starts, and again **[Air quality check times]** while there is smoke
- We watch for smoke forecasts and planned hazard reduction burns from **[State fire service]**, and the fire danger ratings and warnings in our bushfire and severe weather plan
- If the official category and what we can see disagree, we act on the worse of the two

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Bushfire Smoke and Poor Air Quality Procedure · Buy the full editable version:
training.oranaskillscentre.com/documents/bushfire-smoke-and-poor-air-quality-procedure

WHS DOCUMENTS & TEMPLATES · DOC-SMK-TPL

Bushfire Smoke and Poor Air Quality Procedure

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. What to do when bushfire smoke makes the air poor: triggers you set from your state or territory's official air quality information, with actions that step up from fewer heavy tasks outdoors, to moving work indoors, to stopping outdoor work.

What the full product contains

- **Bushfire smoke and poor air quality procedure: roles, checking the official air quality, your triggers and actions, moving work indoors and reducing exertion, respirators and their limits, workers at higher risk, indoor air, first aid signs, record of decisions and review**
  02_TEMPLATE/Bushfire Smoke and Poor Air Quality Procedure.docx and .pdf
- **Air quality decision record: each check, the official category, what was seen, the level and the decision (landscape)**
  02_TEMPLATE/Air Quality Decision Record.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

https://training.oranaskillscentre.com/documents/bushfire-smoke-and-poor-air-quality-procedure

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

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