

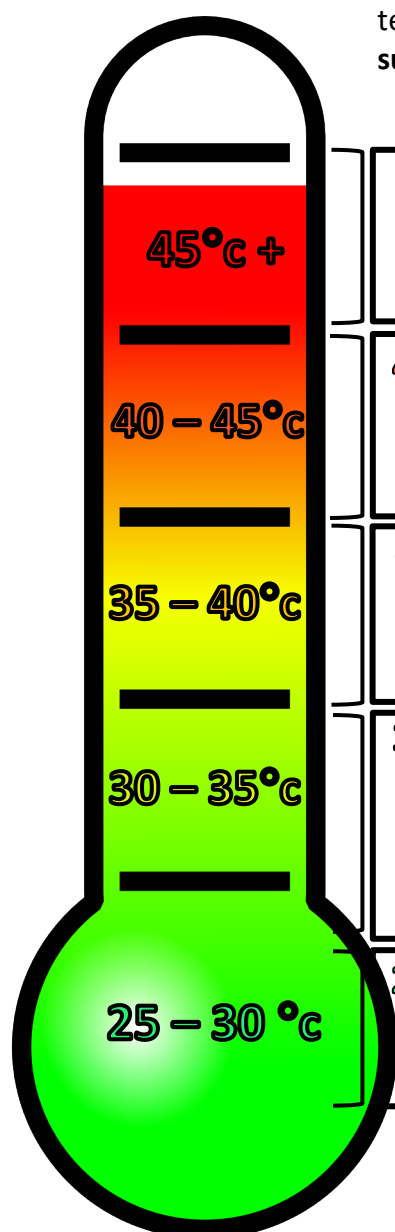
STANDARD OPERATING PROCEDURE

WORKING IN HOT TEMPERATURES

PURPOSE:	The purpose of this SOP is to ensure the safety of Hearth’s support workers and participants when working in hot temperature above 25 degrees.		
	This SOP will be triggered by a Heat Health Alert being issued by the Department of Human services and www.bom.gov.au will be the source for forecast predictions used to implement the stages of the SOP		
RESPONSIBILITIES:	Support Workers and Relationship Managers		
IMPLEMENTATION DATE:	26 Nov 2018	REVIEW DATE:	16 Nov 2019

PROCEDURE

Support Worker’s need to ensure that they are prepared for working in hot temperatures, this includes ensuring that they have **plenty of water, a hat, sunscreen and sunglasses** for both themselves and the participant.



45°C +	<ul style="list-style-type: none"> • Shifts will be restricted to support and feeding only, no community access • As per the SCHADS award if the temperature is 46+ degrees the support worker will be entitled to a paid 20-minute break for every 2 hours worked
40 – 45°C	<ul style="list-style-type: none"> • The Relationship Manager will work with the Participants/Families and the support worker on a case by case basis to decide if shifts will proceed • All shifts that proceed must be completed in a cool indoor environment
35 – 40°C	<ul style="list-style-type: none"> • All shift activities must be modified to be completed in a cool indoor environment • Support workers must monitor temperatures whilst on shift and adjust activities as required
30 – 35°C	<ul style="list-style-type: none"> • Support Workers MUST notify your relationship manager PRIOR to your shift if your car does not have working air-conditioning • We encourage all activities to be completed in a cool or shady environment. • Where required shift activities and timings may change to suit the predicted forecast
25 – 30 °c	<ul style="list-style-type: none"> • Be aware of how heat effects the participant i.e. behaviours, medical conditions • Activities may need to be changed due to the heat-based needs of the participant

KNOW THE SIGNS OF A HEAT RELATED ILLNESS

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	SYMPTOMS	WHAT TO DO
HEAT CRAMPS	Muscle pains Spasms in the abdomen, arms or legs	Stop activity and sit quietly in a cool place Drink cool water Rest a few hours before returning to activity See a doctor if cramps persist
HEAT EXHAUSTION	Pale complexion and sweating Rapid heart rate Muscle cramps, weakness Dizziness, headache Nausea, vomiting Fainting	Go to a cool area and lie down Fan if possible Drink cool water if not vomiting Remove outer clothing Wet skin with cool water or wet cloths See a doctor
HEATSTROKE (a life-threatening emergency)	Same symptoms as heat exhaustion except sweating stops Mental condition worsens, confusion Seizure Stroke-like symptoms or collapsing Unconsciousness	Call an ambulance – phone 000 Get the person to a cool area and lay them down Remove clothing Wet skin with water, fanning continuously Position an unconscious person on their side and clear their airway

¹ Victorian State Govt. (2015). *How to cope and stay safe in extreme heat*. Available: <https://www.betterhealth.vic.gov.au/health/HealthyLiving/how-to-cope-and-stay-safe-in-extreme-heat>
Last accessed 20 Nov 2018.