

WORKING DURING HOT WEATHER POLICY

1. PURPOSE OF THE POLICY

- 1.1 This Policy outlines the obligations of employees of Hope Diving Services Australia Pty Ltd ('HDSA Group'), who carry out work during hot weather.
- 1.2 This Policy is intended to help reduce illness and injuries that can occur, and other risks that arise, as a result of dehydration, heat stroke, heat exposure and other health challenges that occur in hot weather.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 08/11/2021. It replaces all other policies of HDSA Group relating to working in hot weather (whether written or not).

3. SCOPE

- 3.1 This Policy applies to all workplace participants.
- 3.2 This Policy does not form part of any employee's contract of employment or contract for service(s).

4. WORKING DURING HOT WEATHER

- 4.1 Working in hot and/or humid environments can be uncomfortable, but more importantly can lead to a heat-related illness, which can have serious consequences.
- 4.2 The way heat affects people varies from person to person depending on your general health, age, fitness, body weight and other variables.
- 4.3 For this reason, this Policy outlines general guidelines that will assist employees in combating heat-stress but employees should have regard to their personal circumstances when following this Policy.

5. EMPLOYEE OBLIGATIONS

- 5.1 On days of extreme heat, you should ensure you:
 - a) drink enough water (this would need to be more than the ordinary recommended daily intake of water for an individual, for men this is roughly about 13 cups (3 litres) and for women is about 9 cups (2.2 litres). This might be broken down into smaller servings such as drinking a small cup (200ml) of water every 15 - 20 minutes);

- b) eat regular meals and snacks (to help replace salt and electrolytes lost through sweating);
- c) take appropriate breaks; and
- d) monitor yourself and others for signs of heat-related stress throughout the day.

6. IDENTIFYING SIGNS OF HEAT-RELATED STRESS

6.1 You should familiarise yourself with the signs and symptoms of heat-stress.

6.2 The most common signs and symptoms of heat-stress include:

- a) confusion;
- b) dark-coloured urine (a sign of dehydration);
- c) dizziness;
- d) fainting;
- e) fatigue;
- f) headache;
- g) muscle or abdominal cramps; and
- h) nausea, vomiting, or diarrhoea.

7. REPORTING HEAT RELATED ISSUES

7.1 If you feel that your working environment is becoming too hot, please notify your supervisor as soon as you become concerned about the heat.

7.2 If you identify that you, or another workplace participant, are suffering from the signs and/or symptoms of heat-stress, then you should notify your supervisor as soon as you become aware.

7.3 Your supervisor will discuss your concerns and consider what action, if any, should be taken at that point. This may include action provided for in this Policy.

8. ALTERNATIVE DUTIES

8.1 In the event a decision is made to address heat related issues in a particular way, then (assuming it is safe to do so) HDSA Group may, at its discretion, direct you to:

- a) carry out alternative duties;

- b) carry out your normal (or alternative duties) in an area or location away from the heat; and/or
- c) carry out your normal (or alternative duties) during periods of the day where the temperature is cooler.

9. CESSATION OF WORK

9.1 HDSA Group may direct you to cease work due to extreme or unsafe hot weather conditions. Such a cessation of work will be considered a 'stand down' and will result in employees being sent home without pay until the extreme or unsafe weather subsides.

9.2 When deciding whether to cease work, HDSA Group will have regard to:

- a) workplace conditions;
- b) the requirements of the job;
- c) individual worker attributes; and
- d) the health and safety of its employees.

10. BREACHES OF THIS POLICY

10.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

HDSA Group reserves the right to vary, replace or terminate this Policy from time to time.