|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **GENERAL WORKSHOP / WAREHOUSE / YARD SAFETY** | Doc: SH-020 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 37 of 45 |

**Sunburn**

When working outdoors:

1. wear a hat and adequate clothing to protect skin from sun exposure, which can cause heat stress and skin cancer
2. use and constantly re-apply sunscreen creams of at least SPF 30+ strength

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. rotate staff shifts for outdoor work on hot days, between 10am - 4pm.

**Fatigue and Heat Stress**

***Physiological Changes***

Fatigue and heat stress are also important safety concerns. When the human body becomes fatigued and/or heat stressed, a number of physiological changes occur which affect our ability to work. These changes may be subtle, or severe enough to cause death. Be aware of the following physiological changes:

1. Loss of dexterity and co-ordination.
2. Lack of ability to observe detail.
3. Inability to remain alert during lengthy and monotonous tasks.
4. Inability to make quick decisions.

***Heat Stress***

There are three different degrees of heat-induced stress which have different types of symptoms:

1. heat syncope;
2. heat exhaustion; and
3. heat stroke.

***Heat Syncope*** *- fainting due to heat.*

This is caused when blood vessels in the skin dilate and fill with blood, which causes the blood pressure to drop, so that insufficient blood reaches the brain. Any person suffering these symptoms should be removed from the source of heat until fully recovered.

***Heat Exhaustion***

Symptoms can include:

|  |  |
| --- | --- |
| 1. Warm pink skin | 1. Vomiting |
| 1. Sweating | 1. Headaches |
| 1. Cramps | 1. Confusion. |

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **GENERAL WORKSHOP / WAREHOUSE / YARD SAFETY** | Doc: SH-020 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 38 of 45 |

Any person suffering these symptoms should be removed from the source of heat until fully recovered.

***Heat Stroke***

Symptoms can include:

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

|  |  |
| --- | --- |
| 1. Hot, dry, pale skin | 1. Restlessness |
| 1. No sweating | 1. Fitting |
| 1. Aggression | 1. Sudden collapse. |

If you are experiencing any of these problems, stop work and tell someone before you drop. Heat stroke can and does cause death.

Treatment should include:

|  |  |
| --- | --- |
| 1. Remove person to a cool place | 1. Give fluids to drink |
| 1. Loosen clothing | 1. Always seek medical aid. |
| 1. Douse with water and cool by fanning |  |

***REMEMBER:***

1. Rotate workers between 10am and 4pm on hot days
2. Drink lots of water (at least 1 litre per hour in hot conditions).

***If working outdoors:***

1. Rest in the shade
2. Wear hats, long sleeves and UV 15+ sunscreen.

**Dogs**

No dogs or other animals are permitted on site at any time.

**Working at Heights**

Apart from proper use of a ladder, work at height in the workshop may require a risk assessment. This applies when doing maintenance in unguarded areas usually above 3 metres, and where a fall could result in injury or death. Falling equipment also poses a risk to workers below.

A risk assessment must be done prior to commencing the work. Harnesses, lanyards or other fall arrest equipment may be required.

Do not start any work at height before discussing the risks with your supervisor.

**Rules for Entering the Office**

You must remove work boots before entering and enter the office through the reception area.