



Extreme Heat Policy

LINK Community Transport recognises the importance of providing a safe and healthy environment for all workers, volunteers, contractors, customers, and visitors. To ensure customers' and drivers' welfare on hot days, particularly during heatwaves, we are committed to measures that prevent the effects of heat stress and heat stroke.

Extreme Heat

At LINK Community Transport, we have incorporated the Victorian Department of Human Services' Heat Health Alert system into our definition of extreme heat conditions. We are notified of extreme heat conditions in Melbourne when a mean temperature (the average of night's minimum and day's maximum) of 30+ degrees is forecast over a 24-hour period. We have defined an **extreme heat day** as:

- Any day when the Department of Human Services trigger a Heat Health Alert,
- Any day over 43°C.

The effects of exposure to extreme heat includes:

- Fainting,
- Heat stress or exhaustion,
- Heat cramps,
- Heat rash,
- Exacerbation of pre-existing medical conditions and
- Heat stroke.

Factors that can increase the risk of these include high temperature, high humidity, inappropriate attire, physical activity, and fluid loss.

Objectives

The objective of this policy is to minimise workers', volunteers', contractors', and customers' exposure to situations in extreme heat conditions that could result in heat exhaustion, heat stress and other related harm. Based on the 3 identified risk levels (normal, high, and extreme) LINK programs will make their response as appropriate for the health and safety of all participants in LINK programs. LINK Community Transport has incorporated the Heat Health Alert into our response to extreme heat conditions, as detailed in the Extreme Heat Procedure.

Responsibilities

Integral parts of LINK management duties regarding extreme heat are to:

- Provide information, training, and supervision to ensure that staff and volunteers take adequate precaution and protection from extreme heat;
- Identify, assess and control hazards associated with heat;
- Promote organisational hot weather and sun protection readiness in the warmer months of the year;

- Monitor the weather forecast for upcoming days in high and extreme heat categories;
- Alert workers to enact the relevant set of heat-specific procedures for High and Extreme Heat Category days;
- Identify and manage personnel who should not work outside for long periods in extreme heat;
- Ensure that workers collect and use adequate heat related supplies on hot days;
- Learn from and adapt to any heat related incidents or hazards;
- Manage conflicting risks professionally and creatively regarding days of extreme heat. Transport is often for important purposes such as collecting medication, food and drink or attend essential appointments; and thereby a necessity.

All workers, volunteers and contractors must comply with the Extreme Heat policy while working at LINK Community Transport, ensuring that they:

- Implement procedures (particularly the Extreme Heat and Heatwave Procedure), and supervisors' directions towards minimising the risk and occurrence of heat related incidents among themselves and those in their care, and
- Report any heat related incidents or hazards to relevant supervisors.

Rick Lawford
Chief Executive Officer

Context and/or Referenced Documents

- LINK's Extreme Heat Policy
- Heatwave Plan for Victoria, <http://www.health.vic.gov.au/environment/heatwaves-plan.htm>); Residential Aged Care Services Heatwave Ready Resource,
- <http://www.health.vic.gov.au/agedcare/publications/racsheatwave/> and
- Heat Health Alert System 2014-15, <http://www.health.vic.gov.au/environment/heatwaves-alert.htm>
- Home Care Common Standards, 1.6 Risk Management, Australian Aged Care Quality Agency

Version History

Version Number	Date	Summary of Changes
1.0	November 2015	
1.1	January 2017	Overhauled and updated to coordinate with other operational elements and Heat Health Alert System guidelines
1.2	May 2018	Extreme Heat temperature changes, changes made to policy & procedure

Authorisation

Authorization	Date	Review Date
Authorized by: Rick Lawford, CEO	May 2018	May 2019