**Heat Stress Safety for Outdoor Workers Policy Example - Large Workplace**

There is a fact sheet on Sun Safety Policies that accompanies the policy examples. Please read the fact sheet first. The contents of this document are examples only and require adaptation to individual workplace needs.

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| **Policy Name:** | **Heat Stress Safety for Outdoor Workers Policy** |
| **Policy #:** | Policy XX | **Documents of Authority:** | Operational Policy Manual- Safety Policies | **Adopted Date:** | January 2016 |
| **Approval Authority:** | General Manager | **Latest Revision****Date:** | November 30, 2015 | **Revised By:** | General Manager, HSC, Managers P&R and PW |
| **Responsible Manager:** | OHS Manager | **Contact:** | OHS Lead - 2nd Floor City Hall |
| **Policy Application** | Senior Management and SupervisionParks and Recreation Dept.Public Works Dept. | **Contact:** | Manager P&R and PW - 123 East Street Office |

1. **Policy Rationale**

It is an objective and a commitment of Large Example Corporation that all employees who are exposed to heat from the sun in the course of their duties be protected from heat stress. Heat stress is known to cause health effects ranging from mild to severe illness and even death.

The Management of Large Example Corporation are fully committed to this objective and it shall be achieved by maintaining a Heat Stress Safety Policy and Program and ensuring the awareness and active participation of all employees in the Heat Stress Policy and Program.

All Employees shall adhere to the Heat Stress Policy and Program and its associated procedures. Prevention of heat stress is the responsibility of every employee.

1. **Principles**

Large Example Corporation takes heat stress very seriously and shall take all due care and diligence required for the health and safety of employees as provided by law and the duty of care.

The Heat Stress Safety Program has been developed by Management, the Health and Safety Committee and Employees of Large Example Corporation to ensure the greatest protection possible for employee’s from exposures which may lead to heat stress.

The Policy and Program are maintained by yearly review, or on an as needed basis, by Management and the Health and Safety Committee. During these reviews, risk assessments shall be undertaken and any necessary control measures shall be implemented.

Employee comments on the Program and its effectiveness are valued and encouraged. The active participation and feedback from employees assist in improving and maintaining the Policy and Program.

1. **Scope**

This Policy applies to the Senior Level Management, General Manager, Labour Relations Manager, Health & Safety Manager, Health and Safety Committee, Department Supervisors and all Employees of Parks and Recreation and Public Works Departments. It also applies to all constructors and subcontractors.

1. **Responsibilities**

Large Example Corporation shall make every endeavor to reduce employees’ exposure to heat from the sun by utilizing the Heat Stress Safety Program as reviewed each year.

This includes the use of engineering controls, administrative controls, personal protective equipment, procedures, training and all required documentation as described in the Heat Stress Safety Program. These procedures and practices are established using the best known science available in conjunction with established health and safety principles utilizing the techniques of risk identification, assessment and control.

All employees shall follow this Policy and the Heat Stress Safety Program. All employees shall protect themselves by utilizing the procedures in the Heat Stress Safety Program. All employees shall report incidents of heat stress or overexposure to the sun to their immediate Supervisor.

All Supervisors shall ensure the application this Policy and the Heat Stress Safety Program. Training shall be provided to employees in the spring of each year regarding heat stress and the Heat Stress Safety program.

The Occupational Health and Safety Lead shall provide training materials to Supervisors for education of employees regarding heat stress.

The Policy shall be reviewed on an annual basis.

1. **Definitions**

Heat Stress Safety Program – The procedures and work practices that are utilized by Large Example Corporation and its employees to prevent employee exposures to excessive heat, with specific reference to heat stress from sun exposure. The Heat Stress Safety Program is reviewed annually by the Health and Safety Committee of those Departments that fall under this Policy, and approved by the General Manager. This document can be found linked in the resources of Section 6 of this Policy.

Heat Stress – the physiological response of the human body to excessive heat exposure and is characterized by the body’s inability to self-regulate body temperature. It can lead to a range of heat-induced health conditions, the most serious being heat stroke.

PPE – Personal protective equipment

1. **Resources**
2. Large Example Corporation Heat Stress Safety Program
3. PPE List
4. Parks & Recreation Procedures Manual
5. Public Works Procedure Manuals
6. Rationales for Engineering Controls
7. Rationales for Administrative Controls
8. Tool Crib Sort Codes
9. Rules for Contractors
10. Resource – *SSAWC Training Presentation for Employees*
11. Resource – *SSAWC Training Presentation for Supervisors*
12. Resource – SSAWC *Safety Talk*
13. Resource – *SSAWC Posters*
14. Resource – *SSAWC Fact Sheets*
15. Resource – *SSAWC Example Roles and Responsibilities*

Visit sunsafetyatwork.ca for more information. This resource was prepared by Keith McMillan and Dr. Thomas Tenkate. Production of this resource has been made possible through financial support from Health Canada through the Canadian Partnership Against Cancer.