

BICAS Heat Policy for Café 191 Workers

Policy Title:	Heat Policy for Cafe 191 Workers
Policy Type:	Heat Policy
Date:	16.11.2022 (1) 24.03.2023 (2)

The Bribie Island Community Arts Society has a duty of care to ensure the well-being, health and safety of its volunteers and employees.

Continued exposure to heat can lead to major health issues, and in severe cases, can be fatal.

All volunteers and employees need to be aware of the symptoms of heat exhaustion and heat stroke.

On days of extreme heat, action should be taken to minimize discomfort and to monitor conditions.

Strategies to be employed at the Bribie Island Community Arts Centre to manage the effects of extreme heat include:-

- Rotate work stations – job rotation eg on the hour, the person working on the till swaps with a runner
- Work & rest regime – hourly, or as-needed, rests in air-conditioning. A dedicated table near the piano is for café volunteers.
- Volunteers to wear light, loose-fitted clothing made from natural fibres where possible
- Volunteers to be encouraged to drink water every 20 minutes or so.
- Supply cold wet neck scarves. Store in container in fridge.
- Have a supply of Electrolyte tablets for use when needed (People with medical conditions need to make sure they are permitted to take them.)
- Install more fans on the deck
- Use buddy system to monitor each other for the effects of heat stress.
- Be aware of the symptoms of heat exposure. (See below)
- Be aware of the symptoms of heat stroke. (See below)

- Ensure that a heat screen is installed on the left of the till.

Symptoms & Treatment of Heat-Related Illnesses from “First Aid” by John Lippman & David Natoli (RLS)

Heat Exhaustion

Recognition

- Muscle cramps
- Profuse sweating
- Headaches, dizziness
- Nausea, vomiting
- Thirst
- Cool, moist skin
- Weakness
- Dark urine

Management of Heat Exhaustion

- Conduct a Primary Survey
- Lay the victim down in a cool environment or in the shade
- Loosen & remove excessive clothing
- Provide sips of cool water if fully conscious
- Cool the victim’s body with a moist cloth or atomizer spray and fanning
- Call an ambulance if not improving quickly

Heat Stroke

Recognition

- Dry, red, hot, skin
- Sweating stops/no sweating (happens with most, but not all, victims)
- Irrational behavior, confusion
- Seizures
- Reduced consciousness/unconsciousness

Management of Heat Stroke

- Call an ambulance
- Lay the victim down in a cool environment or in the shade
- Conduct a Primary Survey
- Cool the victim’s body rapidly. Wetting the person with cool water and fanning them will increase evaporative heat loss. Apply ice/cold packs to the neck, groin and armpits
- Monitor the victim’s vital signs
- Provide sips of cool water if the victim is fully conscious and can swallow

- **POLICY**

- This Policy shall be available on BICAS premises.
- All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Policy at an Induction Training.

- **REVIEW**

- This Policy will be reviewed annually through consultation with Board Members, employees and volunteers, or when legislative requirements change.

- **VARIATIONS**

- BICAS reserves the right to vary or replace this policy.

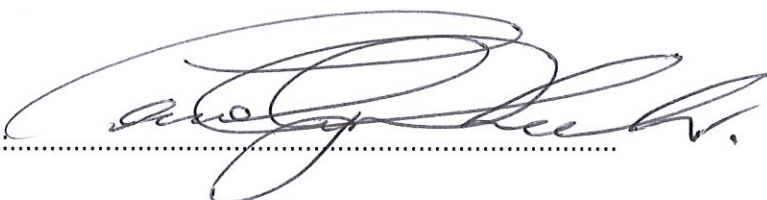
- **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Carolyn Wheeler

Original issue: 16/11/2022

Title: BICAS CHAIRPERSON

Signed:



Policy Maintained by: Julie Thomson

Title: Venue Manager

Policy Ver 2 Authorized by: Carolyn Wheeler

Date: 24.03.2023

Title: BICAS Chairperson

Review Date: 24/03/2024

Approved by Board

Date 24.03.2023

