



POLICY – HEAT POLICY FOR CAFÉ 191 WORKERS

(Version 5)

Policy Title:	Heat Policy for Café 191 Workers
Policy Type:	Heat Policy
Date:	16.11.2022 (1) 24.03.2023 (2) 07.02.2024 (3) 09/04/2025 (4) 08/04/2026 (5)

GOALS

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 e.g., 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 fibers 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)*
- A heat screen is installed on the left of the till.
- In the event of intolerable hot, humid conditions, the chef on duty has a duty-of-care to his staff and volunteers to make a “*Captain’s Call*” to close the café. In this instance, the chef on duty is to contact the Venue Manager, or the Accounts Administrator if the Venue Manager is unable to be reached, for approval to close the café. Customers are to be advised of the time at which the café is closing and signs displayed to that effect at the front of the Arts Centre and at the Café. The Venue Manager is to post a notice of the closure on Facebook, and on the Cafe 191 Facebook page.

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, replace or terminate this Policy.

VERSION AND REVISION INFORMATION

Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Original issue:	16/11/2022
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 2: Approved by Board: Review Date:	24/03/2023 24/03/2023 24/03/2024
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 2:	24/03/2023
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 3 Approved by Board: Review Date:	07/02/2024 07/02/2025
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 4 Approved by Board: Review Date:	09/04/2025 09/04/2026
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 4:	09/04/2025

 Policy Authorised by: Carolyn Wheeler Title: BICAS CHAIRPERSON	Version 5 Approved by Board: 08/04/2026 Review Date: 08/04/2027
Policy Maintained by: Julie Thomson Title: VENUE MANAGER	Version 5: 08/04/2026

BICAS POLICY – HEAT POLICY FOR CAFÉ 191 WORKERS

I, (employee, volunteer, etc., – please print)

....., have read, understand, and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – Heat Policy for Café 191 Workers, should the situation arise. I understand the content and application of the BICAS Policy – Heat Policy for Café 191 Workers and understand my obligations under the Policy.

Signed this Day of, 20.....

BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *that I have read a copy of the BICAS Policy – Heat Policy for Café 191 Workers;*
- *that I should comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply.*

Your Name:

Please Print

Signed:

Date:
