



## POLICY – HEAT POLICY FOR CAFÉ 191 WORKERS

(Version 3)

<b>Policy Title:</b>	Heat Policy for Café 191 Workers
<b>Policy Type:</b>	Heat Policy
<b>Date:</b>	16.11.2022 (1) 24.03.2023 (2) 07.02.2024 (3)

### 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.

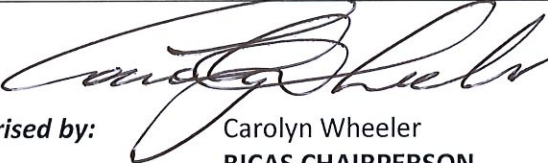
**REVIEW**

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**

<p><b>Policy Authorised by:</b> Carolyn Wheeler  <b>Title:</b> BICAS CHAIRPERSON</p>	<p><b>Original issue:</b> 16/11/2022</p>
<p><b>Policy Authorised by:</b>   <b>Title:</b> Carolyn Wheeler                  BICAS CHAIRPERSON</p>	<p><b>Version 2:</b> 24/03/2023  <b>Approved by Board:</b> 24/03/2023  <b>Review Date:</b> 24/03/2024</p>
<p><b>Policy Maintained by:</b> Julie Thomson  <b>Title:</b> VENUE MANAGER</p>	<p><b>Version 2:</b> 24/03/2023</p>
<p><b>Policy Authorised by:</b> Carolyn Wheeler  <b>Title:</b> BICAS CHAIRPERSON</p>	<p><b>Approved by Board:</b> 7/02/2024  <b>Review Date:</b> 07/02/2025</p>

**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:**

\_\_\_\_\_