WCA Solutions

Summer WHS Risk Checklist

A Practical Workplace Safety Checklist for Australian Employers



WORKPLACE HEAT RISK ASSESSMENT

Organisation:	
Website / Location:	
Assessment date:	
Responsible person:	
Review date:	

SECTION 1: IDENTIFYING HEAT-RELATED RISKS

- ☐ Workplace heat hazards identified.
- ☐ Outdoor work exposure assessed.
- ☐ Indoor heat-producing environments identified.
- ☐ Temperature and humidity conditions considered.
- ☐ Direct sunlight and UV exposure considered.
- ☐ Physical workload and duration of exposure reviewed.
- ☐ Clothing and PPE requirements assessed.
- ☐ Ventilation and airflow considered.
- ☐ Workers consulted about heat-related concerns.

SECTION 2: HEAT-RELATED ILLNESS PREVENTION

- ☐ Employees informed about heat-related illness.
- ☐ Supervisors trained to recognise warning signs.
- ☐ Dehydration risks considered.
- ☐ Heat cramps and heat exhaustion explained.
- ☐ Heat stroke emergency response communicated.
- ☐ First aid arrangements confirmed.
- ☐ Emergency medical assistance procedures available.

CONTROL MEASURES AND OUTDOOR WORK

SECTION 3: HYDRATION AND REST ARRANGEMENTS

- [ ] Clean drinking water readily available.
- [ ] Water located close to work areas.
- [ ] Workers encouraged to maintain hydration.
- [ ] Suitable rest breaks provided.
- [ ] Shaded rest areas available.
- [ ] Cool recovery areas considered.
- [ ] Additional breaks considered when conditions require them.

SECTION 4: OUTDOOR WORK AND UV PROTECTION

- [ ] Outdoor work scheduled around cooler periods where practicable.
- [ ] Shade available for outdoor activities.
- [ ] Suitable sun-protective clothing provided.
- [ ] Appropriate hats available.
- [ ] Sunscreen accessible.
- [ ] Suitable eye protection considered.
- [ ] UV exposure communicated to employees.
- [ ] Work arrangements reviewed during extreme heat.

SECTION 5: INDOOR HEAT MANAGEMENT

- [ ] Warehouses assessed for heat exposure.
- [ ] Workshops and manufacturing areas reviewed.
- [ ] Commercial kitchen heat risks assessed.
- [ ] Ventilation arrangements reviewed.
- [ ] Cooling systems checked where applicable.
- [ ] Heat-producing equipment is assessed.
- [ ] Suitable work scheduling considered.

MONITORING, EMERGENCY PREPAREDNESS AND SIGN-OFF

SECTION 6: WORKER SUPPORT AND SUPERVISION

- ☐ New workers and returning employees considered.
- ☐ Acclimatisation arrangements reviewed.
- ☐ Individual circumstances considered where appropriate.
- ☐ Supervisors understand their responsibilities.
- ☐ Workers encouraged to report symptoms.
- ☐ Remote and isolated workers monitored.
- ☐ Appropriate worker consultation undertaken.

SECTION 7: HEATWAVE AND EMERGENCY PREPAREDNESS

- ☐ Weather forecasts and warnings monitored.
- ☐ Heatwave response arrangements established.
- ☐ High-risk work reviewed during extreme conditions.
- ☐ Work suspension or rescheduling arrangements considered.
- ☐ Emergency contacts available.
- ☐ First aid arrangements confirmed.
- ☐ Smoke and poor air quality risks considered where relevant.
- ☐ Emergency and evacuation procedures reviewed.

SECTION 8: MANAGEMENT SIGN-OFF

- ☐ Have the relevant summer WHS controls been reviewed?
- ☐ Yes / No – Further action required.

Outstanding risks and actions

Responsible person:

Target completion date:

Manager / authorised representative:

Signature: **Date:**



This checklist is a general planning aid and does not replace a workplace-specific risk assessment, professional WHS advice or an employer's obligations under applicable workplace laws and regulations. Employers should adapt the checklist to their operations and workplace conditions.