

Topic P01: Plant

Plant

There is a large variety of specifically designed plant used in packing sheds or on fruit blocks. Not all hazards associated with these items of plant can be eliminated. Items such as shafts, pulleys, rollers, conveyors and belts used to power components and attachments are obvious hazards. They present a high risk of entanglement with hair, clothes, jewelry (including rings) and body parts.

Many items of plant have a high noise level, which may lead to hearing loss injuries

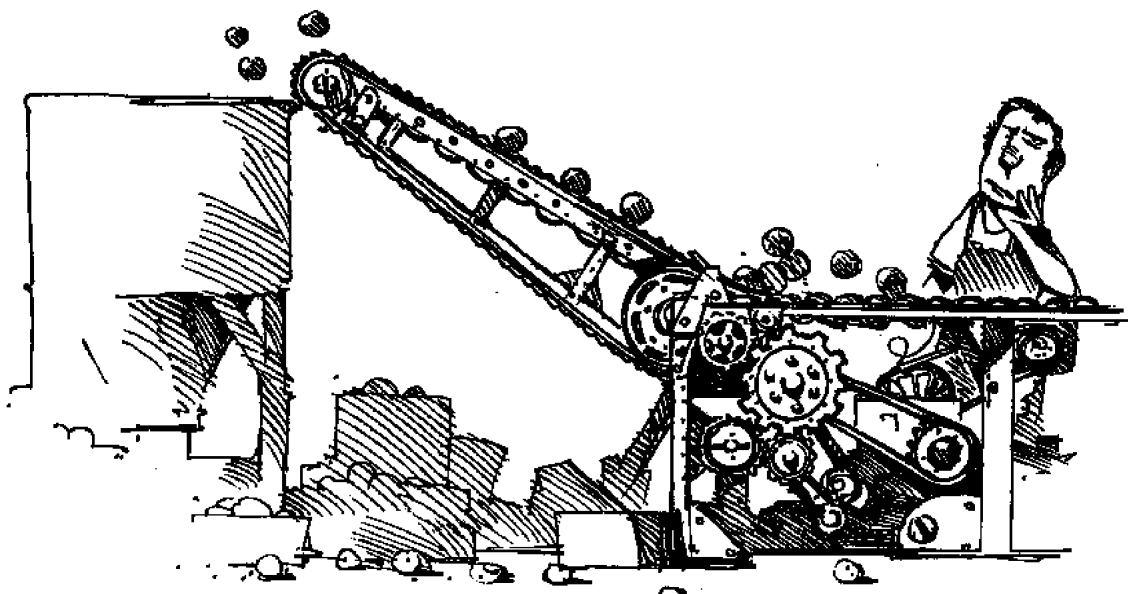
Legal Requirements

- Section 19 of the OHS&W Act specifically places the responsibility for providing safe plant with the employer.
 - Division 3 of the Regulations sets out the detail of the various parties, ie employer, supplier, manufacturer for the provision of plant and the notification of hazards.
 - The need and responsibility for hazard management associated with plant is specifically set out in Division 3.2
 - The legal requirements for plant are varied and cover areas such as:
 - licensing operators
 - servicing specifications
 - keeping of records for servicing, inspections, adjustments, die changes
 - effective guarding and/or safe operating procedures
 - repairs and maintenance to be performed only by competent persons
 - testing of safety and warning devices on a regular basis
 - multiple operator plant be fitted with stop and lock off type controls that require each stop control to be reset before the plant can be restarted
 - emergency stop handles, bars and push buttons to be coloured red and operate in a fail-safe manner.
 - function and operation of all controls must be clearly marked
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Topic P01: Plant

Injuries are more likely to occur when

- operators are not trained or supervised
- operators, and persons who are associated with plant operation:
 - perform, maintenance and cleaning functions when untrained and with power on
 - the plant is not used for its designed purpose
 - guarding does not eliminate a risk
 - safe systems of work are not developed to minimise the risk
 - children are around or on plant.
- passengers are carried on mobile plant without seating designed for the vehicle
- controls and operational switches and levers are not clearly marked with their function and direction of operation
- noise assessments are not done
- lock out, tag out systems are not used during adjustments, maintenance or repair with power on
- plant and machinery are not properly guarded



Topic P01: Plant

Ideas to reduce the risk of injury from plant operations

- operators must be trained in the safe operation of plant
- written safe work procedures should be displayed at the machine for the operator
- safe work practice must include a 'no children' policy
- safe work practice for mobile plant must include a 'no passenger' policy
- all spur and other toothed or friction gearing of machinery must be effectively guarded, or in a safe location as if it were guarded.
- maintain plant and equipment to a set schedule. List the maintenance on a schedule and check the requirements after each maintenance service.

NOTE: An equipment register, maintenance schedule system and plant hazard assessment plan are provided in the equipment register section of this kit.

Also regularly remind workers that they

- must be trained to operate the plant
- are to follow any safe work procedure developed for the plant
- must use any equipment that is provided for health or safety purposes
- must obey any instruction that is relevant to that particular plant
- must comply with any policies or operating procedures specific to that plant
- should ensure that all guards are in place before operating the plant or any implements attached to it
- counter sink, encase or effectively guard every setscrew, bolt, key or any revolving part of power driven machinery so as to prevent people from becoming caught by the machinery



Topic P01: Plant

- are not affected by alcohol or a drug (legal or otherwise) that would endanger their own safety or the safety of anyone else while operating or working on plant,.
- disengage any power source before cleaning, servicing or adjusting a plant and attachment
- report any defects or problems with the plant to a supervisor

Plant Risk Control

- A sample check sheet for plant hazard identification, risk assessment and risk control is filed in the Equipment Register section of the kit.
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Topic P02: Forklift Safety

The Problem

Forklifts are highly maneuverable items of plant that have been designed for a particular purpose. They can be extremely dangerous when driven by untrained operators.

The main causes of accidents with forklifts are

- Untrained operators
- Poor visibility
- exceeding safe operating speeds, (which will depend on conditions, load, terrain, etc.).
- lack of concentration on the job

These can result in collisions, rollovers and operators being ejected.

Because of its mobility and convenience, some people climb on top of a forklift, on the side or cage roof, to get stock or anything else down from racking. For similar reasons of convenience, people are often transported or lifted to a height without seats or work platforms creating a high risk of falls.

Forklifts are also used for 'pushing' stock, bins, or other items. This creates accelerated wear on vital components such as the tyres.

Legal Requirements

Regulation Division 3 covers Plant in the workplace and in particular:

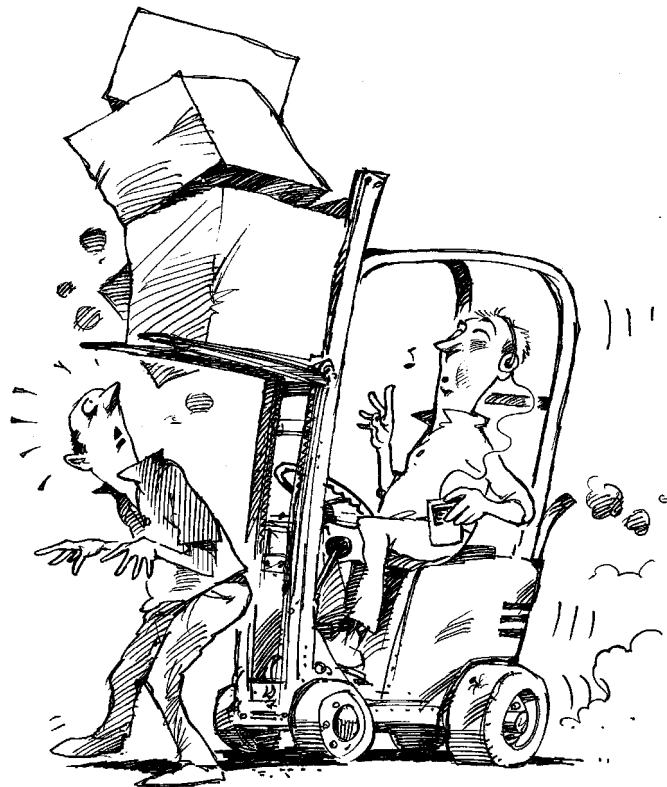
- employers must have documented evidence to show that drivers meet training competency requirements before allowing them to operate a forklift. Evidence of competency includes:
 - evidence of being assessed as competent by a registered assessor
 - evidence of training under previous Regulations
 - training under direct supervision and in possession of a training log
 - forklifts must be fitted with overhead protective cabs to protect drivers from falling objects.
 - forklifts must be maintained in good working order and condition
 - loads to be moved must be within the forklift's weight-carrying capacity
 - forklifts used to lift workers, or as a work platform, must be fitted with a purpose built and approved work platform, secured to the forklift. The platform must be designed, manufactured and used to Australian Standard AS 2359 - Powered Industrial Trucks
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Topic P02: Forklift Safety

- areas where non-electric powered forklifts operate must be well ventilated
- if seat-belts are fitted, they must be worn while operating the forklift.
- all warning devices fitted must be operational and effective for the particular environment
- stocks of full gas fuel cylinders must be stored in an upright, secured manner. See information about gas cylinder safety.

Injuries are more likely to occur when

- fork lifts are driven too fast
- operators are unqualified
- operators do not concentrate on the job, or are distracted
- passengers are carried without proper designed seating or a seatbelt
- operators get off the forklift without applying the park brake
- loads are lifted or suspended over people
- loads are higher than the backrest
- forklifts are left unattended with a raised load or work platform
- the load or the environment reduce visibility
- people climb onto the tynes to work




Topic P02: Forklift Safety







Ideas to reduce the risk of injury

- make sure that all operators are properly licensed
- operate forklifts at walking pace
- carry out pre-operational checks
- report defects to supervisors immediately
- do not make unauthorised modifications to forklifts
- use non-electric powered forklifts in well ventilated areas
- ensure engines and catalytic converters are in good condition
- When changing LPG cylinders or refuelling:
 1. Do it in a well ventilated area
 2. Turn off ignition
 3. No smoking or naked flames
 4. Return empty cylinders to storage area
 5. Check all connections and cylinder securing devices
 6. Check for leaks.

Also, remind workers to

- read through the operating instruction manual before first use of an unfamiliar machine
 - concentrate on the job at hand
 - not exceed the weight carrying capacity of the forklift
 - use a purpose-built platform, securely attached to the forklift, to lift people
 - always operate at a safe speed, which is generally walking pace
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
 Duty of Care
  Specific requirement








	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
 See Reg 6.4.15.	1. Are your forklift operators licensed? <ul style="list-style-type: none"> • a Certificate of Competency ; or • proof of competency before 1987 					
 See Reg 3.2.26.	2. Have you ensured that forklifts are fitted with over-head protective cabs to protect drivers?					
 See Reg. 3.2.29.	3. Are seat belts fitted? <ul style="list-style-type: none"> • Do operators always wear them while operating the forklift? 					
	4. Are safety devices, like flashing orange light and reversing buzzer, fitted?					
 See Reg. 3.2.29.	5. Are all forklifts maintained in good working order and condition according to manufacturer's specifications?					
 See Reg 3.2.29.	6. Are loads within the load carrying capacity? (NB: The weight carrying capacity should be marked on the forklift.)					
 See Reg 3.2.29.	7. If persons are to be lifted, are they lifted in an specifically designed work platform?					

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Safety Checklist P02

Topic: Forklifts (includes Tractors used as forklifts) continued

 Duty of Care
  Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
 See Reg 3.2.29.	8. Is the work platform secured to the forklift?					
 See Reg 3.2.29.	9. Is the area where non-electric forklifts operate well ventilated?					
	10. Is the area where the forklift operates clear of any obstructions or hazards that may hinder the safe operation of the forklift (eg pot-holes, overhead cables or wires poor storage)?					
	11. Are work areas, where forklifts operate properly marked out with yellow lines and signs? • Workers need to be informed about fork lift operations and any pedestrian safeguards					
	12. Are all operators instructed in the features of the particular forklift that they are to use on your property prior to using them (eg. 'walked through' the operators manual)?					
	13. Are all operators instructed to conduct a pre-operational check of their forklift prior to starting for the shift? (See operator's manual for any specific instructions)					
	14. Do all operators conduct a pre-operational check prior to starting for the shift?					

Topic P03: Traffic Control

The Problem

Traffic is constantly entering and leaving packing sheds during busy production periods. The condition of vehicles can vary greatly as some are only used at a specific time of the year.

People in or around packing sheds can be at risk by the presence of highly mobile traffic continually entering and driving around the packing shed. These risks are heightened during school holidays with children on properties

The Solution

- Both traffic and pedestrians around packing sheds must be controlled, and must be clearly visible to each other to avoid collisions
- entrances and exits must be clearly marked and signed with a property speed limit and warnings of any potential hazards, such as children, workers, or other vehicles etc



- doorways and corners should be kept clear of materials, bins, other vehicles etc and any hazardous conditions or locations should be sign-posted
 - areas around the packing shed may need fencing to separate pedestrian traffic and vehicles
 - vehicles must be regularly maintained to the manufacturer's specification to ensure a safe level of operation
 - roadways and signs should be regularly inspected and maintained to ensure that they are in a safe condition and that signs truly reflect the safety aspects of the location
 - all mobile plant or vehicle operators must be licensed, and must receive supervision and instruction as to safety aspects of the property, workers and visitors.
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Topic P03: Traffic Control

Legal requirements

- Under section 19 of the OHS&W Act employers must provide a safe workplace.
- Regulation Division 2.1 places the responsibility on the employer to provide a safe method of access and egress and the ability to move around the packing shed safely







Injuries are more likely to occur when

- Unlicensed or inexperienced people operate plant and vehicles
- children have unrestricted access to the packing shed
- vehicles are not regularly checked and maintained
- entrances and exits to packing sheds are partly obscured by bins and other equipment
- visitors are not aware of local traffic hazards
- hazardous situations at packing sheds are not signed correctly
- driving from bright sunlight into a dark packing shed or workshop, because the driver's vision can be severely reduced briefly, putting others at high-risk of injury

also, ensure your workers are aware that:

- operators must be licensed for the plant or vehicles they operate
 - they must carry out safety inspections prior to operating the vehicle
 - local traffic signs and instructions must be obeyed
 - they must report any unsafe traffic conditions or locations around the packing shed to a supervisor
 - they must follow all safe work procedures developed for the safe operation of vehicles and the safety of other workers, visitors and workers
 - it is essential to drive to suit the local conditions at the time
 - passengers must not be carried, except in authorised and safe situations.
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 Duty of Care
  Specific requirement




	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
 See Reg 2.16.1(2) 1.3.4	1. Do operators have the licences, certificates & skills for the particular vehicle being operated?					
 See Reg 2.16.1(2) 6.4.15(1)	2. Do you regularly check licences of workers to ensure that they are valid? <ul style="list-style-type: none"> This includes seasonal workers' drivers licences as well as regular workers' forklift licences etc. 					
 See Reg. 3.2.26	3. Do you check that the vehicles are suitable for the work environment and are regularly inspected and maintained?					
 See Act.19(1)	4. Are seasonal workers' vehicles inspected prior to authorisation for use on the block?					
 See Reg. 2.16.1(4)	5. Are speed limits sign posted throughout the site?					
 See Reg 2.16.1(1)	6. Are the posted speed limits safe for the work environment?					

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Safety Checklist P03

Topic: Traffic Control continued

 Duty of Care
  Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
 See Reg 2.16.1(4) 1.3.4	7. Are warning signs clear for the work environment and in a language that is meaningful for workers? <ul style="list-style-type: none"> Warning signs would include signs to indicate blind corners, traffic direction, forklifts entering and exiting buildings, pedestrians etc. Warning signs may need to be various languages for workers to understand 					
 See Act.19(1)	8. Are roadways regularly inspected and maintained? <ul style="list-style-type: none"> Inspections should also be performed after heavy rains. Roadways should also be constructed for type of traffic that will be using it. 					
 See Act.19(1)	9. If roadways are constructed of dirt could dust cause an accident? If yes then <ul style="list-style-type: none"> reducing the speed limit, watering the roadway, or placing a compacted layer of quarry rubble could be ways to reduce the dust. 					

Topic P04: Electrical Safety

The Problem

Many people perform unauthorized repairs and alterations to electrical equipment even though they do not have the license or special skills required to perform electrical work.

Workplace accident data identifies that a significant number of electrical accidents are caused by faulty wiring and electrical installations. Some of these faulty repairs and alterations go unnoticed for years, until someone provides the link that results in an electrocution and loss of life.

Overloaded installations cause other problems. They can occur when there are too many appliances on a circuit being used at the same time, or when heavy-duty equipment is used on a circuit not designed to supply the required electricity.

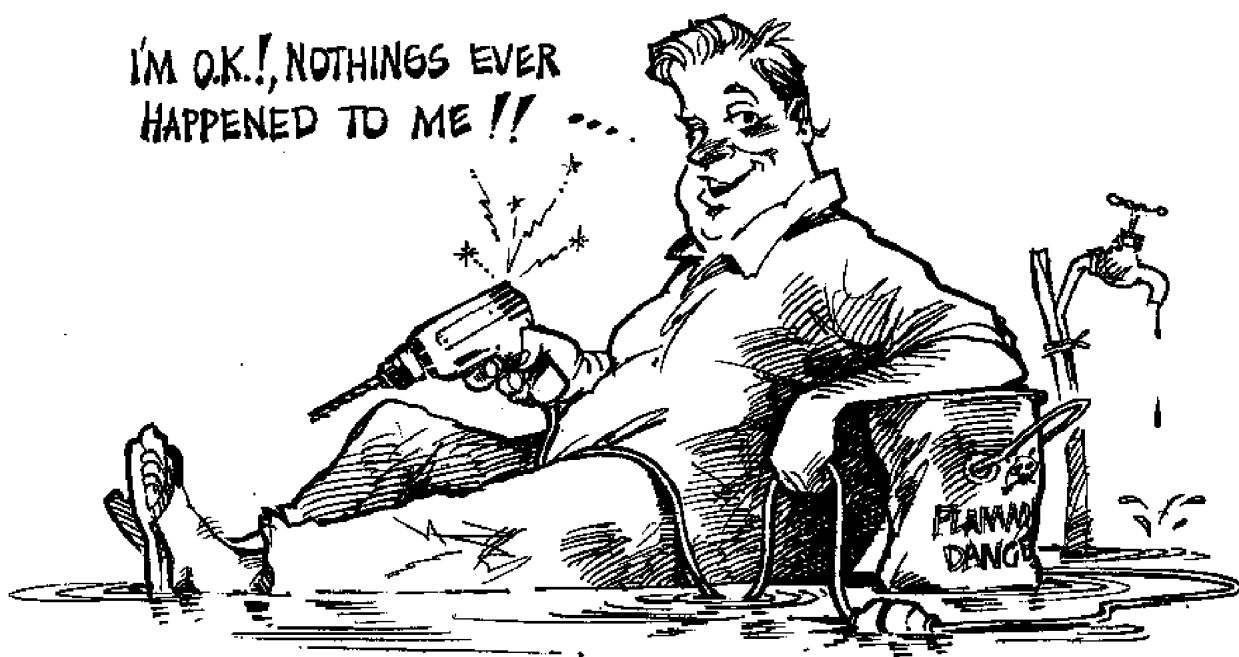
Legal requirements

- The OHS&W Act Section 19 requires employers, owners and occupiers to maintain a safe work environment. This includes safety of electrical power supplies.
 - Regulation Division 2.5 sets out the detailed requirements for electrical safety.
 - All electrical work performed on electrical appliances installations by registered electrician only.
 - All moveable electrical equipment connected to either a portable or non-portable RCDs. This includes items such as hand held power tools, appliances in wet areas, extension cords.
 - Non-portable RCDs are kept in a safe operating condition and tested on a regular basis by a qualified person:
 - on a three-monthly by means of the built-in test facility
 - in accordance with the maintenance test procedure in AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
 - Portable RCDs must be tested before being first used on any day by means of the built-in test facility and in accordance with AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.
 - Records of the results of each test carried out for RCDs kept for a period of at least five years from the date of the test.
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Topic P04: Electrical Safety

Injuries are more likely to occur when



- fixed wiring, electrical cords or equipment has been installed, altered or repaired by anyone other than a registered electrician
- damaged equipment, wiring or fittings are used
- there are unprotected wires near plugs
- too many appliances are used at once, overloading circuits
- fuses or circuit breakers with incorrect ratings are used
- people work too close to overhead power lines
- earth connections on fixed electrical items are corroded or not properly connected
- extension cords have damaged insulation
- electrical equipment is used in wet areas








Topic P04: Electrical Safety

Ideas to reduce the risk of injury

- Develop and use a system of regular inspections to identify electrical hazards
 - Only properly qualified workers undertake electrical installations, extensions, alterations and repairs.
 - Make sure Residual Current Devices (RCD) are used
 - RCDs used to be called Earth Leakage Circuit breakers. They can be either portable (plug directly into a power outlet on a wall), or non-portable (fixed in the fuse box of a building or built into a power point).
 - While RCDs provide an increased level of protection from electrocution they DO NOT offer 100 per cent protection. That is why it is vitally important for other safety precautions to be taken when work with or around electricity.
 - Be aware that a circuit breaker is not an RCD. Circuit breakers operate when a circuit is overloaded with current (too much current), protecting the circuit and the equipment, but not the worker. RCDs operate when a small current leaks out of the circuit to earth, (which could be through a worker's body
 - regularly check all portable electrical equipment and have the necessary repairs carried out
 - also regularly remind workers to:
 - Make sure RCDs are used with all moveable electrical equipment and plugged directly into the power outlet
 - report all electrical faults to a supervisor immediately
 - workers must know how to test any portable RCD they are about to use, and tests must be carried out every day before using the equipment
 - do not work or stand in wet areas while using electrical equipment.
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
 Duty of Care  Specific requirement





	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
 See Reg 2.5.2.	1. Did a registered electrician install wiring to your packing shed to Australian Standard 3000 SAA Wiring Rules? <ul style="list-style-type: none"> • If not, get a registered electrician to check the wiring and modify if necessary. • Obtain a Certificate of Compliance confirming the wiring complies with AS 3000. 					
 See Reg 2.5.2.	2. Do you ensure a registered electrician does all modifications and repairs to the electrical wiring and a Certificate of Compliance is issued?					
	3. Are all overhead power lines located clear of moving machinery?					
	4. Are your electrical wiring, power points and switches, protected from: <ul style="list-style-type: none"> • Accidental impact? • Exposure to moisture and dust? 					
	5. Can the power supply be easily turned off in an emergency? <ul style="list-style-type: none"> • Is the isolating switch clearly visible and easy to access? 					

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Safety Checklist P04

Topic: Electrical Safety continued

 Duty of Care  Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
	6. Do you visually check the condition of moveable electrical equipment, power cords and plugs regularly, and repair or replace them if necessary?					
	7. Have you ensured work involving electrical equipment is not performed where there is a wet surface or water? <ul style="list-style-type: none"> • Residual Current Devices must be used at all times! 					
	8. Have you instructed all workers in the safety procedures to be followed when using electrical equipment, extension cords and hand tools?					
 See Reg 2.5.4.	<p>Residual Current Devices - RCD (Previously known as Earth Leakage Circuit Breakers - ELCBs)</p> 9. Does either a portable or non-portable RCD protect all moveable electrical equipment? <ul style="list-style-type: none"> • This includes items such as hand-held power tools and extension cords. 					
 See Reg 2.5.4.	10. Do you have a schedule for testing all RCDs, electrical power cords and hand held electrical equipment? <ul style="list-style-type: none"> • The schedule must name who is competent to perform the testing. 					

Duty of Care

 Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
See Reg 2.5.5.	11. Have you ensured non-portable RCDs are kept in a safe operating condition and tested: <ul style="list-style-type: none"> • on a three monthly basis by means of the built-in test facility (eg button)? 					
See Reg 2.5.5.	12. Where you have a portable RCD, have you ensured that it is tested: <ul style="list-style-type: none"> • before it is first used on any day by means of the built-in test facility? • in accordance with the testing schedule drawn up for you by a registered electrician? 					
See Reg 2.5.5.	13. Do you get written confirmation about the test results and any recommendations?					
See Reg 2.5.5.	14. Do you keep records of RCD test results for at least five years from the date of the test? <ul style="list-style-type: none"> • This is not required for the first test of the day with the built-in test facility for portable RCDs. 					

Topic P05: Ladder Safety in packing sheds

Ladders

Falls from ladders used in packing sheds can result in serious injuries and high costs to the business. Injuries arising from falls from ladders may include:

Bone fractures	Internal bleeding
Muscle ruptures and tears	Bruising
Death	Head Injuries
Tendon and ligament tears	Cuts and abrasions

Legal Requirements

- Employers have an obligation under Section 19 of the OHS&W Act to provide, as far as reasonably practicable a safe working environment, safe systems of work and plant and equipment in a safe condition.
- Under OHS&W Regulation 2.13: Prevention of Falls, employers must take steps to protect people from the risk of falls. This includes falls from ladders.

Injuries are more likely to occur from falls off ladders when

- ladders are used or climbed incorrectly ie: overloading, over-reaching
- ladders are set-up incorrectly ie: unstable footings, collision with traffic, not 4:1 angle ratio
- incorrect ladder is selected for the job
- workers are not trained or supervised in the use of ladders
- ladders are poorly maintained
- people using ladders are tired, or otherwise ill or unfit to work at heights, ie subject to fainting, using medicine, alcohol, are physically impaired, or suffer from epilepsy, fear of heights and/or vertigo
- Ladders do not comply with Australian Standard AS 1892 for Portable Ladders (See checklist)
- there is a poor hazard management procedure in place, ie hazards are not identified or effectively eliminated or minimised (see checklist).



Topic P05: Ladder Safety in packing sheds

Ideas to reduce the risk of injury from falls

- train and instruct workers on safe set-up, climbing and use of ladders
- investigate all falls thoroughly to ensure hazards are eliminated or minimised
- select ladders to best suit the job
- inspect ladders before use to ensure they are in a safe and sound condition
 - Material – Are ladders made from durable and corrosion resistant materials?
 - Manufacture and finish - Are ladders free of sharp edges and burrs, fixings of bolts and rivet holes accurately located and within tolerances, and welds are of sound quality?
 - Feet – Are feet made from a material that resists deformation or slipping, feet securely fixed to stiles but may be removable?
 - Treads and Rungs – Are the working surfaces of treads/rungs of maximum size and suitable shape as practicable to minimize the possibility of slipping? Are treads corrugated, serrated, knurled, dimple or coated with a skid resistant material?
 - Spacing – Are treads and rungs uniformly spaced between 248mm to 306mm?
- Check all ladders to make sure that they comply with AS 1892 Portable Ladders.

The following are the general requirements outlined in the standards:

- Marking/Labeling. Ladders should be marked with the following details:
 - manufacturer's name
 - load capacity (Industrial - not less than 120kgs)
 - working length of ladder
 - for metal ladders (or ladders with a wire reinforcing strip) marked with 'DO NOT USE WHERE ELECTRICAL HAZARD EXISTS'
 - for stepladders, with 'TO BE USED IN THE FULLY OPEN POSITION ONLY'
 - a warning against standing so high as to create an unsafe working position:
 - for a step ladder: not on the top two rungs
 - for a ladder: not on the top three rungs
 - mark and take any ladders with defects out of service immediately
-

Topic P05: Ladder Safety in packing sheds

also, remind workers to



- tell a supervisor if they have any illness or injury, or is taking any medication, drugs or alcohol, which may affect their ability to use and climb ladders
- follow any reasonable instruction, training or information provided in the use of ladders
- inspect the ladder to ensure it is in safe and sound condition, before it. Check the rungs/treads, stiles/side rails, fittings, spreaders and feet to ensure they are not worn, cracked corroded, broken, split etc.
- report any defects or damage to ladders to a supervisor immediately. Mark the ladder with a DO NOT USE tag, so no one else uses it
- report any hazards or unsafe situations to a supervisor
- set-up the ladder safely:







- do not use a metal ladder where an electrical hazard exists
- ensure ladder is free of obstructions and traffic
- ensure feet are on firm and stable footing to prevent slipping
- set ladder up at a angle ratio of 4 up to 1 out
- ladder should extend at least 1 metre above the platform to be reached or above the highest rung upon which a worker must stand

Topic P05: Ladder Safety in packing sheds

- use safe climbing and working practices on ladders:
 - face the ladder when climbing and ensure both hands are free to grip the ladder.
 - keep your body between the side rails.
 - keep the ladder close to the work.
 - do not overreach,. It is better to climb down the ladder and move it to a better position.
 - do not stand higher than the tread or rung indicated on the ladder as the highest standing level.
 - do not jump down off the rungs/treads to the ground.
- wear fully enclosed non-slip shoes when using ladders to ensure a good grip on treads.

 Duty of Care
  Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
	1. Are workers properly instructed, trained and supervised in the selection, inspection, set-up, climbing, use, maintenance and storage of ladders?					
	2. Do you assess jobs to ensure the correct ladder is used and that using a ladder is the safest means of access?					
 See Reg 2.13	3. Do all your ladders comply with the Australian Standard (AS) 1892 for Portable Ladders?					
 See Reg 2.13 (10)	4. Are all your portable ladders marked permanently with the following information and in a prominent position as per AS-1892 for Portable Ladders? (See information sheet for details)					
	5. Do you thoroughly inspect all ladders? <ul style="list-style-type: none"> • When purchased, received and put into service? • Before each use? • After mishaps, drops and impacts? • Periodically, ie every 3months? 					
	6. Are defective ladders marked with a danger tag and taken out of service immediately for repair by a competent person, or destruction? <ul style="list-style-type: none"> • Are workers aware of this procedure and what to do if they find a defective ladder? 					

Topic P06: Heat Stress (Packing shed)

The Problem

A worker may develop heat stress if their body's cooling process cannot cope with the heat load generated.

Normally, on hot days workers will become heated and will sweat. The evaporating sweat has a cooling effect on the body, which helps to keep it from overheating.

For sweating to work effectively, workers must drink enough fluid to replace the evaporated sweat. Dehydration will occur if too little water is consumed.

Workers also need to wear clothing that is loose enough to allow some airflow so that evaporation can take place.

If the sweat cannot evaporate the body temperature increases and heat stress may develop. Reasons for lack of sweating include:

- worker becomes too dehydrated to sweat
- clothing is too tight
- humidity is very high
- there is no air flow

Heat stress can also develop if the environment is simply too hot (eg, a very hot day on the block).

Workers are more at risk of being affected by heat if they:

- are overweight
 - are unfit
 - are not used to working in heat
 - are generally unwell
 - have a hangover
 - are taking antihistamines
 - are taking medicines for heart disease.
-

Topic P06: Heat Stress (Packing shed)

What are the symptoms of heat stress?

- Symptoms of mild heat stress are: feeling tired and weak, muscle cramps, feeling sick or vomiting.
- More severe symptoms are: headache, rapid pulse, sweats, and feeling irritable or confused, and blurred vision.
- Heat stress that progresses further can lead to unconsciousness and death.

Ideas to reduce the risk of heat stress

- do heavy physical work in the cooler parts of the day
- give workers breaks from heavy physical work by using job rotation, sharing the job, changing to a lighter job or having a work break
- people not used to working in heat should build up to a full workload gradually over a week



- drink enough fluid eg 2 to 3 glasses of cool water an hour
 - wear loose clothing (If in the sun, wear full length and light coloured but close-weave clothing to keep out ultra-violet light.)
 - promote extra air flow, eg open doors in sheds, use fans or rotating air vents etc
 - sheds with roofs of shiny zincalume or white-painted colourbond reflect heat and stay cooler than those with unpainted, weathered corrugated iron roofs
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Topic P06: Heat Stress (Packing shed)

also, remind workers to:

- not wear loose fitting clothes where there is a risk of entanglement in machinery
- take a short break every hour in hot weather
- let a supervisor know before start work if a worker :
 - has any health condition that may increase risks of heat strain eg, a heart condition, diabetes, a fever, vomiting or diarrhoea
 - is taking any medication that may increase risks of heat stress eg antihistamines or medicines for heart disease (please check with a doctor).

Heat stress signs and symptoms

Heat Illness	Signs and symptoms
Heat Cramps	Muscle cramps, nausea or vomiting, tiredness, dizziness or weakness, moist cool skin
Heat Exhaustion	Headache, weakness, thirst, fatigue, nausea, stomach and muscle cramps, shortness of breath, muscle weakness, sweating a lot, lack of co-ordination, pale, cool and clammy skin, rapid pulse, possible confusion or irritability.
Heat Stroke	Headache, nausea and/or vomiting, not sweating/ hot dry skin, dizziness, visual disturbance, irritability, mental confusion, aggression, seizures, loss of consciousness.

Topic P06: Heat Stress (Packing shed)

First aid for heat stress

- For heat cramps
 - sit or lie down in a cool place
 - loosen any tight clothing
 - drink plenty of cool water
- For heat exhaustion, do the above, plus also
 - remove excess clothing
 - cool the body by sponging or spraying with water and fanning

NOTE: medical help may be required for heat exhaustion

- Get medical help urgently if the person:
 - does not recover within a few minutes
 - vomits, and cannot keep fluids down
 - is acting strangely
 - is unconscious
 - has the signs and symptoms of heat stroke.

Master copy. Make photocopies for general use.

Safety Checklist P06

Topic: Heat Stress

Duty of Care
 Specific requirement

	Item	✓ = OK	✗ = Action required	Problem and Action required	Person responsible	Completion date
<input type="checkbox"/> See Reg 2.2.7	1. Do you provide all workers with water that is suitable for drinking (eg, cool, potable and at least half a litre each per hour during hot weather)?					
<input type="checkbox"/>	2. Is there adequate ventilation and airflow in the packing shed? (See Information Sheet)					
<input type="checkbox"/>	3. Where possible are heavy jobs rotated among staff and done in the coolest part of the day?					
<input type="checkbox"/>	4. Are workers directed to take extra breaks during hot weather? (eg 5 to 10 minutes every hour)					
<input type="checkbox"/>	5. During hot weather, are workers reminded what to do to reduce the risk of heat stress (eg wear loose clothing, drink frequently, take breaks in shade)?					
<input type="checkbox"/>	6. Are workers reminded of the signs, symptoms and first aid treatment of heat stress? (See Information sheet)					
<input type="checkbox"/>	7. During hot weather are workers told who to report to if they or a co-worker are feeling ill?					