

Inclement Weather Policy

1. PURPOSE

- a. This purpose of the Inclement Weather Policy is to assist staff and volunteers in meeting their responsibilities under WHS legislation and to facilitate sound decision making and practical alternatives to working in inclement weather.
- b. The purpose of the policy is to further manage the risks, preventing health and safety problems which can be reasonably foreseen and alleviating discomfort likely to be associated with high heat levels and other adverse weather conditions.

2. SCOPE

- a. The Policy applies to all PCAWA staff whether fixed term, full-time, part-time, casual or contracted. The policy also applies to external appointees of board and volunteer committees.
- b. The effect of temperature on an individual can be attributed to a variety of factors including:
 - i. Air temperature;
 - ii. Relative humidity;
 - iii. Air movement;
 - iv. Radiant temperature of the environment;
 - v. Physical activity;
 - vi. Person's capacity to cope with heat / cold.
- c. Due to the diversity of factors it is difficult to develop specific procedures associated with strict temperature limits. This policy aims to facilitate sound decision making and practical alternatives to working in inclement and a variety of weather conditions.

3. SAFE WORKING AND EVENT ENVIRONMENT

- a. Any continuation of working in inclement conditions must be based on a practical approach and an understanding of PCAWA's commitment to the provision of a healthy and safe workplace.
- b. Access to a safe environment is a high priority for PCAWA. Association venues are to be audited annually for safety related issues. Any issues highlighted are to be documented on the Corrective Action Register. Issues are to be minimised or rectified in accordance with relevant WHS legislation.

4. EMPLOYEE AND VOLUNTEER TRAINING

- a. All must be trained in the following:
 - i. Recognising the symptoms of heat stress or heat exhaustion;
 - ii. Knowing how to administer the appropriate precautionary measures or first aid treatment as required for a person complaining of heat stress or showing symptoms of heat exhaustion;
 - iii. Referring a person to a medical practitioner if in doubt.

- b. All workers who are required to work in hot conditions must be provided with the following training and information, and be encouraged to adapt to following protective measures:
 - i. Wearing of sun proof clothing with long sleeves and full length trousers;
 - ii. Wearing of UV skin protectors;
 - iii. Having frequent, small drinks during hot weather
 - iv. Wearing UV sunglasses on medium and high risk days.

5. HOT WEATHER

- a. The coordinator responsible for each work area shall check the conditions regularly, and has the authority to apply various options where hot weather or heat stress conditions are anticipated with some discretion, depending on the immediate working conditions. The temperature as stated by the Weather Bureau may be used as a general guide in determining the appropriate options:

6. STORM CONDITIONS

- a. In the presence of lightning that may be accompanied by thunder event and staff coordinators will:
 - i. Hold a safety briefing prior to and if needed during an event outlining appropriate procedures to ensure the safety of both horses, staff and event attendees;
 - ii. Ensure that people and horses are not unnecessarily exposed to lightning. Horses are generally less likely to be affected by the noise of a thunderstorm than the rider so stay calm and keep the horse moving forward.
 - iii. As quickly and safely as possible return all horses to stables;
 - iv. Take into consideration that events maybe delayed for review until later in the day, subject to an improvement in the weather conditions;
 - v. Carry out a visual check (in a vehicle if necessary) to ensure that everyone is safe.

7. WORKING IN WET AND COLD CONDITIONS

- a. As with working in hot conditions, continuing with the task in wet and cold conditions should be based on an assessment of risk;
- b. Workers shall not continue working in these conditions when it is deemed by staff and event organisers to be too dangerous to continue safely;
- c. All riders must wear appropriate high visibility clothing when riding in wet and low visibility (fog, mist etc) conditions;
- d. In emergency situations (flooding, preventing damage to life or property, essential works etc.) work may continue providing conditions are closely monitored and safe work procedures are strictly adhered to in all cases;
- e. In situations where it is reasonably foreseeable that workers may become wet or cold whilst working, they shall be encouraged to bring a change of clothes to the workplace. Employees shall be given paid time to shower and change into dry clothes. Alternatively they shall be permitted to return to their homes and change into dry clothing. The time spent by the employee travelling to and from their home shall be with pay.
- f. The coordinator responsible for workers and volunteers who are working in inclement conditions is responsible for monitoring the environment and may insist on any of the following conditions:
 - i. Allocate appropriate duties for the conditions;
 - ii. Instruction not to use electric and/or motorised equipment except in emergency or where it is deemed to be safe;
 - iii. Ensure that employees have appropriate wet weather clothing.
- g. Where workers are required to work outside in cold conditions they will be encouraged to wear appropriate clothing and footwear, and any other equipment deemed necessary to ensure health and safety on the job. Other control options which may need to be considered include:
 - i. Shielding employees and volunteers from the environment;
 - ii. Job rotation and the provision of easy access to warm, dry areas;
 - iii. Alternative locations to where the weather conditions are less severe.

8. WORK AND EVENT CANCELLATION

The experiences presented by wintery conditions can add an extra element of challenge outdoor events. If the weather of the program. However, if the forecast is rain, but no lightning, nor is it deemed to be dangerous to the delivery of the activity then the event will NOT be cancelled.

