

## 1. Purpose

Inclement weather is severe weather conditions that may prevent someone from performing their duties safely. This procedure describes how to manage the risks to Orange Sky employees, volunteers and others who may be exposed to inclement weather conditions and provides guidelines by which decisions will be made to cancel a shift or modify a shift time or duration due to the weather conditions.

## 2. Scope

This procedure applies to all Orange Sky workers (employees and volunteers) throughout Australia and New Zealand and any other persons who are (or are likely to be) directly affected by Orange Sky operations and activities.

## 3. Definitions

**Inclement weather** is abnormal climatic weather conditions: e.g., heat, cold, rain, wind, fog, that prevents workers from undertaking their duties safely.

**UV Index** is defined as; an international system for reporting UVR intensity.

**Heat stress** occurs when your body cannot cool itself enough to maintain a healthy temperature; whether or not it results in adverse effects depends on the level of heat stress and the effectiveness of the body's cooling mechanisms.

**Worker** is a person who carries out work in any capacity (including volunteer work) for a business or organisation.

## 4. Roles and Responsibilities

CEO/SLT	<ul style="list-style-type: none"> <li>To enforce this procedure.</li> <li>Ensure there is a consistent application of this procedure.</li> <li>Ensure systems are in place to monitor the effectiveness of this procedure.</li> <li>Review the performance of this procedure.</li> </ul>
Officers/ Managers	<ul style="list-style-type: none"> <li>To clearly communicate and enforce this procedure.</li> <li>Keep up to date with any severe weather event warnings issued by the Bureau of Meteorology or the MetService.</li> <li>To ensure staff and volunteers are safe after a shift has been cancelled due to inclement weather conditions.</li> </ul>
Service Leaders	<ul style="list-style-type: none"> <li>To clearly communicate and enforce this procedure to volunteer teams.</li> <li>Keep up to date with any severe weather event warnings issued by the Bureau of Meteorology or the MetService.</li> <li>To ensure volunteers are safe after a shift has been cancelled due to weather inclement conditions.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>Support the implementation of this procedure on shift.</li> </ul>

General  
Volunteers /  
All Personnel

- To assess if the weather conditions are 'unsafe' and to follow this procedure, ensuring the safety and well-being of volunteers and friends.
- Adhere to this procedure and follow instructions from your Team Leader on the operation of the shift. To communicate within a timely manner that you have received instructions and acknowledge them if a shift is cancelled prior to the usual commencement time.

## 5. Procedure

### 5.1 General information

Orange Sky is committed to the health, safety and well-being of its workers and friends, therefore, the decision to cancel a shift and or modify a shift's start time or duration due to inclement weather is based on the overall concern for the health and safety of all Orange Sky workers and friends.

In general, it is Orange Sky's practice to continue operations as usual during periods of 'bad' weather, except as noted in this procedure. Unless otherwise directed, all workers are expected to attend shifts at their regular rostered time and to remain on shift throughout the course of their scheduled shift. If a worker believes they cannot commute safely between their home or place of work during periods of 'bad' weather, they should elect not to travel. The employee or volunteer is required to notify their Service Leader or Manager at their earliest convenience before the shift commences.

### 5.2 Inclement weather

Inclement weather is when it's unsafe or unreasonable for a worker to work because of severe weather conditions, including but not limited to the following or any combination thereof:

- Extreme high temperatures.
- Exposure to ultraviolet radiation (UV).
- Rain.
- Hail.
- High winds.
- Severe dust or electrical storm.
- High humidity.
- Snow/ice.

### 5.3 Health and safety risks

Performing activities in inclement weather can cause significant risks to health and safety. These include, but are not limited to:

- Illness such as hyperthermia (heat stress, heatstroke, sunstroke) or hypothermia (low body temperature).
- Aggravation of pre-existing medical and physical illnesses.
- Increased risk of accidents due to hazards associated with inclement weather conditions, slippery roads, falling objects (trees, power lines, etc.), reduced visibility, interrupted communications etc.
- Property or vehicle damage due to high winds, hail storms, falling objects etc.

## 5.4 Identifying inclement weather risks

Prior to starting a shift, an assessment shall be made by the Team Leader or Service Leader to determine if any inclement weather conditions could impact the health and safety of workers rostered on a shift.

### 5.4.1 Accessing weather information

The first place to check is:

- Australia <http://www.bom.gov.au> or download the BOM app on your Android or iPhone; or
- New Zealand <https://www.metservice.com> or download the Metservice app on your Android or iPhone.

## 5.5 Managing inclement weather risks

Orange Sky will not operate a shift (or other activity/event) in the following conditions. Where the following conditions have been identified as part of the pre-shift assessment or occur during a shift, the following actions shall be initiated.

Type of weather	When is it unsafe	Action required
Extreme heat	Heatwave conditions (3 or more consecutive days when the daily maximum temperature is higher than the average maximum temperature by 5 degrees or more and is unusual for the location). Or temperatures that are considered unusually high and the chance of experiencing heat stress is possible.	Pre-shift: cancel shift During shift: cease shift
Extreme cold	A period of unusually cold weather for the region and for the time of year. It may last one or more days.	Pre-shift: cancel shift During shift: cease shift
High winds	When wind or wind gusts exceed 49kph (this is called strong winds) or where there is a risk of wind causing belongings and/or Orange Sky equipment to become airborne projectiles.	Pre-shift: cancel shift During shift: cease shift
Lightning	When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within ten kilometres of you and is dangerous.	Pre-shift: cancel shift if a thunderstorm is forecast to pass within 10km of the shift. During shift: cease shift and seek shelter immediately inside a structure with four walls and a roof or an enclosed vehicle.
Rain	When moderate or heavy rainfall has the potential to impact the safety of a shift, from the possibility of the van becoming bogged or an increase in possible slip hazards on shift.	Pre-shift: cancel shift During shift: monitor, if conditions become hazardous or people are unable to remain dry cease shift.

Flooding	When minor flood levels or greater are recorded that impact or may impact (within the next 12 hours) the shift location and/or volunteers and friends getting to and from shift.	Pre-shift: cancel shift During shift: cease shift
Ice/snow	When ice and snow levels make driving conditions unsafe or create extremely cold temperatures	Pre-shift: cancel shift During shift: cease shift
Natural hazards and possible disasters (bush fire, earthquake, cyclone)	If there is a forecast, prediction or presence of a natural hazard/possible disaster within the next 24 hours	Pre-shift: cancel shift During shift: cease shift

## 6. Supporting Docs

- Safe Operating Guide – Inclement Weather

## 7. Communication and Training

Orange Sky personnel will be trained in the requirements of this procedure. Copies of/access to procedures will be given to all relevant contractors and consultants.

## 8. Records

Records associated with this procedure will be maintained digitally and will be available to Orange Sky personnel upon request.

## 9. Review

This procedure will be reviewed in 12 months time from the issue date and annually thereafter.

## 10. References

- Model Work Health and Safety Act 2011 and Regulations 2011
- Occupational Safety and Health Act 2004 and Regulations 2017 (VIC)
- Occupational Safety and Health Act 1984 and Regulations 1996 (WA)
- Model Code of Practice: Managing the work environment and facilities
- Safe Work Australia Guide for Managing the Risks of Working in Heat
- Safe Work Australia Guide on exposure to solar ultraviolet radiation (UVR)
- Fair Work Ombudsman
- Health and Safety at Work Act 2015
- Health and Safety at Work Regulations 2016
- Guide to working safely in extreme temperatures 2019
- Guide to managing thermal comfort at work 2019