**Workplace Heat Stress Risk Assessment Form**

(Please put a “✓” in the appropriate box.)

Name of organisation/ department:

Location of work:

Description of work:

Number of employees involved:

**Part A: Assessment Section:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment items** | **Yes** | **No** | **Available control measures** |
| **Environmental factors** |
| 1. Do the employees need to work in hot weather or high-temperature environments?
 | □ | □ | * Employees performing light to moderate levels of physical work should be given at least a 10-minute rest break after every 2 hours of work; employees performing heavy to very heavy levels of physical work should be given at least a 15-minute rest break after every 2 hours of work (except for those who have been provided with additional rest time as recommended in Part B of this form, if a Heat Stress at Work Warning is in effect);
* Reschedule outdoor and/or high physically demanding work to cooler periods and/or cooler locations;
* Arrange for employees to work alternately in hotter and cooler environments;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Do the employees need to work outdoor and under direct sunlight?
 | □ | □ | * Set up shelters or sun-blocking covers (such as sunshade / parasol) over the work positions;
* Provide employees with sun protection equipment, such as wide-brimmed hats / safety helmets with neck shades and sun protection sleeves;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Are there any heat sources / heat-generating facilities near the working location?
 | □ | □ | * Set up suitable shield or isolate the heat-generating facilities at the working location;
* Provide employees with personal protective equipment for heat protection and insulation (such as radiant heat protection hood);
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Is there no effective ventilation equipment in the working location with poor natural ventilation?
 | □ | □ | * Use effective ventilation system to increase air flow;
* Use effective exhaust ventilation to remove hot or humid air from the work location;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Does employees’ working location/ work situation require increased air flow or other methods to enhance heat dissipation?
 | □ | □ | * Provide employees with blowers, misting fans or portable fans to enhance heat dissipation;
* Provide cooling vests that contain frozen packs or refrigerating devices;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Work factors** |
| 1. Is the workload of the employees physically demanding?
 | □ | □ | * Provide mechanical aids or measures such as team lifting to minimise employees’ physical exertion and workload (The reduced physical workload to be recorded in Part B of this form);
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Do the employees perform heavy physical work for long periods or at a rapid pace?
 | □ | □ | * Optimise work schedules or arrange job rotations to reduce the workload and work pace for employees (The reduced physical workload to be recorded in Part B of this form);
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Do the employees wear nonbreathable clothing?
 | □ | □ | * Wear thin and breathable clothing;
* Schedule tasks requiring the wearing of non-breathable clothing to cooler periods of the day;
* Provide employees who wear non-breathable protective clothing with cooling vests that contain frozen packs or refrigerating devices to reduce their heat stress;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Personal factors** |
| 1. Do employees face any of the above heat stress risk factors arising from the environment or work?
 | □ | □ | * Inform employees of the relevant risk assessment results and necessary preventive measures;
* Provide employees with information, instruction, training, and supervision on heat-related illnesses;
* Provide employees with sufficient drinking water and arrange for them to have access to it within 10 minutes of walking;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. Are any employees yet to acclimatise/ re-acclimatise to work in hot weather or high-temperature environments?
 | □ | □ | * Arrange suitable work schedules for relevant employees for heat acclimatisation;
* Arrange extra resting time for relevant employees;
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Others** |
| Risk factors:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Control measures:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part B: Assess the hourly rest time required for employees in times of Heat Stress at Work Warnings:**

Employers should refer to the work and rest schedules in **Appendix 4** and record the various factors that can increase or decrease the recommended rest time per hour based on the results in Part A, and then calculate the adjustment of the recommended hourly rest time when Heat Stress at Work Warnings in effect.

|  |  |
| --- | --- |
| **Conditions for reducing rest time** | Adjustment of hourly rest time |
| * Work in indoor environment or set up shading facilities (such as shelter or sun-blocking cover)
 | * -15 mins
 |
| * Provided devices to facilitate heat dissipation (blowers/ misting fans/ portable fan/ cooling vest containing frozen packs or refrigerating devices)
 | * -15 mins
 |
| **Conditions for increasing rest time** |  |
| * Existing heat source/ heat-generating facilities near working location without effective heat shielding or exhaust ventilation for hot air/moisture
 | * +15 mins
 |
| * Poor natural ventilation at the workplace and without effective ventilation equipment
 | * +15 mins
 |
| * Need to wear non-breathable protective clothing
 | * +15 mins
 |
| **Adjustment of rest time** | **Increase/Decrease\*****＿＿＿＿min** |

\* Please delete if inappropriate

|  |
| --- |
| **Rest time corresponding to the physical workload of employees under different Heat Stress at Work Warnings** |
| Employee position:＿＿＿＿＿＿＿＿＿＿＿＿＿Job nature: ＿＿＿＿＿＿＿＿＿＿＿＿＿ |
| Physical workloadcategories#**(Appendix 1)** | Warning levels | Hourly rest time**before adjustment****(Appendix 4)** | Hourly rest time**after adjustment**‡ |
| * Very heavy
* Heavy
* Moderate
* Light
 | **Amber Heat Stress at Work Warning** | \_\_\_\_\_\_min | \_\_\_\_\_\_min |
| **Red Heat Stress at****Work Warning** | \_\_\_\_\_\_min | \_\_\_\_\_\_min |
| **Black Heat Stress at Work Warning** | \_\_\_\_\_\_min | \_\_\_\_\_\_min |
| Are the employees unacclimatised / required to re-acclimatise to work in hot environments? | * Yes: Additional 15-minute rest time per hour to be given to relevant employees (based on the adjusted hourly rest time above)
 |
| * No
 |

# The physical workload after implementation of measures such as using mechanical aids or adjusting work schedule and work arrangements to reduce physical demand.

‡ If the adjusted hourly rest time is zero or negative, the employer should still arrange for the employees to rest for 10 to 15 minutes every two hours of work in accordance with paragraph 4.7.1.

**Part C: Follow-up Items:**

Follow-up actions of possible control measures that identified in the risk assessment but not yet implemented/completed are as follows:

|  |  |  |
| --- | --- | --- |
| **Assessment item / Number** | **Corresponding control measures** | **Expected date of completion** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note: If the implementation of above corresponding control measures changes the adjusted rest time for employees, their employer should update this risk assessment form.

**Part D: Emergency Response Plan:**

Employers /responsible persons should take the following emergency response measures to ensure that employees working in hot environments receive timely support and/or assistance:

|  |  |
| --- | --- |
| **Emergency response measures** | **Remarks** |
|  |  |
|  |  |
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**Part E: Assessment Record-keeping:**

Employers should keep a record of this assessment, explain the assessment results to employees and provide appropriate instructions to ensure that employees take appropriate rest breaks per hour according to the assessment results when the Heat Stress at Work Warning is in effect and minimize heat stress at work.

 Assessor’s signature:

 Assessor’s name:

 Assessor’s position:

 Assessment date: