



Hot Weather Policy

1. Scope:

The Tailem Bend Community Centre Incorporated (TBCC) has developed this policy to provide guidance to employees, volunteers, contractors and visitors in the event of declared Hot Weather or Catastrophic Fire Danger days.

This policy applies to all employees, volunteers, contractors and visitors of TBCC.

2. Purpose:

The purpose of this document is to provide an overview for the operations of the TBCC on a day of hot weather or catastrophic fire danger rating.

3. Definitions:

- 3.1 *Hot Weather Day* refers to a day when the weather forecast to be 35 degrees or above on the night before
- 3.2 *Catastrophic Fire Danger Day* refers to highest possible fire danger rating as declared by the CFS

4. Policy:

4.1 In the event of a Hot Weather Day being announced

- All classes or activities held or conducted by TBCC in non-air-conditioned areas will be cancelled.
- In the event of a power failure any classes or activities held or conducted in air- conditioned areas will be cancelled immediately.

4.2 In the event of a Catastrophic Fire Danger Day being declared in the Murraylands Fire Danger Region

- 4.2.1 All employees shall not attend for work unless specifically requested by the CO for emergency management purposes
- 4.2.2 Any classes, meetings, support groups activities and/or luncheons will be cancelled.
- 4.2.3 Special exemptions for organisations with existing bookings to hire the TBCC's facilities may be made following discussions with TBCC Coordinator.
- 4.2.4 Volunteers will not be engaged to perform duties on the TBCC's behalf.
- 4.2.5 Contractors will not be engaged to perform duties on the TBCC's behalf.
- 4.2.6 Key holders of the TBCC will be allowed access to the building at their own risk but the Coordinator shall be informed prior to the person arriving at the building and again when they leave.
- 4.2.7 In the event of a Catastrophic Fire Danger Day being declared in any other Fire Danger Region where a TBCC class or activity or TBCC employees or volunteers are required to travel through or within, all such classes or activities shall be cancelled

5. Responsibilities:

It is the responsibility of the TBCC Board through the Coordinator to ensure that:

- 5.1 Weather conditions are monitored and appropriate personnel are advised when hot weather or a catastrophic declaration are made
- 5.2 Appropriate fire prevention measures are taken to protect the TBCC as best as possible
- 5.3 Employees, volunteers, contractors and visitors requesting information regarding fire safety are directed both to this policy and to follow the Country Fire Service's advice as follows: Monitor bushfire 'Watch & Act' and 'Emergency Warning' messages through local ABC radio (891 AM) and FIVE AA as well as the CFS website www.cfs.gov.au and Bushfire Information Hotline on 1300 362 361.

Date first formulated	October 2015 <i>(incorporating previous Inclement Weather /Catastrophic Fire Danger Policy adopted by board 18/2/2010)</i>	
Dates approved by Board	V1	June 2016
Next Review Date	June 2019	
Related Documents	Risk Management Policy Work Health & Safety Policy SafeWork SA Working in Heat www.safework.sa.gov.au	
Legislation	Work Health and Safety Act 2012 (SA) Occupational Health, Safety and Welfare Regulations, 2010 (SA)	
Signed on behalf of TBCC Board of Management by:		
Name: Lorraine Cresp		
Position held: Chairperson		
		Signature: 