

# Appendix 2

## Workplace Heat Stress Risk Assessment Form (Template)

(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
<b>Environmental factors</b>			
1. Do the employees need to work in hot weather or high-temperature environments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Reschedule outdoor and/or high physically demanding work to cooler periods and/or cooler locations; <input type="checkbox"/> Arrange for employees to work alternately in hotter and cooler environments; <input type="checkbox"/> Others: _____ _____
2. Do the employees need to work outdoor and under direct sunlight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Set up shelters or sun-blocking covers (such as sunshade / parasol) over the work positions; <input type="checkbox"/> Provide employees with sun protection equipment, such as wide-brimmed hats / safety helmets with neck shades and sun protection sleeves; <input type="checkbox"/> Others: _____ _____
3. Are there any heat sources / heat-generating facilities near the working location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Set up suitable shield or isolate the heat-generating facilities at the working location; <input type="checkbox"/> Provide employees with personal protective equipment for heat protection and insulation (such as radiant heat protection hood); <input type="checkbox"/> Others: _____ _____
4. Is there no effective ventilation equipment in the working location with poor natural ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Use effective ventilation system to increase air flow; <input type="checkbox"/> Use effective exhaust ventilation to remove hot or humid air from the work location; <input type="checkbox"/> Others: _____ _____
5. Does employees' working location/ work situation require increased air flow or other methods to enhance heat dissipation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide employees with blowers, misting fans or portable fans to enhance heat dissipation; <input type="checkbox"/> Provide cooling vests that contain frozen packs or refrigerating devices; <input type="checkbox"/> Others: _____ _____

<b>Work factors</b>			
6. Is the workload of the employees physically demanding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
7. Do the employees perform heavy physical work for long periods or at a rapid pace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
8. Do the employees wear non-breathable clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Wear thin and breathable clothing; <input type="checkbox"/> Schedule tasks requiring the wearing of non-breathable clothing to cooler periods of the day; <input type="checkbox"/> Provide employees who wear non-breathable protective clothing with cooling vests that contain frozen packs or refrigerating devices to reduce their heat stress; <input type="checkbox"/> Others: _____ _____
<b>Personal factors</b>			
9. Do employees face any of the above heat stress risk factors arising from the environment or work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Inform employees of the relevant risk assessment results and necessary preventive measures; <input type="checkbox"/> Provide employees with information, instruction, training, and supervision on heat-related illnesses; <input type="checkbox"/> Provide employees with sufficient drinking water and arrange for them to have access to it within 10 minutes of walking; <input type="checkbox"/> Others: _____ _____
10. Are any employees yet to acclimatise/ re-acclimatise to work in hot weather or high-temperature environments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Arrange suitable work schedules for relevant employees for heat acclimatisation; <input type="checkbox"/> Arrange extra resting time for relevant employees; <input type="checkbox"/> Others: _____ _____
<b>Others</b>			
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
<input type="checkbox"/> Work in indoor environment or set up shading facilities (such as shelter or sun-blocking cover)	<input type="checkbox"/> -15 mins
<input type="checkbox"/> Provided devices to facilitate heat dissipation (blowers/ misting fans/ portable fan/ cooling vest containing frozen packs or refrigerating devices)	<input type="checkbox"/> -15 mins
Conditions for increasing rest time	
<input type="checkbox"/> Existing heat source/ heat-generating facilities near the working location without effective heat shielding or exhaust ventilation for hot air/moisture	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Poor natural ventilation at the workplace and without effective ventilation equipment	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Need to wear non-breathable protective clothing	<input type="checkbox"/> +15 mins
<b>Adjustment of rest time</b>	<b>Increase/Decrease*</b> _____ 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 workload categories # (Appendix 1)	Warning levels	Hourly rest time before adjustment (Appendix 4)	Hourly rest time after adjustment ‡
<input type="checkbox"/> Very heavy <input type="checkbox"/> Heavy <input type="checkbox"/> Moderate <input type="checkbox"/> Light	<b>Amber Heat Stress at Work Warning</b>	_____ min	_____ min
	<b>Red Heat Stress at Work Warning</b>	_____ min	_____ min
	<b>Black Heat Stress at Work Warning</b>	_____ min	_____ min
Are the employees <b>unacclimatised / required to re-acclimatise</b> to work in hot environments?		<input type="checkbox"/> Yes: <b>Additional 15-minute rest time per hour</b> to be given to relevant employees (based on the adjusted hourly rest time above) <input type="checkbox"/> 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

### 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 minimise heat stress at work.

Assessor's signature: \_\_\_\_\_

Assessor's name: \_\_\_\_\_

Assessor's position: \_\_\_\_\_

Assessment date: \_\_\_\_\_

# Appendix 3

## Workplace Heat Stress Risk Assessment Form (example 1)

(Please put a "✓" in the appropriate box.)

Name of organisation/ department: XXX Cleaning Company Limited  
 Location of work: Street of Central and Western District  
 Description of work: Street cleaning (street sweeping and picking up litter)  
 Number of employees involved: 20

### Part A: Assessment Section:

Assessment items	Yes	No	Available control measures
<b>Environmental factors</b>			
1. Do the employees need to work in hot weather or high-temperature environments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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); <input type="checkbox"/> Reschedule outdoor and/or high physically demanding work to cooler periods and/or cooler locations; <input type="checkbox"/> Arrange for employees to work alternately in hotter and cooler environments; <input checked="" type="checkbox"/> Others: <u>Arrange cleaning work on slopes and staircases in early morning</u>
2. Do the employees need to work outdoor and under direct sunlight?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Set up shelters or sun-blocking covers (such as sunshade / parasol) over the work positions; <input checked="" type="checkbox"/> Provide employees with sun protection equipment, such as wide-brimmed hats / safety helmets with neck shades and sun protection sleeves; <input type="checkbox"/> Others: _____
3. Are there any heat sources / heat-generating facilities near the working location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Set up suitable shield or isolate the heat-generating facilities at the working location; <input type="checkbox"/> Provide employees with personal protective equipment for heat protection and insulation (such as radiant heat protection hood); <input type="checkbox"/> Others: _____
4. Is there no effective ventilation equipment in the working location with poor natural ventilation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Use effective ventilation system to increase air flow; <input type="checkbox"/> Use effective exhaust ventilation to remove hot or humid air from the work location; <input type="checkbox"/> Others: _____
5. Does employees' working location/ work situation require increased air flow or other methods to enhance heat dissipation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Provide employees with blowers, misting fans or portable fans to enhance heat dissipation; <input type="checkbox"/> Provide cooling vests that contain frozen packs or refrigerating devices; <input type="checkbox"/> Others: _____

<b>Work factors</b>			
6. Is the workload of the employees physically demanding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input checked="" type="checkbox"/> Others: <u>Provide hand truck to reduce physical exertion required.</u> _____
7. Do the employees perform heavy physical work for long periods or at a rapid pace?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
8. Do the employees wear non-breathable clothing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Wear thin and breathable clothing; <input type="checkbox"/> Schedule tasks requiring the wearing of non-breathable clothing to cooler periods of the day; <input type="checkbox"/> Provide employees who wear non-breathable protective clothing with cooling vests that contain frozen packs or refrigerating devices to reduce their heat stress; <input type="checkbox"/> Others: _____ _____
<b>Personal factors</b>			
9. Do employees face any of the above heat stress risk factors arising from the environment or work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Inform employees the risk assessment results and relevant necessary preventive measures; <input checked="" type="checkbox"/> Provide employees with information, instruction, training, and supervision on heat-related illnesses; <input type="checkbox"/> Provide employees with sufficient drinking water and arrange for them to have access to it within 10 minutes of walking; <input checked="" type="checkbox"/> Others: <u>Instruct employees to fill up water bottles inside the station before work commences and seek assistance from the supervisor if needed.</u> _____
10. Are any employees yet to acclimatise/ re-acclimatise to work in hot weather or high-temperature environments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Arrange suitable work schedules for relevant employees for heat acclimatisation; <input type="checkbox"/> Arrange extra resting time for relevant employees; <input type="checkbox"/> Others: _____ _____
<b>Others</b>			
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
<input type="checkbox"/> Work in indoor environment or set up shading facilities (such as shelter or sun-blocking cover)	<input type="checkbox"/> -15 mins
<input checked="" type="checkbox"/> Provided devices to facilitate heat dissipation (blowers/ misting fans/ portable fan/ cooling vest containing frozen packs or refrigerating devices)	<input checked="" type="checkbox"/> -15 mins
Conditions for increasing rest time	
<input type="checkbox"/> Existing heat source/ heat-generating facilities near the working location without effective heat shielding or exhaust ventilation for hot air/moisture	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Poor natural ventilation at the workplace and without effective ventilation equipment	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Need to wear non-breathable protective clothing	<input type="checkbox"/> +15 mins
<b>Adjustment of rest time</b>	<b>Increase/Decrease*</b> <u>  15  </u> min

\* Please delete if inappropriate

Rest time corresponding to the physical workload of employees under different Heat Stress at Work Warnings			
Employee position: <u>Cleaning Worker</u>			
Job nature: <u>Street cleaning (street sweeping and picking up litter)</u>			
Physical workload categories # (Appendix 1)	Warning levels	Hourly rest time before adjustment (Appendix 4)	Hourly rest time after adjustment ‡
<input type="checkbox"/> Very heavy	<b>Amber Heat Stress at Work Warning</b>	<u>  15  </u> min	<u>  0  </u> min
<input type="checkbox"/> Heavy	<b>Red Heat Stress at Work Warning</b>	<u>  30  </u> min	<u>  15  </u> min
<input checked="" type="checkbox"/> Moderate	<b>Black Heat Stress at Work Warning</b>	<u>  45  </u> min	<u>  30  </u> min
<input type="checkbox"/> Light			
Are the employees <b>unacclimatised / required to re-acclimatise</b> to work in hot environments?		<input type="checkbox"/> Yes: <b>Additional 15-minute rest time per hour</b> to be given to relevant employees (based on the adjusted hourly rest time above)	
		<input checked="" type="checkbox"/> 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
1	- Arrange cleaning work on slopes and staircases in early morning	Implemented
2	- Provide employees with wide brim hats	Implemented
5	- Provide employees with portable fans	Implemented
6	- Provide hand truck	Implemented
9	- Inform employees of the relevant risk assessment results and necessary preventive measures - Provide employees with information, instruction, training, and supervision on heat-related illnesses - Instruct employees to fill up water bottles inside the station before work commences and seek assistance from the supervisor if needed	2 April, 2023

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
An employee is experiencing dizziness or similar symptoms	Contact ambulance depot
Employees express the need for more drinking water in hot weather	Deliver water to the working location

### 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 minimise heat stress at work.

Assessor's signature: XXX

Assessor's name: CHAN Tai-man

Assessor's position: Project Manager

Assessment date: 1 April, 2023

## Workplace Heat Stress Risk Assessment Form (example 2)

(Please put a "✓" in the appropriate box.)

Name of organisation/ department: XXX Cleaning Company Limited

Location of work: AA Court (Block 1 to 12, 30 floors each)

Description of work: Using a 660L bin to collect and transport garbage twice a day (am & pm)

Number of employees involved: 12

### Part A: Assessment Section:

Assessment items	Yes	No	Available control measures
<b>Environmental factors</b>			
1. Do the employees need to work in hot weather or high-temperature environments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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); <input checked="" type="checkbox"/> Reschedule outdoor and/or high physically demanding work to cooler periods and/or cooler locations; <input type="checkbox"/> Arrange for employees to work alternately in hotter and cooler environments; <input type="checkbox"/> Others: _____ _____
2. Do the employees need to work outdoor and under direct sunlight?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Set up shelters or sun-blocking covers (such as sunshade / parasol) over the work positions; <input type="checkbox"/> Provide employees with sun protection equipment, such as wide-brimmed hats / safety helmets with neck shades and sun protection sleeves; <input type="checkbox"/> Others: _____ _____
3. Are there any heat sources / heat-generating facilities near the working location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Set up suitable shield or isolate the heat-generating facilities at the working location; <input type="checkbox"/> Provide employees with personal protective equipment for heat protection and insulation (such as radiant heat protection hood); <input type="checkbox"/> Others: _____ _____
4. Is there no effective ventilation equipment in the working location with poor natural ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Use effective ventilation system to increase air flow; <input type="checkbox"/> Use effective exhaust ventilation to remove hot or humid air from the work location; <input type="checkbox"/> Others: _____ _____
5. Does employees' working location/ work situation require increased air flow or other methods to enhance heat dissipation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Provide employees with blowers, misting fans or portable fans to enhance heat dissipation; <input type="checkbox"/> Provide cooling vests that contain frozen packs or refrigerating devices; <input type="checkbox"/> Others: _____ _____

<b>Work factors</b>			
6. Is the workload of the employees physically demanding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input checked="" type="checkbox"/> Others: <u>Regular inspections and maintenance of the 660L bins to ensure the smooth operation of the wheels.</u>
7. Do the employees perform heavy physical work for long periods or at a rapid pace?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
8. Do the employees wear non-breathable clothing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Wear thin and breathable clothing; <input type="checkbox"/> Schedule tasks requiring the wearing of non-breathable clothing to cooler periods of the day; <input type="checkbox"/> Provide employees who wear non-breathable protective clothing with cooling vests that contain frozen packs or refrigerating devices to reduce their heat stress; <input type="checkbox"/> Others: _____ _____
<b>Personal factors</b>			
9. Do employees face any of the above heat stress risk factors arising from the environment or work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Inform employees the risk assessment results and relevant necessary preventive measures; <input checked="" type="checkbox"/> Provide employees with information, instruction, training, and supervision on heat-related illnesses; <input checked="" type="checkbox"/> Provide employees with sufficient drinking water and arrange for them to have access to it within 10 minutes of walking; <input type="checkbox"/> Others: _____ _____ _____
10. Are any employees yet to acclimatise/ re-acclimatise to work in hot weather or high-temperature environments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Arrange suitable work schedules for relevant employees for heat acclimatisation; <input type="checkbox"/> Arrange extra resting time for relevant employees; <input type="checkbox"/> Others: _____ _____
<b>Others</b>			
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
<input checked="" type="checkbox"/> Work in indoor environment or set up shading facilities (such as shelter or sun-blocking cover)	<input checked="" type="checkbox"/> -15 mins
<input checked="" type="checkbox"/> Provided devices to facilitate heat dissipation (blowers/ misting fans/ portable fan/ cooling vest containing frozen packs or refrigerating devices)	<input checked="" type="checkbox"/> -15 mins
Conditions for increasing rest time	
<input type="checkbox"/> Existing heat source/ heat-generating facilities near the working location without effective heat shielding or exhaust ventilation for hot air/moisture	<input type="checkbox"/> +15 mins
<input checked="" type="checkbox"/> Poor natural ventilation at the workplace and without effective ventilation equipment	<input checked="" type="checkbox"/> +15 mins
<input type="checkbox"/> Need to wear non-breathable protective clothing	<input type="checkbox"/> +15 mins
<b>Adjustment of rest time</b>	<b>Increase/Decrease*</b> <u>  15  </u> min

\* Please delete if inappropriate

Rest time corresponding to the physical workload of employees under different Heat Stress at Work Warnings			
Employee position: <u>Cleaning Worker</u>			
Job nature: <u>Collection of garbage in the estate</u>			
Physical workload categories # (Appendix 1)	Warning levels	Hourly rest time before adjustment (Appendix 4)	Hourly rest time after adjustment ‡
<input type="checkbox"/> Very heavy	<b>Amber Heat Stress at Work Warning</b>	<u>  15  </u> min	<u>  0  </u> min
<input type="checkbox"/> Heavy	<b>Red Heat Stress at Work Warning</b>	<u>  30  </u> min	<u>  15  </u> min
<input checked="" type="checkbox"/> Moderate	<b>Black Heat Stress at Work Warning</b>	<u>  45  </u> min	<u>  30  </u> min
<input type="checkbox"/> Light			
Are the employees <b>unacclimatised / required to re-acclimatise</b> to work in hot environments?		<input type="checkbox"/> Yes: <b>Additional 15-minute rest time per hour</b> to be given to relevant employees (based on the adjusted hourly rest time above)	
		<input checked="" type="checkbox"/> 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
5	- Provide employees with portable fans	Implemented
6	- Regular inspections and maintenance of the 660L bin to ensure the smooth operation of the wheels	15 April, 2023
9	- Inform employees of the relevant risk assessment results and necessary preventive measures - Provide employees with information, instruction, training, and supervision on heat-related illnesses - Advise employees to take sufficient drinking water at the depot and bring along for outdoor work; also advise them to inform supervisor when needed	15 April, 2023

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
An employee is experiencing dizziness, headache, nausea or similar symptoms	Contact ambulance depot

### 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 minimise heat stress at work.

Assessor's signature: XXX

Assessor's name: CHAN Tai-man

Assessor's position: Project Manager

Assessment date: 1 April, 2023

## Workplace Heat Stress Risk Assessment Form (example 3)

(Please put a "✓" in the appropriate box.)

Name of organisation/ department: ABC Construction Company Limited

Location of work: Public housing development construction site at Lot 1104

Description of work: Rebar fixing of bar bender at roof slab

Number of employees involved: 20

### Part A: Assessment Section:

Assessment items	Yes	No	Available control measures
<b>Environmental factors</b>			
1. Do the employees need to work in hot weather or high-temperature environments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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); <input type="checkbox"/> Reschedule outdoor and/or high physically demanding work to cooler periods and/or cooler locations; <input type="checkbox"/> Arrange for employees to work alternately in hotter and cooler environments; <input type="checkbox"/> Others: _____ _____
2. Do the employees need to work outdoor and under direct sunlight?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Set up shelters or sun-blocking covers (such as sunshade / parasol) over the work positions; <input checked="" type="checkbox"/> Provide employees with sun protection equipment, such as wide-brimmed hats / safety helmets with neck shades and sun protection sleeves; <input type="checkbox"/> Others: _____ _____
3. Are there any heat sources / heat-generating facilities near the working location?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Set up suitable shield or isolate the heat-generating facilities at the working location; <input type="checkbox"/> Provide employees with personal protective equipment for heat protection and insulation (such as radiant heat protection hood); <input type="checkbox"/> Others: _____ _____
4. Is there no effective ventilation equipment in the working location with poor natural ventilation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Use effective ventilation system to increase air flow; <input type="checkbox"/> Use effective exhaust ventilation to remove hot or humid air from the work location; <input type="checkbox"/> Others: _____ _____
5. Does employees' working location/ work situation require increased air flow or other methods to enhance heat dissipation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Provide employees with blowers, misting fans or portable fans to enhance heat dissipation; <input type="checkbox"/> Provide cooling vests that contain frozen packs or refrigerating devices; <input type="checkbox"/> Others: _____ _____

<b>Work factors</b>			
6. Is the workload of the employees physically demanding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
7. Do the employees perform heavy physical work for long periods or at a rapid pace?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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); <input type="checkbox"/> Others: _____ _____
8. Do the employees wear non-breathable clothing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Wear thin and breathable clothing; <input type="checkbox"/> Schedule tasks requiring the wearing of non-breathable clothing to cooler periods of the day; <input type="checkbox"/> Provide employees who wear non-breathable protective clothing with cooling vests that contain frozen packs or refrigerating devices to reduce their heat stress; <input type="checkbox"/> Others: _____ _____
<b>Personal factors</b>			
9. Do employees face any of the above heat stress risk factors arising from the environment or work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Inform employees of the relevant risk assessment results and necessary preventive measures; <input checked="" type="checkbox"/> Provide employees with information, instruction, training, and supervision on heat-related illnesses; <input checked="" type="checkbox"/> Provide employees with sufficient drinking water and arrange for them to have access to it within 10 minutes of walking; <input type="checkbox"/> Others: _____ _____ _____
10. Are any employees yet to acclimatise/ re-acclimatise to work in hot weather or high-temperature environments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Arrange suitable work schedules for relevant employees for heat acclimatisation; <input checked="" type="checkbox"/> Arrange extra resting time for relevant employees; <input type="checkbox"/> Others: _____ _____
<b>Others</b>			
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
<input checked="" type="checkbox"/> Work in indoor environment or set up shading facilities (such as shelter or sun-blocking cover)	<input checked="" type="checkbox"/> -15 mins
<input checked="" type="checkbox"/> Provided devices to facilitate heat dissipation (blowers/ misting fans/ portable fan/ cooling vest containing frozen packs or refrigerating devices)	<input checked="" type="checkbox"/> -15 mins
Conditions for increasing rest time	
<input type="checkbox"/> Existing heat source/ heat-generating facilities near the working location without effective heat shielding or exhaust ventilation for hot air/moisture	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Poor natural ventilation at the workplace and without effective ventilation equipment	<input type="checkbox"/> +15 mins
<input type="checkbox"/> Need to wear non-breathable protective clothing	<input type="checkbox"/> +15 mins
<b>Adjustment of rest time</b>	<b>Increase/Decrease*</b> <u>  30  </u> min

\* Please delete if inappropriate

Rest time corresponding to the physical workload of employees under different Heat Stress at Work Warnings			
Employee position: <u>Bar Bender</u>			
Job nature: <u>Rebar Fixing at roof slab</u>			
Physical workload categories # (Appendix 1)	Warning levels	Hourly rest time before adjustment (Appendix 4)	Hourly rest time after adjustment ‡
<input checked="" type="checkbox"/> Very heavy	<b>Amber Heat Stress at Work Warning</b>	<u>  45  </u> min	<u>  15  </u> min
<input type="checkbox"/> Heavy	<b>Red Heat Stress at Work Warning</b>	<u>  60  </u> min	<u>  30  </u> min
<input type="checkbox"/> Moderate	<b>Black Heat Stress at Work Warning</b>	<u>60+15##</u> min	<u>  45  </u> min
<input type="checkbox"/> Light			
Are the employees <b>unacclimatised / required to re-acclimatise</b> to work in hot environments?		<input checked="" type="checkbox"/> Yes: <b>Additional 15-minute rest time per hour</b> to be given to relevant employees (based on the adjusted hourly rest time above) <input type="checkbox"/> No	

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

## The 15 mins rest break adjustment considers the difference of work between a very heavy and heavy workload in times of the Black Heat Stress at Work Warning.

‡ 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
2	- Set up shelters / sun-blocking covers over the work positions	Immediate
2	- Provide sun protection equipment	10 April, 2023
5	- Provide air blowers - Provide with every worker a portable fan - Provide spare batteries and charging facilities for the portable fans	Implemented
6	- Provide mechanical aids to reduce the carrying load and distance	Immediate
7	- Rotate work among different employees	Immediate
8	- Provide dry-fit work clothes	Implemented
9	- Inform employees of the relevant risk assessment results and necessary preventive measures - Provide employees with information, instruction and training on heat stroke prevention - Introduce the locations on drinking water facilities in the worksite	Implemented & induction training
9	- Remind heat stroke preventive measures during tool-box meeting	10 April, 2023 & repeat on hot days
9	- Provide employees with potable water and shelter in roof slap for easy replenishment of water - Provide cool drinking water at workers' resting zones	Immediate
9	- Ensure sufficient drinking water in the worksite during working hours of the workers	On-going
10	- Arrange work schedules for relevant employees for heat acclimatisation	Immediate

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
All workers are informed of how to notify their supervisor and should be able to seek immediate help if they feel unwell.	
If a worker is experiencing symptoms of heat-related illness, first check the alertness of the affected worker, then move him to a shaded area and help him lowering body temperature	Arrange on-site personnel with first aid knowledge and arrange regular drills
If a worker is not fully conscious, call ambulance and provide necessary assistance to the ambulancemen	

### 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 minimise heat stress at work.

Assessor's signature: XXX

Assessor's name: CHAN Tai-man

Assessor's position: Safety Officer

Assessment date: 1 April, 2023