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Hot-Season Summer Readiness Worklist

For regional Queensland small and medium-sized businesses

Use this worklist before the hot season begins. Review it regularly during extreme heat, bushfire risk or supply disruption. Record who owns each item, any action still needed, and the date of the next review.

This worklist supports preparation. It does not replace workplace health and safety duties, emergency plans, official warnings or site-specific risk assessments.

Business details

Business		**Site or region**	
Checklist owner		**Review date**	
Next review		**Emergency contact**	
Alternative contact		**Key supplier**	
Nearest medical facility			

Quick action triggers

Set local decision-makers and use current official warnings and site conditions when applying these triggers.

Trigger	Immediate action	Decision-maker
Very hot conditions	Review work hours, hydration, shade and supervision	
Heatwave warning	Reassess outdoor and high-effort work	
High fire danger	Review travel, field work and site access	
Total fire ban	Follow restrictions and suspend prohibited activities	
Smoke or poor air quality	Limit exposure and review outdoor work	
Road closure or supplier disruption	Activate alternative route or supplier	
Power or water interruption	Activate continuity arrangements	

Status key: leave blank if not started; record “In progress”, “Done” or “N/A” in the owner / status column. Transfer outstanding work to the action register at the end.

1. Business exposure

Done	Check / action	Owner / status
☐	Identify the activities most affected by heat, drought, bushfires or smoke.	
☐	List critical sites, facilities, equipment, suppliers and customers.	
☐	Identify tasks that require outdoor work, heavy physical effort, travel or machinery operation.	
☐	Determine which services must continue during disruption.	
☐	Identify tasks that can be delayed, rescheduled, relocated or completed remotely.	
☐	Nominate a person responsible for monitoring conditions and coordinating responses.	

2. Weather monitoring

Done	Check / action	Owner / status
☐	Check Bureau of Meteorology forecasts, warnings and heatwave information.	
☐	Monitor local fire danger ratings and total fire ban declarations.	
☐	Identify the reliable source for road closure and emergency information.	
☐	Set clear internal trigger points for changing work arrangements.	
☐	Brief workers on how alerts will be communicated.	
☐	Check conditions in the locations where work will occur, not only at the main office.	

3. Heat stress and worker safety

Done	Check / action	Owner / status
☐	Identify workers exposed to heat, direct sun, humidity, heavy clothing or physical effort.	
☐	Review work and rest arrangements for hot conditions.	
☐	Schedule high-risk or physically demanding tasks during cooler periods where possible.	
☐	Provide cool drinking water close to the work area.	
☐	Provide shade, air movement, cooling areas or air-conditioned recovery spaces.	
☐	Allow additional time for tasks where heat reduces work capacity.	

Done	Check / action	Owner / status
☐	Train workers to recognise heat exhaustion and heat stroke.	
☐	Establish a process for checking workers who work alone or remotely.	
☐	Consider new workers, workers returning from leave and anyone not acclimatised to hot conditions.	
☐	Review emergency arrangements for contacting medical assistance.	

4. Bushfire and smoke readiness

Done	Check / action	Owner / status
☐	Check whether the workplace is in or near a bushfire-prone area.	
☐	Review evacuation routes and identify alternative routes.	
☐	Confirm the location of assembly points.	
☐	Keep accessways, exits and emergency routes clear.	
☐	Confirm how the business will respond to smoke, poor visibility or poor air quality.	
☐	Identify when outdoor work or travel will be suspended.	
☐	Maintain current contact details for workers, emergency services, landlords and key suppliers.	
☐	Keep essential documents and operational information backed up securely.	
☐	Confirm arrangements for protecting or shutting down critical equipment.	
☐	Check insurance coverage and understand notification requirements.	

5. Travel and field work

Done	Check / action	Owner / status
☐	Review planned travel during periods of high heat or elevated fire danger.	
☐	Confirm vehicles are roadworthy and appropriately equipped.	
☐	Check tyres, coolant, battery, air conditioning and recovery equipment.	
☐	Carry sufficient water, communication equipment and emergency supplies.	
☐	Confirm workers know the planned route and check-in requirements.	
☐	Identify locations where workers can refuel, cool down or shelter.	

Done	Check / action	Owner / status
☐	Avoid sending workers into areas affected by fire, smoke, road closures or official warnings.	
☐	Establish who can approve travel cancellation or postponement.	

6. Water, power and essential supplies

Done	Check / action	Owner / status
☐	Review water requirements for people, operations, cleaning and emergency response.	
☐	Identify backup arrangements if water becomes unavailable or restricted.	
☐	Check generator availability, fuel and safe operating procedures.	
☐	Identify equipment vulnerable to overheating or power interruption.	
☐	Clean and maintain cooling, ventilation and refrigeration systems.	
☐	Confirm backup arrangements for communications and internet access.	
☐	Maintain suitable stock levels of critical materials, fuel, personal protective equipment and first-aid supplies.	
☐	Review supplier lead times and identify alternative suppliers.	
☐	Confirm storage conditions for heat-sensitive products, chemicals or materials.	

7. Supply chain and customers

Done	Check / action	Owner / status
☐	Identify single-source suppliers and critical dependencies.	
☐	Ask key suppliers about their summer disruption plans.	
☐	Confirm alternative suppliers, transport routes and delivery arrangements.	
☐	Increase lead times for materials that may be affected by heat, fire or road closures.	
☐	Communicate possible delays to customers before they become urgent.	
☐	Identify priority customers and critical service commitments.	
☐	Review contract obligations, delay provisions and communication requirements.	
☐	Document decisions when weather conditions affect service delivery.	

8. Communication

Done	Check / action	Owner / status
☐	Prepare a short internal message for heat, bushfire and smoke-related disruptions.	
☐	Confirm who can issue instructions to workers.	
☐	Keep contact details current.	
☐	Establish a regular check-in process during severe conditions.	
☐	Tell workers how to report unsafe conditions or symptoms.	
☐	Communicate changes to customers, suppliers and contractors promptly.	
☐	Avoid relying on one communication channel.	
☐	Keep a record of warnings, decisions and actions taken.	

9. Financial and business continuity planning

Done	Check / action	Owner / status
☐	Estimate the financial effect of one day, three days and one week of disruption.	
☐	Identify essential expenses that must continue.	
☐	Review cash reserves and access to emergency funding.	
☐	Check insurance policies for property damage, business interruption and equipment failure.	
☐	Identify minimum staffing levels for critical activities.	
☐	Prepare a plan for temporary relocation, remote work or reduced operations.	
☐	Identify activities that can be paused without creating greater risk.	
☐	Record key decisions and lessons after each significant event.	

10. Contractor and visitor management

Done	Check / action	Owner / status
☐	Confirm contractors understand site heat, fire and emergency procedures.	
☐	Include hot-season risks in inductions and pre-start meetings.	
☐	Check whether contractors have suitable vehicles, water and communication equipment.	

Done	Check / action	Owner / status
☐	Confirm who is responsible for stopping contractor work.	
☐	Make sure visitors know evacuation and shelter arrangements.	
☐	Review whether contractor schedules should change during extreme conditions.	

11. Before the season starts

Done	Check / action	Owner / status
☐	Complete a hot-season risk assessment.	
☐	Test emergency contacts and communication channels.	
☐	Inspect first-aid kits, fire equipment and emergency supplies.	
☐	Service air conditioning, ventilation, refrigeration and cooling equipment.	
☐	Check vehicles and mobile equipment.	
☐	Review worker training and refresh procedures.	
☐	Confirm supplier and customer contact details.	
☐	Brief the management team on trigger points and responsibilities.	
☐	Save a copy of the checklist where workers can access it.	

12. During a heatwave, fire warning or major disruption

Done	Check / action	Owner / status
☐	Check official warnings and local conditions.	
☐	Reassess whether planned work can proceed safely.	
☐	Apply work-rest and hydration controls.	
☐	Delay, relocate or suspend higher-risk activities where necessary.	
☐	Check on workers, especially those working alone or in remote areas.	
☐	Confirm supply, transport and customer impacts.	
☐	Communicate changes early.	
☐	Record actions, incidents, delays and additional costs.	
☐	Escalate emergencies through 000 and follow official emergency instructions.	

Action register

List incomplete items and event-specific actions. Add rows as needed.

Action / decision	Owner	Due date	Status

Review record

Reviewed by		**Date**	
Changes communicated to		**Next review**	

This worklist supports preparation. It does not replace workplace health and safety duties, emergency plans, official warnings or site-specific risk assessments.

Reach out to Aethiro at solutions@aethiro.com for readiness support and help identifying how adverse weather and climate risks could affect your sites and operations.

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