

Who must comply with this procedure?	
All Monash Health Managers, staff and volunteers.	
This procedure applies in the following setting:	
This procedure is applicable to all Monash Health staff and volunteers that conduct off site client visits in the community and Managers and staff that are involved in managing the potential impact of an adverse event on hospital facilities	
Equipment	
Vehicle radio	
Mobile phone	
Water for hydration	
Initiate this procedure when an adverse weather alert is received from Department of Health and Human Services or other authority	
Executive Incident Commander	<ul style="list-style-type: none"> • Receives notification of adverse weather alert. • Notifies relevant Site/Program Incident Commanders of impending adverse weather and directs them to implement appropriate strategies.
Site/Program Incident Commander	<ul style="list-style-type: none"> • Review current capacity and capability. • Assess potential risk to staff, visitors, buildings, plant, equipment. • Activate site specific adverse weather contingencies where applicable. Refer Adverse Weather Alert Checklist implementation tool • Ensure communication with Program / Line Managers. • Complete post event evaluation checklist; determine if additional contingencies required. • Forward evaluation to site management.
Line Manager	<ul style="list-style-type: none"> • Broadcast extreme weather condition alert. • Assess potential risk to staff and implement measures to minimise exposure. • Where non urgent services are scheduled and weather conditions do not permit consider cancellation. • Monitor weather status and changes and alert staff. • Provide measures to improve thermal comfort. • Modify work practices to minimise risk. Where appropriate discuss with Director. • Review Service Continuity Plans. • Maintain communication with operational line Incident Commander.
Staff	<ul style="list-style-type: none"> • Implement planned local strategies when notified of adverse weather alerts • Contact clients regarding changes to visit schedules; notify next of kin if required. • Check weather alerts / conditions or instruction by Line Manager before conducting visits • Monitor radio ABC 774, Bureau of Meteorology or other resources for emergency updates.

- Seek medical attention immediately if experiencing signs and symptoms due to adverse weather conditions. Contact Line Manager as soon as possible.
- Log incident in Riskman.
- Wear appropriate attire e.g. sunglasses, sun screen etc. and maintain hydration
- Plan your day to avoid going out in hottest part of the day (11am to 3pm) if possible.
- Park in shade / shelter where possible.
- Do not park under trees in windy conditions.
- Follow instructions given by authorities and Incident Commander in an emergency event.
- Ensure local communication procedures are followed.
- Notify clients when usual visit schedules resume.

Related procedures[OHS Extreme Weather](#)[OHS Off Site Client Visiting Risk](#)**Useful resources**[Bureau of Meteorology](#)[Vic Emergency](#)**Keywords or tags**

Heat, fire, flood, grounds.

Document Management**Policy Supported:** [Occupational Health, Safety and Wellbeing](#)**Background:** [Working in Adverse Weather](#)**Executive sponsor:** Chief Nursing and Midwifery Officer**Person responsible:** Manager, Emergency Management and Business Continuity