

MS – Toolbox Meeting Records				MRG-CF-TCR-07
Rev: 2.0	Next Rev Date: July 2028	Issue Date:	July 2024	

Toolbox Talk No: 283			
Issue:	Working Safely in Warm Weather		
Location:	Via SMS Text Message, MRG Employee Portal	Date:	30/10/2025
Briefed by:	Via SMS and Portal	Time:	10.30
Points Raised and Comments			
Purpose of this Talk As the weather warms up, it is critical to recognise the increased risks of heat-related illnesses when working outdoors or in confined environments on the rail network. This Toolbox Talk aims to remind all personnel of the signs, symptoms, and preventive actions to reduce the risk of heat stress, heat exhaustion, and dehydration during upcoming warm weather. Why Heat Safety Matters Prolonged exposure to hot weather can affect concentration, reaction time, and overall health. It can also lead to fatigue, heat cramps, fainting, or in severe cases, heat stroke, a life-threatening condition. Common Causes of Heat Stress • Working in direct sunlight for long periods. • Wearing heavy PPE or clothing that restricts airflow. • Inadequate hydration or irregular breaks. • High humidity reducing the body's ability to cool down. • Performing physically demanding tasks during peak heat hours. Signs and Symptoms • Early signs (heat stress): • Excessive sweating • Thirst and dry mouth • Tiredness and irritability Moderate (heat exhaustion): • Weakness, dizziness, or nausea • Muscle cramps • Headache and confusion • Pale, clammy skin Severe (heat stroke – emergency): • Hot, dry skin • Rapid heartbeat • Fainting or collapse • Loss of consciousness. Preventative Measures / Controls • Hydrate regularly: Drink small amounts of water frequently (avoid energy or sugary drinks). • Take rest breaks: Use shaded or air-conditioned areas where possible. • Schedule work smartly: Perform heavy labour during cooler morning hours. • Wear light, breathable clothing: Ensure PPE meets safety requirements while allowing airflow.			

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- Use sunscreen (SPF 30+): Reapply throughout the day.
- Report symptoms early: Notify your supervisor if you or a coworker feel unwell.
- Buddy system: Check on your workmates regularly during high-temperature days.
- Monitor the weather forecast: Supervisors to plan for extreme heat and adjust schedules accordingly.

Emergency Procedures

- Move the affected person to a cool, shaded area.
- Loosen clothing and apply cool water to the skin.
- Do not leave them alone.
- If symptoms persist or worsen, call emergency services (000).
- Report all heat-related incidents to your supervisor and record in the site safety register.

Key Takeaways

- Hydrate, Rest, and Shade is your three best defences against heat stress.
- Look out for early warning signs in yourself and others.
- Work smart, adjust tasks and pace during high heat.
- Safety is everyone’s responsibility, don’t ignore symptoms.

**If you are unsure what to do following an incident, please contact:
Michael Petrovski 0478 983 823 or Chris Cakovski 0434 531 255**