



شركة العين للتوزيع  
Al Ain Distribution Company

**Health, Safety and Environment  
Management System  
Procedure**

**Standard Operating Procedure  
Working in Adverse Weather  
SOP.HSEMS.27**

Effective Date 10/ 01 / 2019

Procedure #: SOP.HSEMS.27

Issue : 1

Revision : 0

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Approved by:

Managing Director



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**Standard Operating Procedure  
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Prepared by:

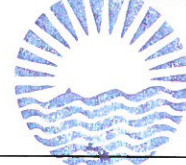
Senior Health, Safety and Environment Engineer

Reviewed by:

Health, Safety and Environment Department Manager

Approved by:

Managing Director



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Al Ain Distribution Company

Issued by:

HSE Management System Representative

Effective Date: 10 / 01 / 2019

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Abdullah Ali Al Shergat

**AMENDMENTS SHEET**

ISSUE/ REV. #	PAGE NUMBER	SUBJECT OF THE AMENDMENT	APPROVED BY SIGNATURE	DATE

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#### 1.0 Intent

- 1.1 This Standard Operating Procedure (SOP) defines the general rules and good practices required for working in adverse weather conditions.
- 1.2 This SOP will help supervisors and workers to control and reduce the risks of hot and wet weather work which includes the risks such as heat stress, fog, heavy rain and storms.
- 1.3 This procedure has been developed in line with the OSHAD CoP 11.0 Safety in Heat version 3.1 June 2017, Health Authority of Abu Dhabi (HAAD) and AADC System Safety Rules.
- 1.4 This SOP is applicable to all AADC staff and contractor workers.

#### 2.0 Principles

- 2.1 Being exposed to low or high temperatures at work can give rise to a risk of health related illnesses, such as hypothermia, dehydration, heat stress and heat stroke.
- 2.2 Other adverse weather conditions are heavy rain, lightning, dust storm and fog. All workers who face such hazards shall be trained and be made aware of the potential risks with their activity.

#### 3.0 Definitions

For the purposes of this document the following definition applies:

Term	Definition
ABC	Airway, Breathing & Circulation
DoH	Department of Health
JSA / RA	Job Safety Analysis / Risk Assessment
MEWPs	Mobile Elevated work platforms
TWL	Thermal Work Limit

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#### 4.0 Responsibilities

The respective section head is responsible to distribute this procedure to all involved parties and monitor the implementation thereof. Added responsibilities:

Role	Manual Handling
Supervisor	<ul style="list-style-type: none"><li>• Shall conduct a risk assessment (RA) for adverse weather conditions i.e. hot, wet, heavy rain or dust storm.</li><li>• Identifies and reviews adverse weather conditions to ensure that tasks are minimized to reduce the risks.</li><li>• Provides appropriate instruction, training and guidance to assist in minimizing the risk of heat stress and heat exhaustion.</li><li>• Provides and manages the sufficient supply of drinking water at worksite(s) to assist in maintaining hydration levels.</li><li>• Provides equipments such as umbrellas, rain coat as and when required</li><li>• Shall ensure medical assistance for workers working in adverse weather conditions.</li></ul>
Workers	<ul style="list-style-type: none"><li>• Assist in conducting the RA and planning the work in adverse weather.</li><li>• Shall follow this SOP.</li><li>• Remain hydrated by drinking sufficient water and taking regular breaks.</li><li>• Shall use equipment such umbrellas and rain coats etc. when required.</li><li>• Report adverse weather conditions to the supervisor in order that preventive action can be taken.</li></ul>

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#### 5.0 Procedure

##### 5.1 Precautions before commencement of task in adverse weather

- 5.1.1 Review and conduct risk assessment on when required for working in adverse weather.
- 5.1.2 An emergency action plan shall be agreed to prior to work commencing, this shall include communication of weather information, traffic arrangements, evacuation routes, safety equipment and first aid facilities.
- 5.1.3 Ensure that weather conditions are monitored and that workers are informed of changing weather.
- 5.1.4 Ensure that warning systems when required are available to facilitate early warning of changing weather conditions.
- 5.1.5 Provide / arrange for safe shelters to offer protection from adverse weather conditions for workers when required.
- 5.1.6 Mobile elevated work platform (MEWP), cranes and lifting appliance should be properly bonded to earth for protection from lightning.
- 5.1.7 Provide an effective communication system and appropriate personal protective equipment for use by workers who must work in adverse weather conditions

##### 5.2 Severe Weather

- 5.2.1 Assess the effect of the adverse weather condition at the workplace and prohibit entry into areas that are unsafe.
- 5.2.2 Remain updated with weather broadcasts and maintain a level of high alertness to any changing or severe weather.
- 5.2.3 Work may only resume after a thorough inspection of the work area is conducted to ensure that it is safe to proceed.
- 5.2.4 Such inspection shall include any equipment and plant such as scaffolds, MEWP etc.

##### 5.3 Precaution of heat stress, exhaustion and heat stroke

- 5.3.1 Workers shall be afforded suitable time to adjust / acclimatise to working in the heat. Workers shall let their supervisor know if they are not used to working hot conditions.
- 5.3.2 Hydration is critical and workers shall be informed to keep well hydrated.

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Workers shall ensure that they have sufficient water for the day and that they have drank at least 1 litre of water prior to commencing work in hot weather conditions.

- 5.3.3 Prepare adequately for working in hot weather by wearing lightweight and light coloured clothing that "breathes." A hat with a wide brim in the sun is highly recommended.
- 5.3.4 Supervisor must manage work activities according to the conditions and allow for regular breaks, that workers during breaks can be in the shade and plan heavy work to be conducted during the cooler periods of the day.
- 5.3.5 Workers shall assess their hydration level by using coloured urine charts and be viewing urine,
- 5.3.6 Workers must ensure replacement of electrolytes by adding a little extra salt to meals or selecting correct electrolyte drinks.
- 5.3.7 Limit consumption of soft drinks, caffeinated drinks (coffee, tea, cola) and 'energy drinks' as the sugar content is high may reduce fluid retention and increase dehydration.

**5.4 Common Symptoms of Heat Illness**

Symptoms	Corrective Action
<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Dizziness</li> <li>• Headache</li> <li>• Cramps</li> <li>• Nausea</li> </ul>	<ul style="list-style-type: none"> <li>• Move to cool area</li> <li>• Drink fluids (prefer electrolyte drinks)</li> <li>• Report to medical centre if symptoms remains</li> </ul>
<ul style="list-style-type: none"> <li>• Exhaustion</li> <li>• Lack of coordination or inability to concentrate</li> <li>• Fast heart rate or breathing rate</li> <li>• Feeling of burning up</li> <li>• Fainting or collapse</li> </ul>	<ul style="list-style-type: none"> <li>• Provide First Aid immediately</li> </ul>

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#### First Aid (Immediate Action)

Following steps to be followed when a person suffers heat-related symptoms:

- Call the required emergency service – number to be provided on the emergency plan
- Move the worker to a cool / shady area
- Sit or lie person down, elevate the legs if he has fainted
- If he is conscious give him water or an electrolyte drink – this should be drunk slowly
- Cool the person down by sprinkling water on him, placing a cold towel on the head, or direct a fan onto them. Don't use ice or chilled water.
- If there's no quick recovery, place them in the "recovery" position and monitor Airway, Breathing & Circulation (ABC)
- Wait for medical assistance to arrive

#### 5.5 Monitoring of hot environment

The work environment should be monitored and assessed using a specialized instrument to calculate the Thermal Work Limit (TWL) to know what precautions to take for worker protection in that area.

#### 5.6 When to Monitor

- 5.6.1 At least once per shift, during the heat of the day
- 5.6.2 At any time that workers complain of excessive heat
- 5.6.3 Whenever anyone has reported signs of heat illness
- 5.6.4 Readings to be taken using an accurate instrument that can calculate the TWL or using the online TWL calculator on the Health Authority Abu Dhabi (DoH) website.

When using a TWL meter allow adequate time to settle and adjust to the environment before measurement is recorded (approx. 10-15 minutes)

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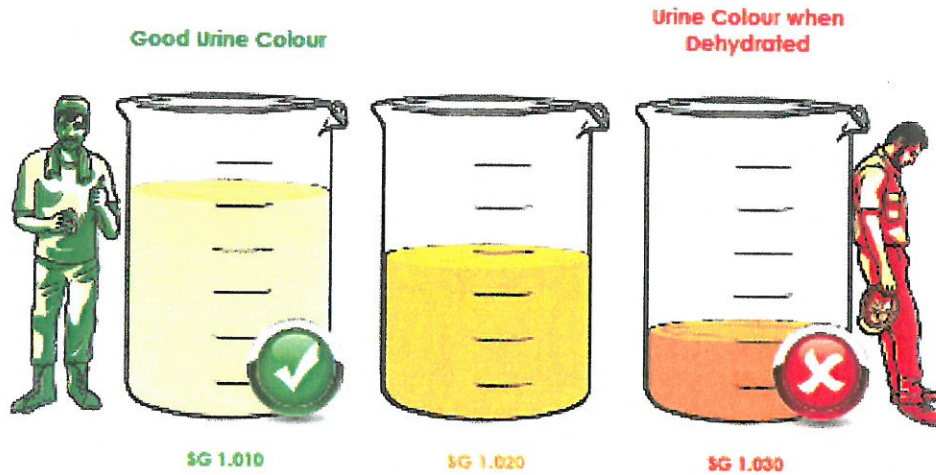
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#### 5.7 Self-assessment of hydration using the urine charts



If urine colour is;

**Pale yellow** then hydration level is good, drink water as normal.

**Bright yellow** then there is moderate dehydration, drink 2 litre water in regular intervals (2 to 3 hours).

**Orange or amber** then there is severe dehydration; drink water with electrolytes, take break immediately and move to cool place.

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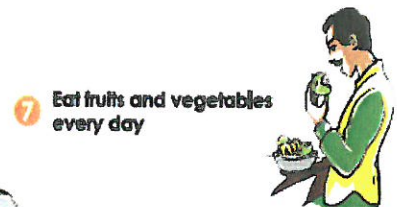
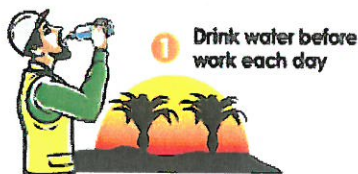
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Abdulrahman Al Al Saqqari

#### 5.8 Heat Stress management chart



#### 5.9 Emergency Planning and Rescue

- 5.9.1 Develop an emergency response plan when required and ensure that it is available prior to commencing work in adverse weather conditions
- 5.9.2 Ensure that there is a qualified first aider as part of the working party.
- 5.9.3 Ensure that an effective communication system is established
- 5.9.4 Ensure that emergency contact details are available to the supervisor including emergency services.
- 5.9.5 Ensure the require equipment is provided – sun umbrellas, hats / caps and water.

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Audhiah Al-Ain

**6.0 References**

- 6.1 OSHAD SF CoP 11.0 Safety in Heat - version 3.1 June 2017
- 6.2 OSHAD SF Element 2 – Risk Management – Version 3.0, March 2016
- 6.3 Health Authority Abu Dhabi (HAAD)
- 6.4 AADC Emergency Management and Response Procedure
- 6.5 AADC System Safety Rules

**7.0 Appendices**

No Appendix for this SOP.

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