

# HOT WEATHER PLANNING CHECKLIST

**For Employers**



## Check the Forecast

Monitor daily temperature, humidity & heat warnings

## Adjust the Workday

Schedule demanding tasks for cooler times of the day

Rotate staff or modify duties during peak heat

Build in extra rest breaks

## Make Cooling Options Easy to Access

Provide shaded areas or cool indoor spaces for breaks

Use fans or portable AC if available

Offer cold water & electrolyte drinks

## Communicate & Remind

Share heat-related tips in morning huddles or safety talks

Post heat safety reminders in break areas and staff rooms

Encourage workers to speak up if feeling unwell

## Know Your Response Plan

Train supervisors and workers to recognize symptoms

Have a clear procedure for medical emergencies