

Heat Stress Management Compliance Checklist*

Risk Management		Yes	No	Follow-up
1	Conduct risk assessment and include heat stress hazard for outdoor work activities	☐	☐	
Acclimatise		Yes	No	Follow-up
2	Implement heat acclimatisation programme for workers who are: a) Newly assigned to outdoor work b) New or returning from countries with a cold climate c) Returning from long leave (more than 1 week) d) Recovering from prolonged illness Note: Gradual increase of worker's daily heat exposure over at least 7 days for heat acclimatisation (Refer to Annex A on the guide for heat acclimatisation)	☐	☐	
Drink		Yes	No	Follow-up
3	Provide cool drinking water supply at locations near work areas	☐	☐	
4	Schedule and supervise regular hydration of workers (at least hourly) Note: Drink a recommended intake of 300ml per hour or more depending on the rate of water loss based on work intensity	☐	☐	
Rest & Shade		Yes	No	Follow-up
5	Provide hourly rest breaks of a minimum of 10 minutes for heavy physical activity when WBGT ¹ (°C) reaches 32	☐	☐	
6	Provide hourly rest breaks of a minimum of 15 minutes for heavy physical work activity when WBGT (°C) reaches 33, with longer rest periods recommended as WBGT increases	☐	☐	
7	Provide shaded rest areas that are well-ventilated and well-insulated or cooled, where practicable, at work areas	☐	☐	

¹WBGT is a common and more effective measure of heat stress risk based on environmental conditions such as air temperature, humidity, air movement and solar radiation.

Monitor WBGT		Yes	No	Follow-up
8	Monitor WBGT at the workplace to assess heat stress risk every hour during work hours, especially during the hotter periods of the day Note: The following workplaces are required to have a calibrated WBGT meter on-site for localised measurements 1. Construction site with a contract sum of S\$5 million or more 2. Shipyards 3. Process industry Other workplaces can use NEA's myENV app to monitor WBGT readings (Refer to resources on Guidelines for WBGT monitoring for outdoor work)	☐	☐	
Reschedule		Yes	No	Follow-up
9	Reschedule outdoor physical work to cooler parts of the day where feasible	☐	☐	
Train & Monitor Worker		Yes	No	Follow-up
10	Establish heat stress training programme for workers exposed to heat	☐	☐	
11	Implement buddy system for early recognition and reporting of heat-related illness symptoms	☐	☐	
12	Identify workers vulnerable to heat stress and make re-deployment arrangements for vulnerable^ workers when required ^Workers vulnerable to heat stress include those who are: • Older workers above 65 years old • Pregnant workers • Overweight or obese workers • Newly assigned to outdoor work • Unacclimatised to working in hot environments such as new or returning from countries with a cold climate • Returning from long leave of more than 1 week • Currently unwell or recovering from illness With personal risk factors such as chronic diseases, medication use, or history of heat injury	☐	☐	
Emergency Response		Yes	No	Follow-up
13	Establish on-site emergency response procedures for heat injury (e.g. cold water immersion, ice packs, water spray, shower, etc.)	☐	☐	
14	Establish reporting procedures for workers who feel unwell	☐	☐	
15	Ensure cold water, ice-packs or water spray on standby for emergency response	☐	☐	

Ventilation		Yes	No	Follow-up
16	Provide suitable clothing that can mitigate or protect workers from excessive heat stress	☐	☐	
17	Provide adequate ventilation for effective cooling at rest and work areas (e.g. fan, air coolers etc.)	☐	☐	

*Checklist align to enhanced heat stress measures effective from 1st Dec 2026

Conducted by :
(Name and
designation)

Date :

Annex A

Example of heat acclimatisation:



Figure 1: Example of heat acclimatisation schedule over two weeks assuming an 8-hour workday

For outdoor work, the unacclimatised worker is given two hours of heat exposure under the sun on the first two days at work and should avoid working under direct sun during the hottest period of the day (between 11am to 4pm). The worker should be assigned light tasks/duties in a shaded environment for the rest of the day.

For indoor work, the unacclimatised worker should not spend more than 2 hours in the hot environment during the first two days of work.

The amount of heat exposure is then gradually increased by an hour each day from Day 3 onwards.

Resources:

- [Heat Stress Measures for Outdoor Work](#)
- [Infographic on Heat Stress Measures for Outdoor Work](#)
- [WSH Guidelines on Managing Heat Stress in the Workplace](#)
- [Guidelines on Wet Bulb Globe Temperature \(WBGT\) Monitoring for Outdoor Work](#)
- [FAQs on Heat Stress Measures for Outdoor Work](#)