**Appendix. Key Informants Interviews -- Suggested Questionnaires**

There are different options here, but the main focus is of course the type of questions listed In Component 3, Section 9, above.

The exact content of the interviews will vary depending on interviewee: are the people interviewed directly exposed to heat (owner/operators of small businesses or workers), or people representing those who work (health and safety officers, industry association or trade union people), or people in government agencies dealing with heat exposure issues? Some suggestions for modifications are given below, but the local conditions and cultures may influence what can be asked and how it is asked.

Some editing of the texts below is needed to make the questionnaires user-friendly.

**Appendix A. Questionnaire to Owner/Operator of a small business or a Worker**

*Part 1. General information about person interviewed and the organization she/he represents*

Date: Time: Interviewer:

Organisation name:

Interviewee: Role in organisation:

Location: Country:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Part 2. Questions concerning the type of work*

Describe the work that you do:

How many hours per day do you usually work?

Do you work different hours at different times of the year?

*Part 3. Questions in relation to heat exposure at work*

Is heat exposure a problem during the hot season?

How have you been affected?

What clothes do you usually wear to work?

Do you work in the direct sunlight at all during the day (if so, for how long)?

Is the place you work well-ventilated?

How do you limit heat exposure, when needed?

Do you drink water at work? Is sufficient water available at all times when you need it?

*Part 4. Questions concerning impacts of heat on health*

Do you know the symptoms of heat stress? Have you ever had these symptoms at work?

If you are feeling unwell from heat exhaustion how do you cope with this?

*Part 5. Questions concerning impacts on work activities and productivity*

During the hot season, does heat exposure reduce you daily or hourly work output?

Does this affect your income?

For a heat wave that will last 2-3 days, do you plan your response in advance?

🡪 If a heat wave was forecast to last for over a week (in the future)?

*Part 6. Heat prevention approaches*

Does your organisation have a formal policy or industrial agreement about working in hot

conditions? Do you use it? Is it helpful? How so/Why not?

Is your organisation aware of any safety standards regarding heat?

Does the policy specify a temperature cut off point where work has to be reduced?

What method is used to determine if the temperature threshold has been exceeded?

-- weather forecast -- thermometer readings

Are there any factors that make it hard for workers to follow the heat stress policy?

What methods are used to manage heat stress conditions?

|  |  |
| --- | --- |
| -- increase staff over summer ---- longer work days ---- earlier starts ---- split shifts ---- regular breaks --**--** lighter protective clothing -- | -- air conditioning ---- ventilation ---- active rehydration ---- more time in the shade ---- driving vs walking --Other: |

*Part 7. Experience of climate change to date and other questions (e.g. heat exposure outside of work)*

Have you noticed any tendency towards higher heat exposure during recent years compared to 20-30 years ago (assuming you were around then)?

Any other comments considering heat, work, health and productivity?

**Questionnaire B: Information concerning heat exposure outside of work and influences on household activities**

*Questions in relation to heat effects in households:*

H1. How does heat in this location affect people’s daily activities at home?:

H2. How does heat affect sleep (problems with urban noise when sleeping with open windows)?

H3. Are the homes built and equipped to reduce heat stress? (building style, location in relation to shade trees, air conditioning, etc.)

H4. Can the impact on certain daily chores be quantified (e.g. how long it takes to do cleaning or washing)?

H5. How is health affected by heat in the home? Any specific vulnerable groups: children, women, elderly?

H6. Describe the means by which the people manage to reduce any heat effects (air conditioning, doing activities at night, etc.)?

H7. Please include any explanatory stories about heat effects in households that expand on the answers above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questionnaire C: Modified questions for representatives of enterprises, e.g. Health and Safety Officers**

*Part 1. General information about person interviewed and the organization she/he represents*

(These questions will not be used in the analysis and reporting in such a way that the individual can be identified.)

Date: Time:

Interviewer:

Organisation name:

Interviewee:

Role in organisation:

(in the case of key informants, what role does the key informant have in the community (e.g. government official, business representative, worker representative, university researcher, etc.)?)

Contact information (email, phone number, etc.):

Location (town or city or district): Country:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Part 2. Questions concerning the type of work*

Which type of enterprise do you work for?:

How many employees does it have in your country?:

How many of the employees are permanently employed?

How many are temporary or casual workers ?

What does the workplace produce/provide?

What are the normal working hours and number of working days in a week?

Are there jobs that provide continuous, daily output (suitable for measurement of product output per hour)?

*Part 3. Questions in relation to heat exposure at work*

Is heat exposure in certain workplaces an Issue of concern during parts of the year?

How many employees are exposed to heat during a typical hot season?

Which months constitute the hot season?

Which types of jobs are most affected?

What activities subject the workers to heat exposure?

*Part 4. Questions concerning impacts of heat on health*

Do you know if heat exhaustion or heat stroke has occurred in the last year?

If it happened - how would it be reported and managed?

Is there a person at each worksite skilled to recognize whether a worker has become stressed by too much heat?

How often do such heat stress effects occur during the hot season?

*Part 5. Questions concerning impacts on work activities and productivity*

How does hot weather change the work schedule or affect daily output?

Which aspects of the industry's' production are most affected?

How does the enterprise respond to anticipated hot conditions? Is there planning in advance?

🡪 For a heat wave that will last 2-3 days?

🡪 If a heat wave was forecast to last for over a week?

Has the enterprise estimated the cost in reduced productivity from the effect of

hot weather on work?

Can you estimate at certain heat levels how much the productivity has been reduced?

In the event that work has to be ceased because of heat, do workers get paid during the rest periods?

*Part 6. Heat prevention approaches*

Does the enterprise have a formal policy or industrial agreement about working in hot

conditions? Do you use it? Is it helpful? How so/Why not?

Is the enterprise aware of any safety standards regarding heat?

Does the policy specify a temperature trigger point where work should be reduced?

What method is used to determine if the temperature threshold has been exceeded?

-- weather forecast? -- thermometer readings (are they inside or outside the buildings / near the workers??)

How are workers informed about the hot conditions?

Are there any factors that make it difficult for workers to follow the heat stress policy?

For example -

Do you think they may have internal motivation to keep going?

If they are paid by output, do you think that might drive them to continue working?

Or is there a macho culture?

Are there other factors

What methods are used to manage heat stress conditions?

-- increase staff over summer --

-- longer work days --

-- earlier starts --

-- split shifts --

-- regular breaks --

-- lighter protective clothing --

-- air conditioning --

-- ventilation --

-- active rehydration --

-- more time in the shade --

-- driving vs walking --

*Part 7. Experience of climate change to date and other questions (e.g. heat exposure outside of work)*

Is heat exposure outside of work (at home or during travel to and from work) affecting the workers health or performance at work?

Have you noticed any tendency towards higher heat exposure during recent years compared to 20-30 years ago (assuming you were around then)?

Any other comments considering heat, work, health and productivity?

**Questionnaire D: Trade union or other collective worker representatives**

*Part 1. General information about person interviewed and the organization she/he represents*

(These questions will not be used in the analysis and reporting in such a way that the individual can be identified.)

Date: Time:

Interviewer:

Organisation name:

Interviewee:

Role in organisation:

(in the case of key informants, what role does the key informant have in the community (e.g. government official, business representative, worker representative, university researcher, etc.)?)

Contact information (email, phone number, etc.):

Location (town or city or district): Country:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Part 2. Questions concerning the type of work*

Which type of organization do you represent?:

How many workers does it represent in your country?:

What do these workplaces produce/provide?

What are the normal working hours and number of working days in a week?

Are there jobs that provide continuous, daily output (suitable for measurement of product output per hour)?

*Part 3. Questions in relation to heat exposure at work*

Is heat exposure in for some of you members an Issue of concern during parts of the year?

What percentage of you members are exposed to heat during a typical hot season?

Which months constitute the hot season?

Which types of jobs are most affected?

What activities subject the workers to heat exposure?

*Part 4. Questions concerning impacts of heat on health*

Do you know if heat exhaustion or heat stroke has occurred in the last year?

If it happened - how would it be reported and managed?

Is there a person at each worksite skilled to recognize whether a worker has become stressed by too much heat?

How often do such heat stress effects occur during the hot season?

*Part 5. Questions concerning impacts on work activities and productivity*

How does hot weather change the work schedule or affect daily output of members?

Which aspects of the production of you members are most affected?

How do the employers respond to anticipated hot conditions? Is there planning in advance?

🡪 For a heat wave that will last 2-3 days?

🡪 If a heat wave was forecast to last for over a week?

Has your organization estimated the cost in reduced productivity from the effect of

hot weather on work?

Can you estimate at certain heat levels how much the productivity could be reduced?

In the event that work has to be ceased because of heat, do workers get paid during the rest periods?

*Part 6. Heat prevention approaches*

Do the enterprises you cover have a formal policy or industrial agreement about working in hot

conditions? Do they use it? Is it helpful? How so/Why not?

Is your organization aware of any safety standards regarding heat?

Does the policy specify a temperature trigger point where work should be reduced?

What method is used to determine if the temperature threshold has been exceeded?

-- weather forecast? -- thermometer readings (are they inside or outside the buildings / near the workers??)

How are workers informed about the hot conditions?

Are there any factors that make it difficult for workers to follow the heat stress policy?

For example -

Do you think they may have internal motivation to keep going?

If they are paid by output, do you think that might drive them to continue working?

Or is there a macho culture?

Are there other factors

What methods are used to manage heat stress conditions?

-- increase staff over summer -- -- longer work days -- -- earlier starts -- -- split shifts --

-- regular breaks -- -- lighter protective clothing -- -- air conditioning -- -- ventilation --

-- active rehydration -- -- more time in the shade -- -- driving vs walking --

*Part 7. Experience of climate change to date and other questions (e.g. heat exposure outside of work)*

Is heat exposure outside of work (at home or during travel to and from work) affecting the workers health or performance at work?

Have you noticed any tendency towards higher heat exposure during recent years compared to 20-30 years ago (assuming you were around then)?

Any other comments considering heat, work, health and productivity?

**Questionnaire E: Officials In a government department or similar organizations**

*Part 1. General information about person interviewed and the organization she/he represents*

(These questions will not be used in the analysis and reporting in such a way that the individual can be identified.)

Date: Time:

Interviewer:

Organisation name:

Interviewee:

Role in organisation:

(in the case of key informants, what role does the key informant have in the community (e.g. government official, business representative, worker representative, university researcher, etc.)?)

Contact information (email, phone number, etc.):

Location (town or city or district): Country:

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*Part 2. Questions concerning the type of work*

Which type of organization are you working for?:

Which type of workplaces does It cover?:

What do these workplace produce/provide?

What are the normal working hours and number of working days in a week?

Are there jobs that provide continuous, daily output (suitable for measurement of product output per hour)?

*Part 3. Questions in relation to heat exposure at work*

Is heat exposure in certain workplaces an Issue of concern during parts of the year?

How many of the workers you cover are exposed to heat during a typical hot season?

Which months constitute the hot season?

Which types of jobs are most affected?

What activities subject the workers to heat exposure?

*Part 4. Questions concerning impacts of heat on health*

Do you know if heat exhaustion or heat stroke has occurred in the last year?

If it happened - how would it be reported and managed?

Is there a person at each worksite skilled to recognize whether a worker has become stressed by too much heat?

How often do such heat stress effects occur during the hot season?

*Part 5. Questions concerning impacts on work activities and productivity*

How does hot weather change the work schedule or affect daily output in the workplaces you cover?

Which aspects of the workers production are most affected?

How do the workplaces respond to anticipated hot conditions? Is there planning in advance?

🡪 For a heat wave that will last 2-3 days?

🡪 If a heat wave was forecast to last for over a week?

Has your organization estimated the cost in reduced productivity from the effect of

hot weather on work?

Can you estimate at certain heat levels how much the productivity has been reduced?

In the event that work has to be ceased because of heat, do workers get paid during the rest periods?

*Part 6. Heat prevention approaches*

Does your organization have a formal policy or regulation about working in hot

conditions? Do you use it? Is it helpful? How so/Why not?

Is the organization aware of any safety standards regarding heat?

Does the policy specify a temperature trigger point where work should be reduced?

What method is used to determine if the temperature threshold has been exceeded?

-- weather forecast? -- thermometer readings (are they inside or outside the buildings / near the workers??)

How are workers informed about the hot conditions?

Are there any factors that make it difficult for workers to follow the heat stress policy?

For example -

Do you think they may have internal motivation to keep going?

If they are paid by output, do you think that might drive them to continue working?

Or is there a macho culture?

Are there other factors

What methods are used to manage heat stress conditions?

-- increase staff over summer -- -- longer work days -- -- earlier starts -- -- split shifts --

-- regular breaks -- -- lighter protective clothing -- -- air conditioning -- -- ventilation --

-- active rehydration -- -- more time in the shade -- -- driving vs walking --

*Part 7. Experience of climate change to date and other questions (e.g. heat exposure outside of work)*

Is heat exposure outside of work (at home or during travel to and from work) affecting the workers health or performance at work?

Have you noticed any tendency towards higher heat exposure during recent years compared to 20-30 years ago (assuming you were around then)?

Any other comments considering heat, work, health and productivity?

**Questionnaire F - Questionnaire about work, household activities and heat; Qualitative Study (version 2011, used in studies in Australia and New Zealand)**

Section one. General information about person interviewed

Date:

Respondents Name: Age: Gender:

Respondents Workplace:

(Or in the case of key informants, what role does the key informant have in the community)

Contact Information:

Country and Specific Location in the Country:

Section two. Questions in relation to heat effects in a work situation

W1. Type of work or occupation:

W2. Describe how bad the heat stress can be in the hot season; temperature ranges, humidity?

W3. How many months does the hot season last, and which months are the worst?

W4. How does heat affect different aspects of this work?

W5. Do workers in your occupation, take “siesta” or time off during the hot parts of the day, and if so how long is the break?

W6. Describe how the daily work output could be quantified, and, by how much work output can change, as a direct result of heat at different temperature levels.

W7. Have you or any of your work colleagues, been affected by mild or serious heat stroke or other impacts of heat directly related to health? (Explain in detail, what type of heat effects, how many workers have been affected. Also, how often does this occur in the hot season and out of how many workers approx?)

W8. Describe the means by which workers manage to reduce heat effects.

W9. Is heat a problem while the workers travel to and from work? (If so, describe the problems and the temperatures when this occurs)

W10. Please include and explanatory stories about heat and work that expand on the answers above.

\*Additional questions for respondents with special knowledge about work, heat and health:

W11. What guidelines or standards are in force in this country (or location) concerning maximum heat exposure at work?

W12. Can heat impacts on worker productivity be assessed from planning or economic calculation processes? (If more laborers are needed on a project during hot periods, and this is taken into account in work planning? Give details)

Section three. Questions in relation to heat effects in households

H1. How does heat in this location affect people’s daily activities at home?

H2. How does heat affect sleep at night (problems with heat or urban noise when sleeping with open windows or alternatives)?

H3. Are homes in your area/location built and equipped to reduce heat stress? (Location in relation to shaded trees, air conditioning, building style, etc.)

H4. Can the impact on certain daily chores be quantified (how long does it take to do cleaning and washing)?

H5. Have you or any of your neighbours been affected by health problems possibly related to heat exposure where you live? Explain in detail which effects, how many of these people have been affected weekly in the hot season, out of how many people living in your neighbourhood?

H6. Describe the means by which the people manage to reduce heat effects (air conditioning, doing activities at night, etc)?

H7. Please include and explanatory stories about heat effects on health in households that expand on the answers above.

**Questionnaire G - MAIN STUDY QUESTIONNAIRE**

**FOR INDUSTRIAL WORKERS (used in India)**

***Part 1. General information about person interviewed and the organization she/he represents***

1. ID No:
2. Date of interview:
3. Name of the interviewer:
4. Type of the industry
5. Age:
6. Age group: 🗖1 20-30 / 🗖2 30-40 / 🗖3 40-50 / 🗖4 50 and above
7. Sex: 🗖1 Male / 🗖2 Female
8. Education: 🗖1 Illiterate / 🗖2 Primary / 🗖3 Secondary / 🗖4 Higher Secondary / 🗖5 University
9. Designation: 🗖1 Worker 🗖2Supervisory 🗖3Manager
10. Smoking: 🗖1 Smoker /🗖2 Non Smoker /🗖3 Ex smoker
11. Consuming alcohol: 🗖1 Yes 🗖2 No 🗖3 Ex
12. Any existing illness: 🗖1Diabetes 🗖2Hypertension 🗖3Respiratory illness, specify 🗖4Others, specify

***Part 2. Questions concerning the type of work***

1. Type of work: 🗖1Light 🗖2Moderate 🗖3Heavy 🗖4 Very Heavy
2. What was your previous job and where (relating to temp)? \_\_\_\_\_\_\_\_\_\_\_\_
3. How long you are employed here? \_\_\_\_\_\_\_\_\_\_\_\_years/months (more than 6months means acclimatized)
4. How many hours per day do you usually work excluding regular break timings? --------
5. When and how long are the regular breaks?
6. Do you work near a direct heat source(naked flame/hot air/outdoors/radiant heat)
🗖1 Yes / 🗖2 No
7. Is the place you work well-ventilated? 🗖1 Yes / 🗖2 No
8. Do you have additional breaks during summer? 🗖1 Yes / 🗖2 No
9. If yes, mention no. of hours/minutes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Part 3. Questions in relation to heat exposure at work***

1. Are you comfortable with the workplace temperature? 🗖1Yes / 🗖2No
2. How many people work in this area? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Is heat exposure a problem during the hot season? 🗖1Yes / 🗖2No
4. How many months do you feel hot /uncomfortably hot in this workplace?
	1. 1-3 months b. 4-6 months c. 7-9 months d. 9-12 months e. Never
5. Describe how bad the heat stress can be in the hot season.
	1. Extremely bad b. Very bad c. Bad d. Manageable e. No stress at all

***Part 4. Questions concerning impacts of heat on health***

1. What symptoms do you face during summer months?
	1. Excessive Sweating b. Exhaustion c. Thirst

d. Wanting to go to comfort zone e. Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever had these symptoms at work due to heat?
2. heavy sweating 🗖1Yes / 🗖2No
3. [muscle cramps](http://www.medicinenet.com/script/main/art.asp?articlekey=2024) 🗖1Yes / 🗖2No
4. Tiredness/weakness 🗖1Yes / 🗖2No
5. [dizziness](http://www.medicinenet.com/script/main/art.asp?articlekey=97800) 🗖1Yes / 🗖2No
6. [headache](http://www.medicinenet.com/script/main/art.asp?articlekey=20628) 🗖1Yes / 🗖2No
7. [nausea or vomiting](http://www.medicinenet.com/script/main/art.asp?articlekey=41943) 🗖1Yes / 🗖2No
8. [fainting](http://www.medicinenet.com/script/main/art.asp?articlekey=1945) 🗖1Yes / 🗖2No
9. Have you ever been affected by any of the following?

1Prickly heat 2Heat cramps 3Heat exhaustion 4Heat syncope (fainting) 5 Heat stroke

1. To achieve production target or complete do you have to work extra hours?

***Part 5. Questions concerning impacts of heat on worker’s productivity***

1. Have you ever taken sick leave/permission due to heat ? Yes /No
2. If yes, approx. how many hours in a week?----------------- Month-------------
3. Have you ever been advised to take off due to heat related illness? 🗖1 Yes / 🗖2 No
4. Have you ever been admitted in hospital/medical centre due to heat related sickness? Yes/No
5. If yes, approximately how many days\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. How does heat affect other aspects of your work (during hot seasons)
7. Absenteeism b. Less productivity c. Irritation/Interpersonal issues

d. Work related issues with manager e. Take more time to complete same task

1. How much production target do you have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you complete your production target? Yes/No
3. If no, how much target is not completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_units
4. To achieve production target or complete work do you have to work extra hours?
5. If yes, how many extra hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Have you lost any wages due to absenteeism in summer months?
7. If yes, how much \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?(currency)

***Part 6. Questions concerning impacts of clothing on heat stress and productivity***

1. Dress material of the workers (Indian equivalent to ACGIH)
2. Breathable cotton 2. Thick cotton overall 3. Rayon/Nylon

4. Plastic PPE 5. Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Worker perception about dress Material of the worker:

a. Comfortable b. Moderately comfortable

c. Uncomfortable e. Others\_\_\_

1. If uncomfortable, can you give any suggestions to improve?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you feel hotter with uniform/ Does the Dress Material increase heat stress?
3. Sure b. May be c. Not sure d. No, not at all
4. Does clothing reduce your work output?
	1. Sure b. May be c. Not sure d. No, not at all
5. If clothing impedes your work out put, based on your perception can you tell how much?
	1. About 10% b. 10-25% c. 50% d. No sure

***Part 7.Questions concerning coping mechanisms:***

1. How do you limit heat exposure, when needed?
	1. Get away for a while b. removethe clothing c. drink water
	d. any other method, do specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If you are feeling unwell from heat exhaustion how do you cope with this?

1take rest 2cool shower, bath, or sponge bath 3move to an air-conditioned/cooler environment 4switch to Light weight clothing 5any other method, do specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you drink water at work? Yes / No
2. Is sufficient water available at all times when you need it? Yes / No
3. How much do you drink in a day in hot conditions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ltrs/cups
4. Do you take any traditional special diet to cope with heat? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. What traditional or other methods do you adopt for coping with heat? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Do you spend more money during hot seasons to cope with heat? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. If yes, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Currency units)
8. Do you spend more time to cope with heat? If yes how much \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (min/hrs) – convert to % of productivity time or personal time
9. Does the time spent on coping heat impact your social life? Yes/No
10. How does it affect your social life?
	1. Moderately b. Highly c. Extremely d. No impact

**Appendix H, Information sheet for participants in study In New Zealand**

**HOT WORK ENVIRONMENTS**

**AN INCREASING CONCERN DUE TO CLIMATE CHANGE**

**A study of heat, and health in the workplace.**

**Study Aims.**

The study is part of a program of research that is looking at the effect of heat on health and people’s ability to do work. The effect of hot temperatures on Australia and New Zealand workers is not well known so we are hoping to contribute to that body of knowledge. A survey of people with a variety of expertise from a variety of workplaces will provide us with a range of views on this. We are interested in determining whether different industries consider the effects of heat to be of important. How they identify heat stress at work and identify any health effects from working in heat. Looking at how workplaces manage heat and minimize occupational exposure and whether it is possible to quantify the impacts on productivity during hot environmental conditions. Although New Zealand rarely gets hot it is still important to look at this from a global level and determine the impacts of heat on workplaces worldwide.

**Activities.**

The study involves collecting climate data (temperature & humidity) from weather stations and also data loggers in the working environment (these will not hinder / interfere with work area) to get an idea of the climate of which workers are exposed to. The data from a workplace area will then be compared to a close / corresponding weather station to see whether there are any differences. To measure the effect of heat exposure on productivity, it would be beneficial to gain data on outputs within the hot season, if available from participants. This would give us the ability to compare the daily output with the climate data to see the effect, if any on workers. The program of work also involves personal interviews with informants from different industry organizations and workers exposed to heat (whether it is radian heat or generated

heat) throughout the country. Each interview will take 10-15 minutes and is fully voluntary with participants within these workplaces. The completed interviews do not have to correspond with the days that the temperature is measured and again will not interfere with workers work.

**Participation.**

Participation, as mentioned above is completely voluntary and participants may choose to withdraw at any time. If participants do withdraw any notes or records with the participants information will be destroyed. Refusal to participate will not impair any existing relationships between the participants and institutions or people involved.

**Use of information.**

Confidentiality is one of our main priorities. The information collected from any participants will not be made available to other participants. The production and temperature data will be completely anonymous. The response from all the interviews will be de-identified and aggregated into a report. The participants name or the institutions name will not be used in the output or publication of this work. Your organizations idea on heat stress and workplace issues will be respectfully and accurately portrayed. There will also be a draft of the publication sent out to all participants for proofing before the final document is presented. Personal identifying information [*audio-tapes etc: please specify*] will be destroyed at the conclusion of the project.

**Questions.**

If you have any queries, questions or concerns about the research please feel free to contact xxxxxxxxxxxxxxxx on xxxx phone number, email …..

**HOT WORK ENVIRONMENTS**

**AN INCREASING CONCERN DUE TO CLIMATE CHANGE**

CONSENT FORM FOR PARTICIPANTS

I have read the Information Sheet concerning this project and understand what it is about. All my questions have been answered to my satisfaction. I understand that I am free to request further information at any stage.

I know that:-

1. My participation in the project is entirely voluntary;

2. I am free to withdraw from the project at any time without any disadvantage;

3. Personal identifying information [*audio-tapes etc: please specify*] will be destroyed at the conclusion of the project but any raw data on which the results of the project depend will be retained in secure storage for at least five years;

4. This project involves an open-questioning technique. The general line of questioning includes heat exposure within your workplace. The precise nature of the questions which will be asked have not been determined in advance, but will depend on the way in which the interview develops and that in the event that the line of questioning develops in such a way that I feel hesitant or uncomfortable I may decline to answer any particular question(s) and/or may withdraw from the project without any disadvantage of any kind.

I agree to take part in this project:

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(Signature of participant) (Date)

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(Participants contact information: phone number and/or email)