

Insert company name / logo

Heat Illness

Prevention Program

Insert company address contact numbers

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Summary

It is our policy to ensure that all our employees are protected from heat illness while working on job tasks where environmental risks for heat illness are present, to establish requirements for working in this environment and employee awareness regarding heat illness symptoms, ways to prevent illness, and what to do if symptoms occur.

Definitions

- **“Acclimatization”** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- **“Heat Illness”** means a serious medical condition resulting from the body’s inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.
- **“Environmental risk factors for heat illness”** means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- **“Landscaping”** means providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens, or providing these services in conjunction with the design of landscape plans and/or the construction (i.e., installation) of walkways, retaining walls, decks, fences, ponds, and similar structures, except for employment by an employer who operates a fixed establishment where the work is to be performed and where drinking water is plumbed.
- **“Oil and gas extraction”** means operating and/or developing oil and gas field properties, exploring for crude petroleum or natural gas, mining or extracting of oil or gas or recovering liquid hydrocarbons from oil or gas field gases.
- **“Personal risk factors for heat illness”** means factors such as an individual’s age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body’s water retention or other physiological responses to heat.
- **“Shade”** means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.
- **“Temperature”** means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Responsibilities

Responsible Person (as outlined in IIPP):

- Preparing and maintaining these written guidelines which are based on the requirement of Cal OSHA.
- Assist in providing training to all potentially impacted employees and their supervisors on the risk and prevention of heat illness, as outlined.

Supervisors:

- Identify all employees who are required to work outdoors where potential heat illness could occur and identifying the supervisor of the employees.
- Assure that adequate water and shade are available on job site.
- Ensure that all effected employees have received proper training and the requirements in this document are followed.
- Respond to heat illness without delay: provide first aid and emergency services by contacting 911 to request emergency medical services in the event medical assistance is required.
- Closely supervise new employees for the first 14 days and observe all employees for alertness and signs or symptoms of heat illness.
- Remind and encouraged workers to frequently drink water and use shade.
- Maintain effective communication with your crew at all times (by voice, observation or electronic means).
- Know what procedures to follow when a worker exhibits signs and symptoms of heat illness.
- Designate a person (s) to periodically check the level of the water containers; specify how often the containers will be checked and refilled throughout the work shift; and shade is open and set in place. Specify that the water and shade be located as close as possible to the workers.
- Ensure that the water is suitably cool, don't leave in direct sun or enclosed vehicle and make sure container(s) are clearly marked.
- Make sure employees have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it must be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. (You may begin the shift with smaller quantities of water if you have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour.)

Employees:

- Comply with the provisions of our Heat Illness Prevention Program.
- Ensure you drink water throughout the work day and utilize the shade as needed.
- Drink at least one quart or more over the course of an hour especially when the work environment is hot and you may be sweating more than usual as you work.
- Monitor your own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration.
- Start work well hydrated.
- Don't wait for thirst before drinking water.
- Report heat related symptoms to your supervisor immediately.
- Avoid getting sunburned.
- Wear proper clothing: Light colored; Light weight; Natural fibers; Cooling vest may be helpful in some cases.

- Have a “Buddy System” to keep an eye on co-workers for symptoms of heat illness especially in temperatures over 85 degrees and for new employees.

Training

It is important for all workers and supervisors to be fully trained before they are assigned to work in locations where they are at risk for heat illness. It is critical that workers and supervisors are trained to recognize and report heat illness symptoms early before a more serious medical conditions arises.

Employees

Training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness.

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The employer’s procedures for complying with the requirements of this standard.
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- The employer’s procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- The employer’s procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- The employer’s procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

Supervisor Training

Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness; effective training on the following topics shall be provided:

- The information outlined under employee training.
- The procedures to follow to implement our program based on Cal OSHA Regulations.
- The procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories during high heat (85 degrees or higher) make sure you remind employees to drink more water and use the shade areas more frequently.

Reminder to Supervisors on training - communicate information in a language and by a method understandable to all employees. Make sure that employees understand the information given to them. Information should be specific to employees' and supervisors' actual work conditions and activities. Remind employees daily and during the weekly tailgate meetings. Make sure you review the English Spanish posting from the trailer.

Records

All training and other records generated in association with this program shall be documented in accordance with our IIPP (Injury and Illness Prevention Program).

Risk factors

Heat illness results from a combination of environmental and personal risk factors described below. Environmental factors are working conditions that create the possibility that heat illness could occur. They include:

- High temperature and/ or humidity
- Direct exposure to the sun or heat sources
- Limited air movement
- Physical exertion and duration
- Protective clothing and protective equipment worn by employees

Personal factors

Personal factors affect how well an individual deals with excess heat. They include:

- Age, weight, and physical condition
- Acclimation to working in the heat
- Consumption of water, alcohol, and caffeine
- Use of medications that affect tolerance to heat

Reduce the Risk

Reduce the risk of heat illness by taking these precautions:

- **Recognize the hazard.** There are no absolute temperature cutoffs below which work in heat ceases to be a risk. With heavy work conducted in high humidity, or if workers are wearing protective clothing, even work at 70°F can present a risk.
- **Provide an ample supply of clean, cool drinking water.** Encourage employees to drink plenty of water. Employees working outdoors in heat need to drink three to four glasses of water per hour. For an eight-hour day, provide two or more gallons per person.
- **Provide a shaded area** for breaks and relief from the sun. Perform work in the shade when possible. Otherwise, provide a shaded area with good air circulation. When temperatures reach 85 degrees or higher shade will be available prior to the start of the day and will be as close as possible to the work site.
- **Encourage employees** to take a cool-down rest in the shade, for a period of no less than 5 minutes at a time. The amount of shade present should be at least enough to accommodate 25 percent of the employees on the shift at any time. Have and maintain one or more areas with shade. Permit access to shade at all times. Locate the shade structure as close as practicable to the areas where employees are working.

- **Allow workers time to acclimate**, or gradually adjust to working in heat. Acclimation is especially important for those returning to work after a long absence or illness, or recently arriving from a cooler climate. Starting with about two hours' work per day, allow four to 10 days of progressively increasing work time for very hot conditions.
- **Ensure that workers take rest breaks.** Breaks in a cooler, shaded area allow the body to cool and dissipate the internal heat load. Rest breaks are also an opportunity to drink water.
- **Use the buddy system.** Assign each employee another employee to keep an eye on that worker to recognize early signs or heat illness especially in high heat areas (over 95 degrees).
- **Summon emergency medical services** immediately when you suspect even initial symptoms of heat illness. Get help even if the person protests. Never leave unattended an employee who displays symptoms of serious heat illness without a medical assessment.

Note: In remote or temporary work areas, make sure you have communication means and knowledge of how to guide emergency services to your location.

Common Symptoms and Signs

Common early symptoms and signs of heat illness include:

- Headaches, dizziness, or lightheadedness
- Unusual fatigue or weakness
- Muscle cramps

Progression to more serious illness can be rapid and can include:

- Unusual behavior, irritability, or mental confusion
- Excessive sweating or hot, dry skin
- Nausea or vomiting
- Seizures or fits
- Rapid pulse
- Fainting or loss of consciousness

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What to do when heat illness occurs:

- Move the person to a cool, shaded area
- Loosen or remove heavy clothing
- Provide drinking water or an electrolyte beverage, such as Gatorade.
- Fan and mist the person with water.

Heat Illness – Emergency Response Procedures

Pre Emergency steps:

- Jobsite has telephone (in trailer or cell phone access)
- Review jobsite address with all employees and the best way to direct emergency response teams to site
- Review nearest emergency medical facility with employee (posted in trailer)
- Review the symptoms of heat illness (posted in trailer) and make sure they understand employees who show they have these signs are never left alone or sent home without medical authorization

If an employee suffers a heat related illness that requires medical treatment beyond first aid, the following steps will be taken:

- Call 911 immediately
- Move the victim to a cool location and begin cooling measures, including;
 1. Loosening clothing.
 2. Pouring water over the head and body if possible.
 3. Providing water or sports type drink type drink for heat stressed worker to drink slowly, but steadily.
 4. Talk calmly to heat stressed person until medical service arrives.
- Position personnel at the site entrance to guide emergency personnel to the location of the injured workers.
- Notify the designated company medical facility in that area so they may follow-up. Report the employee's name, type of symptoms and company name.
- Certified first aid/CPR personnel will administer basic life-saving measures to the extent possible until professional help arrives or until the transported employee is at the hospital/medical center if we transport employee ourselves do to the location of the jobsite.
- Call the office immediately to report this exposure.

Extra Measures During Heat Waves

Extra Vigilance - During a heat wave it is necessary to be *extra vigilant*. Your communication system and your "buddy system" are especially important and based on the environmental conditions present and the condition of your employees you can quickly make the appropriate adjustments, and put the changes into place before problems arise or become serious. In a heat wave:

- Do not allow employees to work alone
- Designate a person(s) to closely monitor and frequently report on employees' physical and mental condition.
- Have supervisors and employees watch each other very closely using your "buddy system", and encourage them to communicate about how they are feeling on a frequent basis
- Account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.

Additional Water Consumption

- Encourage employees to drink small quantities of water more frequently (i.e., in addition to the four 8-ounce glasses of water, or a total of one quart per hour) throughout the entire work shift to prevent dehydration
- Have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable
- Ensure that employees replace lost salts and minerals from the added fluid loss.
- Encourage employees to consult with their doctor on salt and mineral replacement.
- Encourage workers to also drink water before and after work

Additional Cooling Measures - Remember that shade is adequate only when it completely blocks the direct sunlight and allows the body to cool. Shade is not adequate when it does not allow the body to cool. In a heat wave air temperatures in the shade may still be extremely high and not allow the body to cool. During a heat wave, you may need to use other alternative cooling measures in addition to shade, (e.g. allowing employees to spend time in air conditioned places or having them spray themselves with water)..

Additional and/or Longer Rest Breaks - During a heat wave, it is especially important to permit employees the freedom to interrupt work activities to take rest breaks and allow the body to cool.

During a heat wave (over 85 degrees) you need to allow employees to take more frequent and longer breaks. Remember to provide areas for employees to take their breaks which are:

- Readily accessible
- Open to the air and ventilated or cooled, or in shaded areas
- Near sufficient supplies of drinking water

Changing Work Scheduling and Assignments - during a heat wave you may need to put into place one or more of the following additional measures:

- Start the work shift even earlier in the day or later in the evening
- Split-up work shifts to avoid work during the hottest part of the day
- Cut work shifts short or stop work altogether
- Reduce the severity of work by scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening)

Heat Illness Sign-off Sheet

Date: _____

Instructor: _____

Location: _____

Before signing, please make sure you have:

- Reviewed our company’s Heat Illness Prevention Program.
- Received training on the Prevention, Policies, and Procedures.
- Any concerns or questions have been asked.
- Read the paragraph below.

Print Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

By signing the above, I hereby certify that I have received our company’s heat illness prevention safety training in my particular job assignment and I understand the company policy completely. I understand the company will provide shade, that it is my responsibility to come to work in the proper attire, and ready to work, and that my failure to do so could jeopardize my employment. I further acknowledge my rights and responsibilities under this program and I agree to follow and comply with our policy and procedures contained within.

Return this page to file in safety person’s name

Date Reviewed: _____