



Guide to **Heat Illness Prevention Plans** for **California Employers**

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Introduction

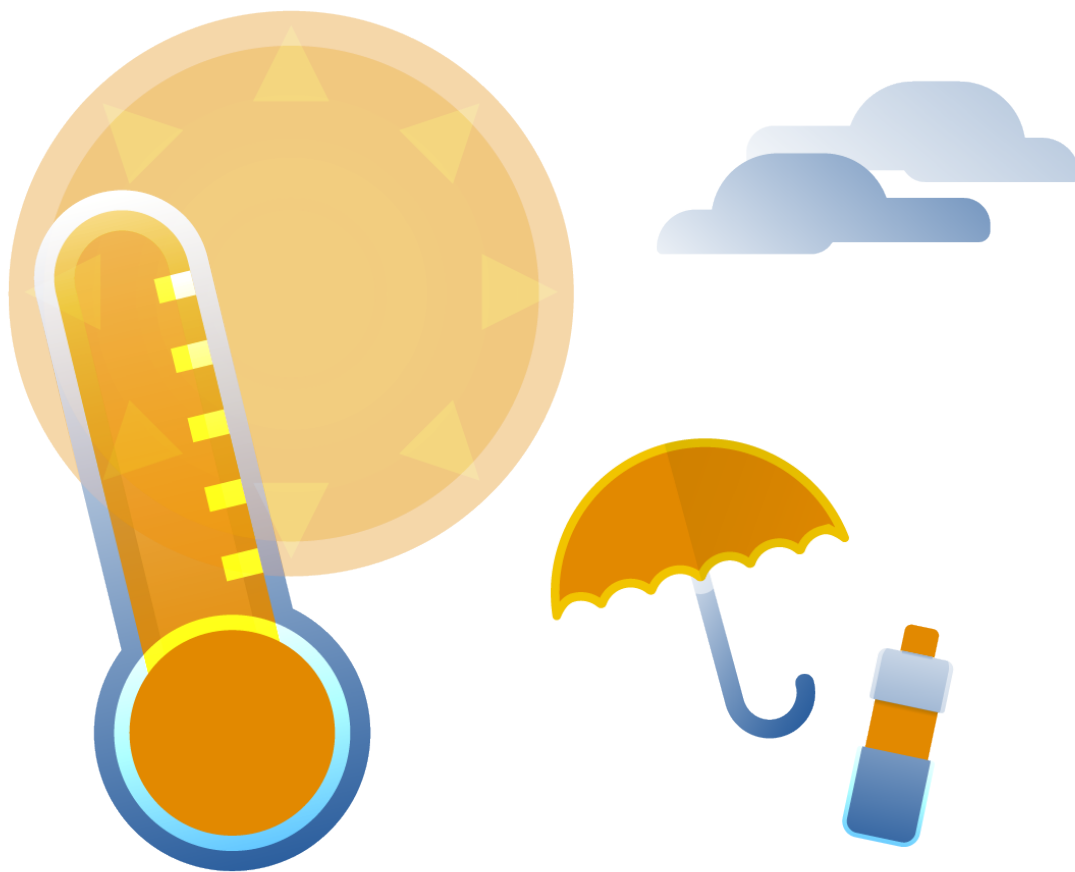
Hazards in your workplace can come in all shapes and sizes. Sometimes they might not even be visible. One of the most dangerous risks to your employees is heat.

As an employer in California, your company is required to follow the Heat Illness Prevention standard in the state's Code of Regulations. These regulations exist to help organizations reduce the risk of heat illness among workers by establishing their own heat illness prevention program.

The risk for heat illness is common in a wide variety of industries. The Heat Illness Prevention standard in Title 8, Section 3395 of the Code of Regulations is intended to supplement existing employee safety regulations and, therefore, does not act as a substitute for any other parts of Title 8. Specifically, an Injury and Illness Prevention Program (IIPP) as detailed in Section 3203 is still required, although your heat illness plan can be integrated into your IIPP.

According to California OSHA standards, employers are required to address and protect workers from heat illness through a variety of precautions and preventive measures, including making sure that water, shade, first aid and emergency response are readily available.

Review the contents of this guide and establish your own heat illness procedures. A heat illness prevention plan must be written in English and, if applicable, the language understood by the majority of your employees. Procedures must also be available at your worksites.



Types of Heat Illness

Heat illness is a broad term that can apply to many different conditions that affect workers. Some employers may think that heat illnesses like cramps or dizziness are not serious, but those types of symptoms can be a sign of a much more serious problem. Below is a list of common heat illnesses.

Heat Rash

A heat rash can be recognized by a cluster of red bumps on the skin and often appears near the neck, upper chest or near folds of skin. It is often uncomfortable and even painful.

Those suffering from heat rash should work in a cooler, less humid environment and try to keep the affected area dry.

Heat Cramps

Heat cramps are muscle spasms usually in the arms, legs or stomach. Heat cramps are caused by heavy sweating, especially when water is not being replaced fast enough. Symptoms often do not occur during work, but rather afterward. While painful, heat cramps usually do not result in any permanent damage.

Employees suffering from heat cramps should drink water and rest in a shaded, cool area. Allow for a few hours to pass before returning the employee to strenuous work, and have them seek medical attention if the cramps do not go away.

Heat Exhaustion

Heat exhaustion occurs when the body's temperature-regulating system becomes overworked but has not completely shut down. It is caused by extreme dehydration. During heat exhaustion, blood vessels intended to expand and cool the body collapse from loss of fluids and minerals.

If suffering from heat exhaustion, employees should sit or lie down in a cool, shaded area; drink water; and apply cold compresses or ice packs. The employee should not return to work that day and should be taken to a clinic or emergency room for medical attention if symptoms do not improve within 60 minutes.

Heatstroke

The most dangerous type of heat illness is heatstroke, which can result in death. Victims of heatstroke may have a body temperature of over 104 degrees Fahrenheit. Symptoms of heatstroke include:

- A high body temperature
- A distinct absence of sweating
- Rapid pulse
- Difficulty breathing
- Hot, red or flushed dry skin
- Constricted pupils
- Headache
- Vomiting
- Confusion
- Bizarre behavior
- High blood pressure
- Fainting
- Seizures
- Excessive sweating

If an employee is suffering from heatstroke, time is of the essence. Call 911 immediately, but also take the following actions while waiting for help to arrive:



Place the worker in a shady, cool area.



Wet the employee with cool water, ice packs, cool compresses or ice.



Loosen clothing and remove outer clothing.



Provide water or other fluids.



Fan air on the worker.



Do not leave the worker unattended.



Place cold packs in the armpits.

Table 1: Heat Illness Causes, Symptoms, Treatment and Prevention Methods

Heat Illness	Causes	Symptoms	Treatment	Prevention
Heat rash	<ul style="list-style-type: none"> Hot, humid environments Plugged sweat glands 	<ul style="list-style-type: none"> Red, bumpy and itchy rash Usually appears on the neck, upper chest, groin, under the breasts and in elbow creases 	<ul style="list-style-type: none"> Change into dry clothes Avoid hot, humid environments Do not use ointments and creams 	<ul style="list-style-type: none"> Wash skin regularly to keep it clean and dry
Heat cramps	<ul style="list-style-type: none"> Heavy sweating from strenuous activity that drains a person's body of fluid and salt 	<ul style="list-style-type: none"> Painful cramps, muscles spasms or pain in commonly worked muscles, like the arms, legs or stomach Pain may occur suddenly, either at work or later in the day Note: May be a symptom of a more serious heat illnesses 	<ul style="list-style-type: none"> Move to a cool, shaded area Loosen clothing and stretch affected muscles Drink cool, salted water or an electrolyte-replacement beverage Seek medical aid if cramps are severe or do not go away after fluid replenishment 	<ul style="list-style-type: none"> Reduce activity levels Avoid heat Drink fluids regularly Use the buddy system to help spot signs of heat illnesses

<p style="text-align: center;">Heat exhaustion</p>	<ul style="list-style-type: none"> ● Fluid loss, and inadequate salt and water intake ● The body's cooling system begins to break down 	<ul style="list-style-type: none"> ● Heavy sweating ● Cool, moist skin with body temperatures over 100.4 F ● Weak or fast pulse and normal or low blood pressure ● Weakness, nausea and vomiting ● Thirst alongside panting or rapid breathing ● Blurred vision ● Headache, light headedness or dizziness ● Irritability 	<ul style="list-style-type: none"> ● Seek medical attention immediately ● Move the person to a cool, shaded area ● Loosen or remove clothing ● Provide cool water and never leave the person alone ● Cool the person with cold compresses, ice and ice packs 	<ul style="list-style-type: none"> ● Reduce activity levels ● Avoid heat ● Drink fluids regularly ● Use the buddy system to help spot signs of heat illnesses
<p style="text-align: center;">Heatstroke</p>	<ul style="list-style-type: none"> ● A classic heatstroke occurs in older adults and in persons with chronic illnesses, when their body has used up its water and salt reserves ● Exertion heatstroke generally occurs when a person engages in strenuous activity for long periods of time in the heat, and their body's cooling system is exhausted and cannot get rid of excess heat 	<ul style="list-style-type: none"> ● Body temperature over 104 F ● Weakness ● Confusion ● Hot, dry and red skin ● Profuse sweating ● Fast pulse ● Headache or dizziness ● Fainting or convulsions 	<ul style="list-style-type: none"> ● Call an ambulance, as heatstroke can kill quickly ● Place worker in shady, cool area ● Remove excess clothing ● Fan the victim ● Spray the victim with cool water, apply ice packs, cool compresses or ice if available ● Provide cool water and never leave the person alone 	<ul style="list-style-type: none"> ● Reduce activity levels ● Avoid heat ● Drink fluids regularly ● Use the buddy system to help spot signs of heat illnesses

The Elements of a Heat Illness Prevention Plan

A California OSHA investigation showed that in 80% of cases in which a suspected heat illness occurred, the employer did not have a heat illness prevention plan in place. Lacking a program like this places your employees at risk for serious medical conditions and even death.

California OSHA's Heat Illness Prevention regulation requires that companies have heat illness prevention plans in writing and that they be made available to all employees and representatives of the Division of Occupational Safety and Health (DOSH) upon request.

All heat illness prevention plans must:

- Comply with California Code of Regulations Standard T8 CCR 3395 (f)(1)(B).
- Explain how the company will respond to symptoms of heat illness, including how emergency medical services will be provided, if necessary.
- Detail how emergency medical services will be contacted and, if necessary, how an employee suffering from heat illness will be transported to a place accessible by emergency medical services.
- Ensure that, in the event of an emergency, emergency responders will be provided with clear and precise directions to the worksite. This must include having a designated person available to make sure that emergency procedures are put into action when necessary.

Your company's heat illness prevention plan should include the following 10 elements:

Monitoring Weather Conditions

One of the first steps that you should take in protecting your employees from heat illness is making sure that you are aware of what conditions they will be working in. As the temperature increases, so too does the risk for heat illness and serious medical conditions.

Consider these guidelines when monitoring weather conditions:

- Use a thermometer to measure the outdoor temperature in an unshaded area, but make sure to shield the bulb or sensor of the thermometer from direct sunlight.
- Use sources like radio and television stations, and websites to keep track of the forecast. Some local sources include:
 - [National Oceanic and Atmosphere Administration website](#)
 - [The Weather Channel website](#)
 - [Weather Underground website](#)
 - National Weather Service phone numbers:
 - Eureka 707-443-7062
 - Hanford 559-584-8047
 - Los Angeles 805-988-6610 (#1)
 - Sacramento 916-979-3051
 - San Diego 858-2972107 (#1)
 - San Francisco 831-656-1725 (#1)

- Be aware of when the temperature at a worksite is expected to, or does, exceed 80 degrees Fahrenheit, and make sure that supervisors are also trained to monitor the weather every 60 minutes.
- Use real-time weather updates to know when to make adjustments to the worksite, including, but not limited to:
 - Setting up shade
 - Stopping work early
 - Rescheduling job tasks
 - Working at night or during the cooler hours of the day
 - Increasing the number of water and rest breaks
 - Implementing high-heat procedures

Check forecasts not only for that day, but for the days and weeks to come in order to plan advance work schedules, be aware of when high heat is expected and be ready to make modifications if necessary.

Providing Sufficient Water

Employers are required to provide workers with sufficient access to drinking water free of charge. It is important that employees drink small amounts of water frequently throughout the day. Take the following steps to make sure that your workers have the ability to stay hydrated:

- If potable water is not available via plumbing at the worksite, portable water containers should be transported to the site before employees begin working.
- Employees should be provided with at least one quart of water per hour throughout their shift.
- Clean, sanitary containers, such as paper cones, cups or water bottles, should be provided.
- Water containers should be placed as close as possible to the worksite. If the work environment makes it impossible to place such containers nearby, provide bottled water or personal water containers for your employees. If individual containers are used, ensure that they are adequately labeled to keep employees from drinking each other's water.
- Water containers should have their water levels checked regularly and refilled if a container drops below half full. Provide additional containers as needed and check more frequently in hotter temperatures.
- Supervisors should inspect water to make sure that it is clean and cool.
- At the start of every shift, employees should be reminded of the location of water and the importance of drinking it regularly.

When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, provide additional water and increase the number of water breaks for your employees.

Providing Access to Shade

Staying hydrated is important for your employees, but helping them get out of the sun is another key part of any successful heat illness prevention plan. California law requires that shade be made available at all times if the temperatures is over 80 degrees Fahrenheit or by employee request, even if it is not that hot. Your shade accommodations should meet the following criteria:

- Shade areas must either be open to the air or have other means of ventilation or cooling.
- Shade areas must be at least large enough to have space for all employees taking a rest, recovery or meal break to sit comfortably, with normal posture and without being in contact with one another.
- Shade areas should be located as close as possible to worksites. Relocate shade areas if your crews move further away from them throughout their tasks.
- Employees should be informed on a daily basis where shade structures will be located and encouraged to take regular breaks.
- During cool-down rest breaks, employees should be monitored for signs of heat illness. No employee showing symptoms of heat illness should return to work.
- If you intend to use trees as shade areas, the sizes and shapes of the trees should be sufficient to cast a suitable shadow to protect your workers.
- In situations when it becomes unsafe or not possible to provide shade using normal procedures, such as during periods of high wind, these conditions shall be noted, and alternate means should be used to provide shade if necessary.

If your company is not in the agricultural industry, the law allows your company to provide alternative means for cooling in place of shade, such as misting machines, as long as it can be proven that they are equally or more effective than shade in allowing employees to cool.

Work Severity and Duration

Employees who are working too hard or for too long are at greater risk of heat illnesses. An important part of preventing heat illness is allowing the body to cool down. If a worker is not resting enough or is laboring too intensely, the body can easily overheat. Cool down your employees' body temperatures by making sure they have enough cool drinking water and giving them shade in which to rest.

Employ these best practices at your workplace in order to limit work severity and duration to healthy levels:

- Schedule slower-paced or less physically demanding work during the hot parts of the day and more difficult tasks during the cooler parts of the day (early morning or evening).
- Start shifts earlier in the morning or have them run later into the evening when the temperature is lower, and consider splitting shifts into halves at these times to avoid working during the hottest part of the day.
- Avoid overtime and double shifts.
- Rotate employees through different duties in order to give everyone regular breaks from the most physically demanding tasks.
- Schedule extra workers to reduce exposure time for each employee.
- If necessary, cut work shifts or stop work altogether.

Providing regular rest breaks for employees is an important part of staving off heat illness. Adjust the timing, frequency and length of breaks based on temperature and other risk factors at the worksite. Also, observe the behavior and physical conditions of each individual employee when determining a rest break schedule.

Make sure that your employees take their regularly scheduled breaks and implement these steps into your plan:



Train employees and supervisors to understand how important rest cycles are.



Use a “buddy system” in order to have supervisors and employees monitoring each other closely and constantly.



Consider whether an employee may be more at risk and have less work capacity. These employees may need more flexibility or additional breaks.



Provide more rest breaks for workers who are performing tasks that require constant attention or who are wearing personal protective equipment.



Use portable structures or other mobile means for cooling if crews will be moving throughout their shift so that they can cool down between locations.

Break areas should be readily accessible, open to the air, ventilated or cooled, shaded and near sufficient supplies of cool drinking water.

Rest Periods

California OSHA requires that employees be given a preventive cool-down rest period (CDRP) in the event that they are suffering from heat illness or believe that they are in need of a CDRP. A CDRP is not the same as a regular rest break, but regular rest breaks can eliminate the need for CDRPs. During a CDRP, provide cool drinking water and shade for your employees.

Do not wait until symptoms of heat illness show themselves to take action. As an employer, you want to keep your workers from ever reaching that point. The progression from minor symptoms to serious heat illness can be quick and even life-threatening, and affected employees may not be able to diagnose themselves.

Take these steps in your heat illness prevention plan to address CDRPs and keep your employees safe:

- Allow workers who are taking a CDRP to take their time.
- Make water available in the rest area and encourage employees to drink.
- Make sure spaces used for CDRPs are available at all times, spacious enough that workers can sit and relax, and able to provide shade and air circulation.
- Monitor workers taking a CDRP for any signs of heat illness, including simple fatigue. If any symptoms are observed, do not have the worker return to work, and continue to monitor them until the symptoms have abated. If no signs or symptoms of heat illness are observed, you can monitor the employee periodically as opposed to continuously.
- Provide appropriate first-aid procedures to employees showing signs or symptoms of heat illness.
- If heat illness is suspected, contact emergency medical personnel immediately.

- Designate someone to stay with an employee who is showing signs or symptoms of heat illness alone, and do not send the employee home without first offering first aid or emergency medical services at the worksite.
- Train employees and supervisors to understand the importance of CDRPs and your emergency response procedures.

Acclimatization Methods and Procedures

One of the first measures that employers should take when protecting their workers from heat illness is helping them acclimatize to the environment. Acclimatization refers to the adaptations that the human body makes due to consistent and repeated exposure to a hot environment. Employees who are not used to working in high temperatures are at far greater risk for heat illness than those who have been acclimatized. This applies not only to new workers, but also experienced employees in the event of a sudden rise in temperature either via a heat wave or heat spike.

Take these steps to help your workers be prepared for the elements:

- Start new employees with less intense workloads, or schedule more difficult tasks during the coolest parts of the day for at least their first 14 days on the job.
- Use a buddy system for new employees and pair them with an experienced co-worker who can keep an eye on them.
- Monitor the weather daily, and be on the lookout for heat waves or higher temperatures that employees have not been exposed to in recent weeks.
- Reschedule work during a heat wave or heat spike to early in the morning or at night during cooler hours. Or, if possible, simply stop work for the day.
- Make sure that all supervisors and employees are trained on the importance of acclimatization, how it works and how your heat illness prevention plan addresses it.

High-heat Procedures

The most dangerous time for heat illness comes when temperatures exceed 95 degrees Fahrenheit. Supervisors should monitor the forecast regularly to know what conditions await their workers. California regulations dictate specific rules and procedures that employers and their heat illness prevention plans must follow during these instances, including:

- Remind employees regularly throughout every shift that they should drink plenty of water.
- Conduct pre-shift meetings with all workers to review your company's high-heat procedures, and encourage employees to take breaks when necessary.
- Make sure that employees can contact a supervisor when necessary either by voice, observation or electronic means. Check that reception is reliable before depending on a cellphone or text messaging device to fulfill this purpose.
- Monitor all employees regularly for symptoms of heat illness through one of the following means:
 - Assign a supervisor or other designated employee to observe no more than 20 workers.
 - Use a buddy system.
 - Communicate with solo employees regularly by radio or phone.

- Observe employees visually.
- Designate at least one employee at every worksite to be authorized and in charge of calling for emergency medical services if necessary.

If you are operating in the agricultural industry, see the [California Department of Industrial Relations website](#) for additional requirements during high heat.

Clothing and Personal Protective Equipment

What your employees wear while in hot conditions can make a huge difference. Clothing or personal protective equipment (PPE) can contribute to overheating an employee's body temperature and, therefore, cause heat illness. Make sure that your workers are trained on how their attire works, and the clothing and PPE that is appropriate for particular jobs and tasks.

The right clothing choices are important for your workplace and can help keep body temperatures in healthy, safe ranges. Implement these tips into your plan:

- Instruct employees working in the sun to wear a wide-brim hat with attached fabric in order to provide shade for the head, neck, face and eyes.
- Use lightweight, loose-fitting and breathable fabric for workplace clothing in order to allow for airflow, which helps to cool the body (Note: Employees working near moving machinery should not wear loose-fitting clothes).
- Provide workplace attire that is light in color so that it reflects heat better, as opposed to dark-colored clothing, which absorbs heat.
- Provide long-sleeved shirts in order to avoid sunburn. Sunburn can limit the body's ability to cool itself and increases bodily fluid loss.

Emergency Response Procedures

Despite all your precautions and procedures, there may come a time when an employee suffers from heat illness and you need to call for help. Make sure that you are ready to respond quickly and efficiently during a time of need by implementing these measures:

- Ensure that there is an effective and reliable means of communication between employees at the worksite and supervisors or emergency medical services. A cellphone or other text messaging device should not be used for this purpose if reception in the area is unreliable.
- Provide employees with a map of worksites so that they can give clear and precise directions to emergency medical services.
- If a medical facility such as a clinic or hospital is not nearby, make sure that there is an appropriately trained and equipped person at the worksite to render first aid.
- If there is a language barrier at your worksite, make sure that you designate the responsibility to call medical services to someone who can speak English.
- Encourage workers to notify a supervisor if they, or a co-worker, develop any signs of heat illness, and have emergency medical services respond immediately if an employee appears to be suffering from symptoms. Do not leave someone with symptoms of heat illness alone under any circumstances.
- If your worksite is remote or in an undeveloped area, designate at least one employee to go to the nearest road or highway to help emergency responders locate the site.

- Train all employees on how to recognize and respond to symptoms of heat illness.

Training

It is very important to make sure that your employees and supervisors are aware of the risks of heat illness and the practices that your company has put into place in order to prevent it.

Make sure that workers are fully trained before they are assigned to work that could include heat-illness risk. Training that is implemented close to the hotter parts of the year is more effective than training given during colder seasons if follow-up training is not also provided. For effective heat illness training:

- Provide training in languages that all employees can understand.
- Keep heat illness prevention procedures consistent with the information you provide to workers during training.
- Maintain records of training.
- Provide refresher training as needed.
- Reinforce training by having a designated person responsible for holding short, daily meetings to review information related, but not limited, to:
 - Weather
 - Location
 - Heat illness prevention and response
 - Reminders to drink water frequently
 - The importance of noticing and immediately reporting the signs and symptoms of heat illness
 - Availability of shade upon request
 - Acclimatization
 - High-heat and heat-wave procedures
 - Emergency response procedures

It is not enough to simply provide training resources for your employees. In order to keep your workers as safe as possible, your company should also do your best to make sure that your training is effective. Whether or not your workers properly learn and retain the information presented can be a matter of life and death.

Use training techniques and aides that include:

- Real-life examples of heat illness incidents
- Shared experiences from supervisors and employees
- eTools
- Posters
- Pictures
- Pamphlets
- Paycheck stuffers
- Videos
- Audio elements
- Practical demonstrations

Before concluding training, make sure that your employees understand the material by:



Asking for feedback on the material



Having employees demonstrate safe work practices



Holding question and answer sessions



Providing opportunities to practice and discuss the training



Using worksite observations

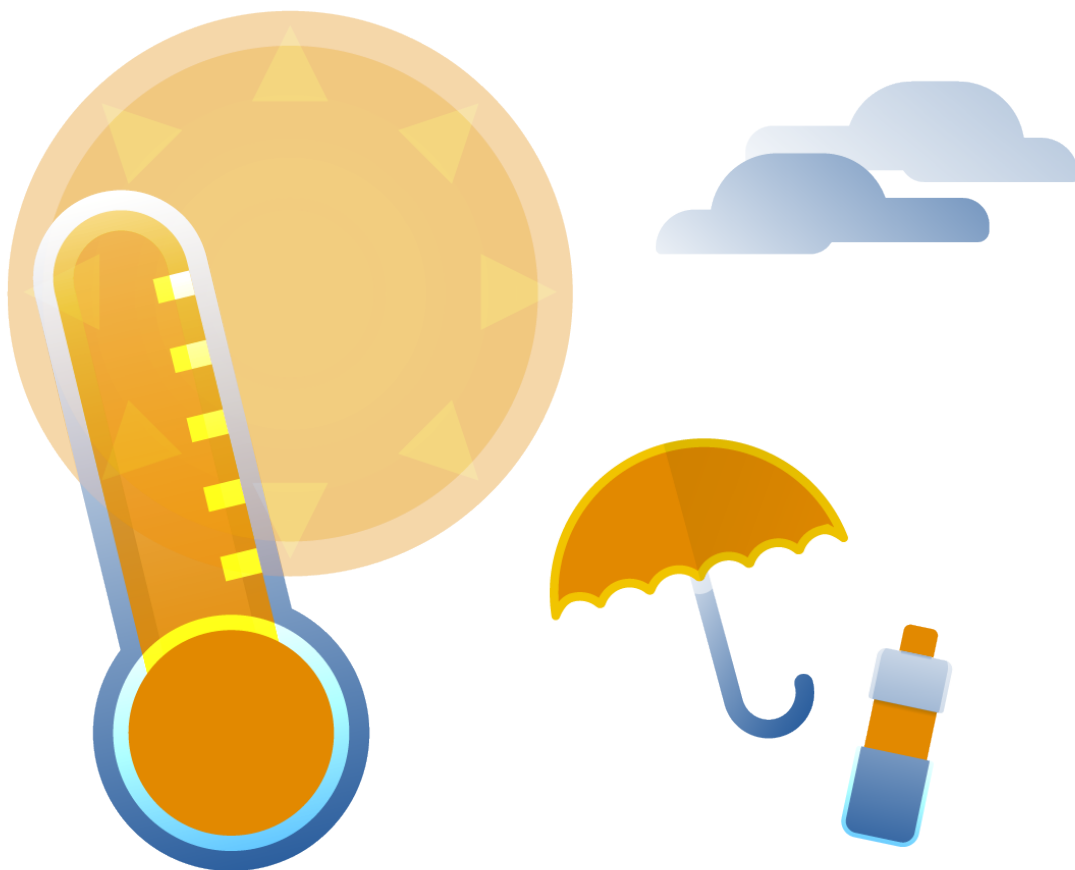
Make sure that your company welcomes input from your employees regarding your training program, and regularly review and update it in order to maintain effectiveness.

Conclusion

From cramps and rashes all the way to exhaustion and heatstroke, heat illness comes in many forms and can become extremely serious very quickly. According to the Centers for Disease Control and Prevention, heat illness accounts for an average of 658 deaths per year in the United States.

The appendix of this guide provides both sample plans and policies that you can use to get started in drafting your company's procedures and guidelines for managing heat illnesses. These documents can be modified to fit the specific needs and conditions of your operations and worksites.

As an employer, you are responsible for the safety of your workers. That includes making sure that you are doing everything possible to keep them safe from heat illnesses. For more information on the dangers of heat illnesses, review Cal/OSHA's Heat Illness Prevention [eTool](#) or contact [B_Officialname] today.





Appendix

Heat Illness Prevention Sample Plan

The following is a sample for a heat illness prevention plan that can be tuned and tweaked to best fit your organization. This sample is not intended to cover all individual cases and should be adjusted accordingly for all industries and workplaces.

When making adaptations, take the following factors into account:

- Size of workforce
- Length of shifts
- Ambient temperature
- The use of personal protective equipment (PPE) that could affect body temperature
- Additional sources of heat

Designated Employees

The following designated employees have the authority and responsibility to implement this heat illness prevention program at [C_Officialname] worksites:

Name	Title	Phone Number

Procedures for Monitoring the Weather

Understanding the conditions that workers will be working in is important. As such, [C_Officialname] will implement the following measures to be aware of potentially hazardous work environments:

- Supervisors or a designated employee will be in charge of checking the weather forecast for worksites. The weather can be monitored using local radio and television stations as well as several online resources.
- Websites that may be used for checking the forecast include:
 - [The National Oceanic and Atmospheric Administration](#)
 - [The Weather Channel](#)
 - [Weather Underground](#)
- The National Weather Service can also be called for California forecasts at the following numbers:
 - Eureka 707-443-7062
 - Sacramento 916-979-3051
 - Hanford 559-584-8047
 - San Diego 858-2972107 (#1)
 - Los Angeles 805-988-6610 (#1)
 - San Francisco 831-656-1725 (#1)

- Supervisors or a designated employee will measure the outdoor temperature at the worksite themselves using a thermometer in an unshaded area. While the thermometer itself should be in full sunlight, the bulb or sensor should be shielded using a hand or other object.
- Supervisors or a designated person will monitor the temperature and forecast regularly throughout the day.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
4.	

2. Providing Sufficient Water

Water will be made readily available in order to keep workers hydrated by following these procedures:

- Drinking water will be brought in 5- to 10-gallon containers to the worksite in such quantities that there is enough for every employee to have at least two quarts. All employees, whether working individually or as part of a crew, will have access to drinking water.
- Paper cones or disposable cups will be provided and kept clean until used.
- The water level of all containers will be checked every hour and more frequently as conditions become hotter. Water containers will be refilled with cool, potable water whenever the water level in a container drops below 50%. Additional water containers will be delivered as needed.
- Employees and supervisors will be trained on the importance of consuming sufficient amounts of water and its importance in preventing heat illness.
- Water containers will be placed as close as possible to where employees will be working as well as at all rest locations.
- In the event of employees moving throughout their shift, vehicles or other equipment will be available to transport water so that it remains as close as possible to workers.
- Water will be provided free of charge, and employees will be encouraged to drink frequently and sufficiently.
- If the worksite or terrain prevents large water containers from being placed within a reasonable distance of the worksite, bottled water or individual containers will be provided.
- Supervisors or a designated employee will make sure that water is fresh, pure and cool by both visually examining it and pouring small amounts on their skin to test the temperature.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
4.	

3. Providing Access to Shade

[C_Officialname] will follow these measures in order to provide shade and relief for workers:

- Shaded shelters shall be provided for employees for regular rest breaks as well as preventive CDRPs.
- Shelters may be provided in the form of pop-ups, canopies, umbrellas or structures.
- Shaded areas will be set up before the shift begins.
- Shaded areas will have enough space and seating available that all employees taking a break can avoid sitting on the ground or floor and can assume a relaxed posture.
- Shelters will either be open-air or have a form of ventilation and cooling to circulate airflow.
- A supervisor or a designated employee will make employees aware of shade locations before every shift and remind them to take breaks in the shelters.
- In situations where trees or other vegetation are being used to provide shade, a supervisor or a designated employee will be in charge of making sure that the thickness and shape of the object will provide sufficient shadow to protect employees.
- In the event that employees and crews are moving throughout the shift, shade structures will be relocated, or new ones will be provided to remain as close as possible to where work is being done.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
4.	

4. Work Severity and Duration Adjustments

The following procedures will be used to adjust the scheduling and pacing of work when conditions are dangerous:

- Slower-paced and less physically demanding work will be scheduled during the hotter parts of the day, and heavier, more difficult tasks will be scheduled during the cooler parts of the day (early morning or evening).
- Shifts may be split into half shifts to be done in the early morning and evening hours in order to avoid working during the hottest part of the day.
- Employees will not be scheduled for overtime or double shifts in high-temperature environments.
- Nonessential work will be postponed until the temperature lowers.
- Employees will be rotated through tasks in order to give everyone a break from fast-paced and the most physically demanding work.
- Shifts may be cut short or canceled due to the heat if necessary.
- Supervisors will encourage employees to take regular breaks.
- Employees and supervisors will be trained to understand the importance of taking regular breaks, and employees will be reminded to take breaks at the start of every shift.
- Supervisors or a designated employee will observe employees' behavior and physical condition for signs and symptoms of heat illness.
- Scheduled breaks will be more frequent during times of high temperature.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
4.	

5. Acclimatization

[C_Officialname] will use the following measures to best prepare workers for high-heat environments:

- Employees and supervisors will be trained on the importance of acclimatization.
- New employees who have been newly assigned to a high-heat environment will be closely observed by a supervisor or other designated employee for at least the first 14 days of employment. The intensity of the new employee's work will be lessened during this introductory period.
- An experienced employee will be assigned to monitor a new employee for signs of heat illness.

- Employees returning from an absence, from a cool climate or from different conditions will also be eased into high-heat environments with lesser workloads during the first 14 days of employment.
- Supervisors or a designated employee will monitor the weather daily and check for heat waves, heat spikes or other temperatures that employees have not been exposed to for several weeks or longer.
- During a heat wave, heat spike, or other situation in which employees are working in higher temperatures than they have experienced for several weeks or longer, all employees will be monitored closely by supervisors.
- During a heat wave, heat spike or other situation in which employees are working in higher temperatures than they have experienced for several weeks or longer, a “buddy system” will be implemented in which workers are paired up and should monitor each other’s conditions for signs or symptoms of heat illness.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
4.	

6. High-heat Procedures

The following procedures will be implemented in order to provide extra protection for workers working in particularly dangerous conditions:

- High-heat procedures will be put into effect in the event that the temperature at the worksite equals or exceeds 95 degrees Fahrenheit.
- During times of high heat, extra precautionary measures shall be put in place in order to protect workers from heat illness.
- Meetings will be held frequently by a supervisor or a designated employee to remind workers of the company’s heat illness prevention plan, the weather forecast, emergency response procedures and other safety measures.
- Communication will be frequent and reliable between employees and supervisors either through direct observation, voice or an electronic device such as a cellphone or text messaging device if reception in the area is reliable.
- Employees will be encouraged to drink water more frequently. Audio cues, such as whistles or air horns, will be used to remind workers to drink water regularly.
- Employees will be encouraged to drink only water and not sodas or other beverages containing caffeine and sugar.

- Shifts will be scheduled around cooler parts of the day or cut short altogether whenever possible.
- Employees will be encouraged to take more frequent breaks during periods of high heat.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

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2.	
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4.	

7. Cool-down Rest Periods (CDRPs)

[C_Officialname] will implement the following measures to make CDRPs both effective and available:

- Employees and supervisors will be trained to understand the importance of CDRPs and their role in preventing heat illness.
- CDRPs will not count as regular rest breaks.
- CDRPs locations will be:
 - Shaded
 - Open-air, or have ventilation or cooling
 - Near sufficient drinking water supplies
 - Available to all employees and supervisors at all times
 - Spacious and with enough seating for all workers not to have to sit on the floor and to be able to have a relaxed body posture.
- An employee taking a CDRP will be monitored closely for symptoms of heat illness.
- First-aid procedures will be initiated for any employee showing or complaining of symptoms of heat illness, and emergency medical personnel will be contacted immediately.
- Employees taking a CDRP will never be left unattended.
- Employees showing signs of heat illness will not be sent home without first being offered first aid or provided emergency medical services at the worksite.

- In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

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8. Work Clothing and Personal Protective Equipment (PPE)

The following measures will be enforced in order to make workers as safe as possible from heat illnesses:

- Employees will wear appropriate clothing that allows the body to cool and protects them from the sun and other environmental risk factors.
- In general, work clothing will be lightweight, loose-fitting and made of breathable fabric that allows airflow.
- Work clothing should be light-colored.
- Shirts should have long sleeves in order to protect the body against sunburn.
- Employees working with, or near, moving machinery will not wear loose-fitting clothes.
- Employees should wear a wide-brim hat with attached fabric to provide shade to the head, neck, face and eyes.
- No employee wearing PPE should work alone in warm or hot conditions, or during high heat or a heat wave.
- Supervisors or a designated employee will be more careful in monitoring employees wearing PPE.
- Employees wearing PPE will be instructed to drink more water and will be required to take extra breaks during high temperatures.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

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9. Emergency Response Procedures

In order to make sure that an employee receives emergency medical attention as quickly as possible, [C_Officialname] shall make sure of the following:

- A supervisor or a designated employee will provide workers and the foreperson with a map and precise directions—including street names, distinguishing features and distances to major roads—to the worksite.
- A supervisor or a designated employee will determine whether a language barrier is present at the start of every shift and make sure that the responsibility to call emergency medical services is assigned to an English-speaking employee.
- Forepersons and supervisors will carry cellphones, walkie-talkies, two-way radios or other reliable means of communication to ensure that emergency medical services are contacted quickly. Communication devices will be checked before every shift to make sure that they are functioning at all worksites.
- Supervisors and employees will be made aware of the location(s) of nearby medical treatment facilities.
- Employees recognized as showing signs or symptoms of heat illness will never be left unattended, nor will they be allowed to leave the worksite or be sent home without medical authorization.
- A certified first-aid responder will check employees showing signs or symptoms of heat illness and will determine whether resting in the shade, drinking cool water, removing excess layers of clothing and performing first-aid procedures such as placing ice packs and fanning the victim will prevent heat illness from developing, or if emergency medical services need to be called.
- At remote locations, such as rural farms or undeveloped areas, a supervisor or a designated employee will direct a worker to physically go to the nearest road or highway where emergency responders can see them, or employees will transport the heat illness victim to a point where they can be picked up by emergency medical services. (Note: If it is dark at the worksite, employees directing emergency responders or transporting the victim will be given a reflective vest or a flashlight.)
- Employees and supervisors will be reminded to follow the written emergency response procedures before the start of every work shift.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

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10. Training

It is important that everyone on a worksite knows what to do if an emergency should arise. As such, the following training procedures shall be implemented:

- All employees and supervisors will be fully trained on all aspects of heat illness prevention, recognition and response before they are assigned to work in locations where they are at risk.
- Training will be reinforced regularly by having a supervisor or other designated employee review information during daily meetings.
- Training will be communicated in a language understandable to all employees and supervisors.
- Information in training will not be generic and will specifically address employees' and supervisors' work conditions and tasks.
- Training techniques will include, but not be limited to, discussions on real-life examples of heat illness incidents, and question and answer sessions where experienced employees and supervisors share their experiences and practical demonstrations.
- Employees and supervisors will be given ample opportunity to ask questions and give feedback on the effectiveness of the training.
- Training techniques will be regularly reviewed and updated when necessary.

In addition to the procedures above, the employer will ensure accurate and regular monitoring of the weather using the following procedures:

1.	
2.	
3.	
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Notice to Employees

Heat illness is a life-threatening workplace hazard. Even in moderate temperatures, working too hard or for too long without a break can lead to serious medical problems. There are many factors that go into heat illness. The purpose of [C_Officialname]'s Heat Illness Prevention Plan is to eliminate all unnecessary heat illness incidents by reducing those factors. We value our employees not only as workers, but also as human beings, and this plan is intended to protect them in every way possible.

All employees of [C_Officialname] who will be working in conditions in which the risk for heat illness is present will be required to actively participate in training for their own health and well-being.

[C_Officialname] encourages employees to take a proactive approach to providing feedback and asking questions about heat illness and related training.

I have read and understand [C_Officialname]'s Heat Illness Prevention Plan, and its requirements and expectations of me as an employee.

Employee signature

Date

Heat Illness Prevention Sample Policy

Location:

Effective Date: [Effective_Date]

Revision Number: 1

[C_Officialname]

Purpose

[C_Officialname] recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is firmly committed to the safety of our employees. [C_Officialname] will do everything possible to prevent workplace accidents and illnesses and is committed to providing a safe working environment for all employees.

The purpose of [C_Officialname]'s Heat Illness Prevention Policy is to eliminate unnecessary heat illness in the workplace by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and [C_Officialname].

To further this goal, our company has developed this policy effective [Effective_Date] in accordance with the Cal/OSHA Heat Illness Prevention Standard. This policy applies to all candidates for employment as well as all current employees.

Designated Employees:

The following designated employees have the authority and responsibility to implement this heat illness prevention program at [C_Officialname] worksites:

Name	Title	Phone Number

Questions regarding the Heat Illness Prevention Policy should be directed to these designated employees.

Procedures for Monitoring the Weather

Supervisors or designated employees listed in this document are responsible for monitoring workplace temperatures and weather. Supervisors or designated employees will monitor predicted weather temperatures prior to shifts to know when temperatures are likely to exceed 80 degrees Fahrenheit. Supervisors or a designated person will also monitor the temperature and forecast regularly throughout the day. The following resources will be used to monitor the weather at [C_Officialname] worksites:

[Insert resources and procedures that will be used to monitor heat advisories and weather affecting worksites].

[C_Officialname] will provide training to all supervisors on how to monitor weather reports and how to respond to heat advisories.

Access to Water:

Employees shall have access to potable drinking water that is fresh, pure, suitably cool and provided free of charge. [C_Officialname] recommends that employees drink four 8-ounce glasses of water, or a total of one quart per hour, throughout their entire shift when the weather is warm or hot.

Sources of water will be placed as close as practicable to the areas where employees are working.

[Insert details about the sources of water available in your workplace and other procedures related to employees' access to water.]

Supervisors or designated employees are responsible for ensuring that sufficient quantities of water are available for workers at all times.

Employees who are experiencing symptoms of dehydration should notify their fellow employees and supervisor as soon as possible to maintain their safety.

Access to Shade:

Employers are legally required to provide shade when temperatures exceed 80 degrees Fahrenheit. As such, employees will be provided with sufficient access to shaded areas for rest breaks and preventive cool-down rest periods (CDRPs). [C_Officialname] recommends that employees take regular breaks in shaded areas. Supervisors or designated employees will make employees aware of shaded locations and remind them to take breaks.

[C_Officialname] will ensure that shaded areas are set up before the shift begins, that they have enough space and seating so that all employees taking a break can avoid sitting on the ground or floor while assuming a relaxed posture, and that there is some form of ventilation or airflow.

[Insert details about the location and type of shaded areas in your workplace and other procedures related to employees' access to shade.]

Work Severity and Duration Adjustments:

[C_Officialname] will take measures to help balance work and tasks done throughout a shift, taking weather conditions into account. Slower-paced and less physically demanding work will be scheduled during the hotter parts of the day, while more difficult tasks will be scheduled during cooler times. Employees at [C_Officialname] will not be scheduled for overtime or double shifts in high-temperature environments, and shifts may be cut short, split or canceled due to heat if necessary.

Employees and supervisors at [C_Officialname] will be trained to understand the importance of taking regular breaks, and breaks may be scheduled more frequently during times of high temperatures.

[Insert details about rest breaks and shift schedules in your workplace, and other procedures related to work severity and duration adjustments.]

Acclimatization:

Employees and supervisors at [C_Officialname] will all be carefully acclimatized to hot work environments for at least [Insert minimum number of days of acclimatization] before being given a full workload. During a heat wave, all employees will be carefully monitored by supervisors or other designated employees. For the purposes of this section only, a "heat wave" is considered any time that

the expected high temperature for that day is at least 80 degrees Fahrenheit. These precautions will also be taken if a particular day is expected to be at least 10 degrees Fahrenheit warmer than the average high temperature across the previous five days.

The intensity of a new employee's workload, or an experienced employee new to a hot environment, will be reduced during this period. A [C_Officialname] employee experienced with working in the heat will be assigned to monitor a new employee for signs of heat illness for at least the first 14 days of the employee's employment.

Supervisors or designated employees will be responsible for monitoring the weather daily and checking for heat waves, heat spikes or other temperatures that employees have not experienced for several weeks or longer, and therefore not acclimatized to. During these times, employees will be monitored more closely and be reminded to drink water more frequently and take more breaks.

[Insert details about acclimatization procedures in your workplace and other procedures related to acclimatization.]

High-heat Procedures:

[C_Officialname] will implement special safety procedures in the event that the temperature in the workplace equals or exceeds 95 degrees Fahrenheit. During times of high heat, the following procedures will be put into effect:

- Ensuring that effective communication by voice, observation or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary—An electronic device, such as a cellphone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observing employees for alertness, and signs or symptoms of heat illness—The employer shall ensure effective employee observation/monitoring by implementing one or more of the following:
 - Supervisor or designee observation of 20 or fewer employees, or
 - Mandatory buddy system, or
 - Regular communication with the sole employee such as by radio or cellular phone, or
 - Other effective means of observation.
- Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- Reminding employees throughout the work shift to drink plenty of water.
- Holding pre-shift meetings before the commencement of work to review the high-heat procedures, encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary.

For employees employed in agriculture, the following shall also apply:

- When temperatures reach 95 degrees Fahrenheit or above, the employer shall ensure that the employee takes a minimum 10-minute net preventive cool-down rest period every two hours. The preventive CDRP required by this paragraph may be provided concurrently with any other meal or rest period required by Industrial Welfare Commission Order No. 14 (8 CCR 11140) if the timing of the preventive CDRP coincides with a required meal or rest period thus resulting in no additional preventive CDRP required in an eight-hour workday. If

the workday will extend beyond eight hours, then an additional preventive CDRP will be required at the conclusion of the eighth hour of work; and if the workday extends beyond 10 hours, then another preventive CDRP will be required at the conclusion of the 10th hour and so on. For purposes of this section, preventive CDRP has the same meaning as “recovery period” in Labor Code Section 226.7(a).

Source: California Department of Industrial Relations

[Insert details or additional procedures that will be implemented during periods of high heat in your workplace.]

Cool-down Rest Periods (CDRPs):

When temperatures reach 95 degrees Fahrenheit, employees are required to take at least a 10-minute break every two hours. Specific areas will be provided by [C_Officialname] to employees for CDRPs. CDRPs will not be counted as regular rest breaks and are available for employees who may be showing signs or symptoms of heat illness.

Locations for employees to take CDRPs will be:

- Shaded
- Open-air or have ventilation or cooling
- Near sufficient drinking water supplies
- Available to all employees and supervisors at all times
- Spacious and with enough seating for all workers not to have to sit on the floor or ground, and to be able to have a relaxed body posture.

If any employee of [C_Officialname] is taking a CDRP, they will:

- Never be left unattended
- Be monitored closely for symptoms of heat illness
- Never be sent home without first being offered first aid or provided emergency medical services

[Insert details about the locations of CDRP areas in your workplace and other procedures related to CDRPs here.]

Work Clothing and Personal Protective Equipment (PPE)

Work uniforms and attire at [C_Officialname] will be selected in order to best prevent hazards for employees. When working in hot environments, employees’ clothing will be:

- Lightweight
- Loose-fitting (unless working near moving machinery)
- Made of breathable fabric

When working outdoors, clothing will also be:

- Light-colored
- Long-sleeved

Employees of [C_Officialname] may also be required to wear personal protective equipment (PPE) at times. No employee wearing PPE will be allowed to work alone in hot conditions, and supervisors or

designated employees will monitor employees wearing PPE more closely. Employees wearing PPE will also be reminded to drink more water and take more breaks.

[Insert details about work clothing and specific PPE used in your workplace and other procedures here.]

Emergency Response Procedures

At [C_Officialname], our employees' safety is of the utmost importance. In the event of an emergency, all employees must react quickly and correctly. In order to ensure that emergency medical services are able to arrive as quickly as possible, the following procedures will be followed:

- A supervisor or a designated employee will provide workers and the foreperson with a map and precise directions—including street names, distinguishing features and distances to major roads—to the worksite.
- A supervisor or a designated employee will determine if a language barrier is present at the start of every shift and make sure that the responsibility to call emergency medical services is assigned to an English-speaking employee.
- Foremen and supervisors will carry cellphones, walkie-talkies, two-way radios or other reliable means of communication to ensure that emergency medical services are contacted quickly. Communication devices will be checked before every shift to make sure that they are functioning at all worksites.
- Supervisors and employees will be made aware of the location(s) of nearby medical treatment facilities.
- Employees recognized as showing signs or symptoms of heat illness will never be left unattended, nor will they be allowed to leave the worksite or be sent home without medical authorization.
- A certified first-aid responder will check employees showing signs or symptoms of heat illness and will determine if resting in the shade, drinking cool water, removing excess layers of clothing and performing first-aid procedures such as placing ice packs and fanning the victim will prevent heat illness from developing, or if emergency medical services need to be called.
- At remote locations, such as rural farms or undeveloped areas, a supervisor or a designated employee will direct a worker to physically go to the nearest road or highway where emergency responders can see them, or employees will transport the heat illness victim to a point where they can be picked up by emergency medical services (Note: If it is dark at the worksite, employees directing emergency responders or transporting the victim will be given a reflective vest or a flashlight).
- Employees and supervisors will be reminded to follow the written emergency response procedures before the start of every work shift.

[Insert details about responding to emergencies in your workplace and other procedures for ensuring that emergency medical services arrive as quickly as possible here.]

Training

All employees of [C_Officialname] will be required to complete training on heat illness symptoms, risks, prevention, treatment and emergency response procedures before they are allowed to work in areas with high temperatures. Experienced employees and supervisors of [C_Officialname] will be asked to share first-hand, real-life experiences and will also be made available to answer any questions.

Training will be reinforced regularly by having supervisors or other designated employees regularly review the information.

[C_Officialname] will regularly review and update its heat illness training when necessary.

[Insert details about teaching and training employees on heat illness in your workplace and other procedures that may apply to your company here.]