

PLAN

Heat Illness Prevention - California

Location:

Effective Date: [Effective_Date]

Revision Number: 1

[C_Officialname]

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
 - Hanford 559-584-8047

Prepared by Reseco Group

This plan is a guideline. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your representative at Reseco Group or legal counsel to address possible compliance requirements. © 2020 Zywave, Inc. All rights reserved.

- Los Angeles 805-988-6610 (#1)
 - Sacramento 916-979-3051
 - San Diego 858-2972107 (#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:

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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:

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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:

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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:

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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:

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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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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:

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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