

POLICY

Heat Illness Prevention – California

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:

Prepared by Reseco Group

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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.]