



## HEAT ILLNESS PREVENTION PLAN

### SAFETY POLICY

It is the policy of our District to provide a safe and healthful workplace. This Heat Illness Prevention Plan is intended to reduce the risk of work-related heat illnesses and to comply with California Code of Regulations, Title 8, section 3395, Heat Illness Prevention.

### Scope

This Heat Illness Prevention Plan applies to all employees who work outdoors, including:

- Grounds staff
- Maintenance staff
- Custodial staff
- Child nutrition staff
- Warehouse staff
- Campus supervisors and yard duty staff
- Physical education staff and athletics coaches
- After school program and child care staff.

High heat procedures apply to grounds crews.

### RESPONSIBILITY

The Assistant Superintendent of Business Services is the Heat Illness Prevention Plan administrator, has the authority and the responsibility for implementing and maintaining this Heat Illness Prevention Plan.

Managers, and supervisors are responsible for implementing and maintaining the Plan in their work areas and for answering employee questions about the Plan. A copy of this HIPP is available from each manager or supervisor, or in the office of the Plan administrator.

## Monitoring Weather

Some requirements of heat illness prevention are triggered by outside temperatures. These include:

- Shade will be present when the temperature exceeds 80 degrees Fahrenheit.
- The district will implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit
- Acclimatization

The Director of Maintenance, Operations and Transportation or their designee, will monitor weather and alert supervisors to taking appropriate action in response to predicted hot weather. The National Weather Service forecasts the temperature in various locations in California. Weather forecasts and information are broadcast on NOAA Weather radio and can be accessed at:

<http://www.weather.gov/view/states.php?state=ca&map=on>

Weather information can also be accessed at: <http://www.vcapcd.org/Forecast.aspx> or [www.weather.com](http://www.weather.com).

The United States Department of Labor, Occupational Safety and Health Administration (OSHA) provides a Heat Safety Tool that is available for smart phones. The OSHA Heat Safety Tool allows supervisors and employees to calculate the heat index for their worksite, and, based on the heat index, displays a risk level to outdoor employees. Supervisors and employees can get reminders about the protective measures that should be taken at that risk level to protect employees from heat-related illness.

The Director of Maintenance, Operations and Transportation or their designee will monitor predicted weather temperatures in advance to know when the temperature is likely to exceed 80 degrees. Supervisors are expected to know if the temperature is in fact exceeding 80 degrees at the work site.

Supervisor should use a thermometer to keep track of the temperature at the work site on hot days. A simple thermometer available at hardware stores can be used to measure the outdoor ("dry bulb") temperature, as long as it is taken in an area where there is no shade. The temperature measurement must be taken in an area with full sunlight and the bulb or sensor of the thermometer should be shielded from direct contact with sunlight (with the hand or some other object) while taking the measurement.

## Provision of Water

Drinking water means water that is fresh, cooler than the outside temperature, fit to drink, and free from odors.

Updated November 19, 2018

The frequent drinking of water is encouraged. The supervisor will provide frequent reminders to employees to drink frequently, and more water breaks will be provided. Water is a key preventive measure to minimize the risk of heat related illnesses. Drinking water is available at no cost to the employees.

Employees at school sites are encouraged to drink from drinking fountains/hydration stations or water provided in offices. Employees are encouraged to take breaks near sufficient supply of drinking water.

Outlets for non-potable water, such as water for landscaping irrigation purposes, are posted in a manner understandable to all employees to indicate that the water is unsafe and is not to be used for drinking

### Access to Shade

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 and that does not deter or discourage access or use.

Shade is available at all district sites. Employees are encouraged to take breaks in areas of shade and open to the air.

Areas of shade include:

- Sides of buildings under roof eaves;
- Inside buildings;
- Permanent lunch shade structures;
- Fully-leaved trees (employee makes no shadow);
- Vehicles with air conditioning operating.

Employees are allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade is permitted at all times.

An individual employee who takes a preventative cool-down rest:

- Will be monitored and asked if he or she is experiencing symptoms of heat illness;

- Will be encouraged to remain in the shade; and
- Will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the supervisor will provide appropriate first aid or emergency response according to the Emergency Response section below.

### High Heat Procedures

The district will implement the following high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit:

1. Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a mobile telephone or text messaging device, may be used for this purpose only if reception in the area is reliable. The district will provide employees who do not have mobile telephones with radios.
2. Observing employees for alertness and signs or symptoms of heat illness. The district shall ensure effective employee observation/monitoring by implementing one or more of the following:
  - a. Supervisor or designee observation of 20 or fewer employees, or
  - b. Mandatory buddy system, or
  - c. Regular communication with sole employee such as by radio or cellular phone.
3. 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.
4. Reminding employees throughout the work shift to drink plenty of water, meaning drinking small quantities of water more frequently.
5. Providing additional and/or longer rest breaks - employees may need to take more frequent and longer breaks.
6. Pre-shift meetings before the commencement of work as described in the Training section below.
7. Cut work shifts short or stop work altogether.

### Emergency Response

Emergency medical services will be provided as quickly as possible if an employee suffers heat illness. The district's procedures will include contacting emergency medical services when

necessary, as well as taking immediate steps to keep a stricken employee cool and comfortable once emergency service responders have been called. The goal is to stop the rapid progression to more serious illness, which can include mental confusion, loss of consciousness, and seizures.

Supervisors will carry mobile telephones and/or radios to ensure that emergency services can be called and check that these are functional at all worksites prior to and/or during each shift.

One or more employees on each worksite is authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.

Supervisors will respond to signs and symptoms of possible heat illness, including but not limited to providing first aid measures and contacting emergency medical services.

Emergency services will be provided if any of the following symptoms are observed:

- Confusion altered mental status, slurred speech
- Loss of consciousness (coma)
- Hot, dry skin or profuse sweating
- Seizures
- Very high body temperature

First aid will be provided for the following symptoms:

- Headache
- Nausea
- Dizziness
- Weakness
- Irritability
- Thirst
- Heavy sweating
- Elevated body temperature

During and after provision of first aid, affected employees will not be left alone. The supervisor or other district employee will transport employees displaying signs and symptoms for medical follow-up.

The district will not provide medical personnel on site, and supervisors and employees are not expected to have medical expertise to diagnose heat illness.

## Acclimatization Methods and Procedures

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature for the preceding five days.

Acclimatization is a process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter environments. Employees are more like to develop heat illness if they are not allowed or encouraged to take it easy when a heat wave strikes or when starting a job that newly exposes them to heat. Acclimatization is fully achieved in most people within 4 to 14 days of regular work involving at least 2 hours per day in the heat.

During heat waves and with new, un-acclimatized employees, the district will be especially vigilant. The supervisor will closely observe employees.

Best practices include finding ways to lessen the intensity of employees' work during a heat wave and during two-week break-in periods of new employees. These options include:

1. If employees are not accustomed to working in hot environments, they should start work slowly, and pick up the pace gradually;
2. New employees and all employees during heat waves, employees are given less physically demanding tasks and gradually be assigned to more demanding tasks;
3. Schedule and provide frequent breaks for new employees and all employees during heat waves;
4. Cut work shifts short or stop work altogether;
5. Schedule work for progressively longer periods in warm or hot conditions where employees are at risk of heat illness. Begin shifts early, when temperatures are cooler.

## TRAINING AND INSTRUCTION

All employees listed in the scope section, including supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction will include:

1. 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;
2. The district's procedures for complying with the requirements of this standard, including, but not limited to, the employer's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation;

3. 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;
4. The concept, importance, and methods of acclimatization pursuant to this plan;
5. Whenever the District is made aware of a new or previously unrecognized hazard;
6. The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness
7. The importance to employees of immediately reporting to the district, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-employees;
8. The district's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
9. The district'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;
10. 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.

Supervisors of employees listed in the Scope section will be trained on the following:

1. The information listed above in employee training.
2. The procedures the supervisor is to follow to implement the applicable provisions in this section;
3. The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures;
4. How to monitor weather reports and how to respond to hot weather advisories.

Employees listed in the High Heat section will be trained on the following:

1. A review of the high heat procedures.
2. Encouraging employees to drink plenty of water;
3. Reminding employees of their right to take a cool-down rest when necessary.

Employee and Supervisor training will be conducted when this Plan is implemented and periodically thereafter. High heat training will be conducted prior to work on those days forecast to be 95 degrees Fahrenheit or higher.

## RECORDKEEPING

Training records will be kept for three (3) years following the date of the training.

Records of high heat days will be kept for three (3) years.

## PROGRAM MAINTENANCE

The HIPP Administrator will periodically review this Plan. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.