

Draft Heat Illness Prevention Plan of _____.
July 2006

This plan applies to all employees of the company who work outdoors when there is a risk of heat illness. In general, there is a significant risk of heat illness for employees when the air temperature for the day is 80 to 90 degrees F or above. With high humidity and temperatures close to 80 degrees F, the concern arises.

A. Water: Employees shall have access to potable drinking water at all times. Sufficient water shall be supplied to ensure that one quart of water is provided per employee per hour for drinking for the entire shift. A work group of employees may begin the shift with smaller quantities of water if their supervisor has effective procedures for replenishment during the shift as needed. The frequent drinking of water shall be encouraged.

B. Shade: Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

It is the responsibility of the supervisor to ensure that if trees, buildings or other permanent shade is not available at a work site, that canopies, umbrellas and other temporary structures or devices are used to provide shade. Open or moving air is important for cooling.

Every employee has the right to request access to shade for a recovery period at any time if they feel heat distress. Employees have a responsibility to report to the supervisor any other employee they observe showing signs of heat distress. No discipline or retaliation will be taken for an employee requesting recovery from symptoms of heat illness or for providing information to a supervisor about the health condition of another worker.

C. Training: On the first day of employment, and at the start of every warm weather season of work for the company, every employee shall be provided training in this Heat Illness Prevention Plan, including:

1. The environmental and personal risk factors for heat illness;
2. The company's Heat Illness Prevention Plan;
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 importance of acclimatization;
5. The different types of heat illness and the common signs and symptoms of heat illness;

6. The importance to employees of immediately reporting to their supervisor any symptoms or signs of heat illness in themselves or in co-workers;
7. The company's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
8. The company'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;
9. The company'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.

Supervisors shall be trained at the beginning of this plan, prior to being assigned as a supervisor of outdoor employees and at the start of every warm weather season of work for the company, all of the above items plus:

- 1-a. The supervisor is responsible for the provision and maintenance of:
 - Sufficient quantities of water to ensure one quart of water is provided per employee per hour for drinking for the entire shift.
 - Shade. If trees, buildings or other permanent shade are not available at a work site, the supervisor should see that canopies, umbrellas and other temporary structures or devices are used to provide shade
- 1-b. The supervisor is responsible to ensure training or training materials are provided each new employee on the first day of employment and to stress the importance of "acclimatization" which means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it.

D. Procedures for Supervisors to follow: Supervisors should carry out the following procedures when an employee exhibits symptoms consistent with possible heat illness, including calling 911 or if necessary transporting the person involved directly to the nearest emergency medical facility or fire station.

Heat Exhaustion:

What are the symptoms?

- Headaches
- Dizziness, weakness or lightheadedness
- Confusion, upset stomach, vomiting, fainting, pale, clammy skin

What should the supervisor do?

- Get someone to help and act immediately
- Move the employee involved to a cool, shady area to rest. If a person is lightheaded or dizzy, lay him/her on their back and raise legs 6 to 8 inches. If nauseous, lay him/her on their side.

- Loosen and remove any heavy clothing.
- Drink cool water unless sick to the stomach.
- Cool the body by spraying with cool water or apply a wet cloth to skin, preferably the back of the neck.

Heat Stroke -- A Medical Emergency

What are the symptoms?

- Headaches
- Dizziness, weakness or lightheadedness
- Confusion, upset stomach, vomiting, fainting, pale, clammy skin
- ***No sweating.***
- Seizures or fits and unconsciousness

What should the supervisor do?

- Call 911 immediately -- same actions as above.
- Get immediate help from co-workers.
- Move person to a cool, shady area to rest. If lightheaded or dizzy, lay him/her on their back and raise legs 6 to 8 inches. If nauseous, lay him/her on the side.
- Loosen and remove any heavy clothing.
- Drink cool water.
- Cool the body by spraying with cool water.
- Place ice packs under the armpits, groin and on the back of neck areas.

Every Supervisor should be ready for emergencies.

- Know where emergency medical facilities are.
- Don't hesitate to call 911 in a medical emergency.
- If the work area is not identifiable by a standard address, be prepared to explain how to find it.
- If the employees are working in a remote location where there will be a delay in emergency medical services response, be prepared to transport the person involved directly to the nearest emergency medical facility or fire station.
- **Get emergency medical attention immediately if someone has one or more of the following symptoms: mental confusion, loss of consciousness, flushed face, hot, dry skin or an absence of sweating.**

E. Availability of Plan: This plan shall be made available, in writing, to employees and to representatives of the Division of Occupational Safety upon request

Effective August 1, 2007.

Company

Signed

Text of Cal/OSHA Safety Order 8, §3395. Heat Illness Prevention in Outdoor Places of Employment.

(a) Scope and Application. This section applies to the control of risk of occurrence of heat illness. This section is not intended to exclude the application of other sections of Title 8, including, but not necessarily limited to, sections 1230(a), 1512, 1524, 3203, 3363, 3400, 3439, 3457, 6251, 6512, 6969, 6975, 8420 and 8602(e). This section applies to all outdoor places of employment.

Note No. 1: The measures required here may be integrated into the employer's Injury and Illness Program required by section 3203.

Note No. 2: This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division. It is a violation of Labor Code sections 6310, 6311, and 6312 to discharge or discriminate in any other manner against employees for exercising their rights under this or any other provision offering occupational safety and health protection to employees.

(b) Definitions.

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. 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.

(c) Provision of Water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.

(d) Access to Shade. Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

(e) Training.

(1) Employee training. Training in the following topics shall be provided to all supervisory and non-supervisory employees.

- (A) The environmental and personal risk factors for heat illness;
- (B) The employer's procedures for complying with the requirements of this standard;
- (C) 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;
- (D) The importance of acclimatization;
- (E) The different types of heat illness and the common signs and symptoms of heat illness;
- (F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- (G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- (H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- (I) 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.

(2) Supervisor training. Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- (A) The information required to be provided by section (e)(1) above.
- (B) The procedures the supervisor is to follow to implement the applicable provisions in this section.

(C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

(3) The employer's procedures required by subsections (e)(1)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code