



High Heat Illness Pre-Shift Meeting Points & High Heat Illness Pre-Shift Employee Attendance Roster

In accordance with the [CPP Heat Illness Prevention Program \(PDF\)](#), the employer shall follow the high-heat procedures and reinforce the topics below when the temperature exceeds 95°F, or when the temperature or heat index equals or exceeds 87°F indoors:

- Prior to starting the work shift, the Supervisor or Lead will meet with the employees and review high heat procedures, remind them to drink plenty of water and their right to a cool-down period.
- Employees must be provided with a minimum 10-minute cool-down period every two hours. Cool-down periods should take place in an area with shade or in a cool-down area that is properly ventilated or cooled.
- Ensure effective observation and monitoring using a mandatory buddy system, regular communication with employees working by themselves or direct supervision of no more than 20 employees by a Supervisor, Lead, or designee.
- Maintain communication by voice, observation, or electronic means so that employees can contact a supervisor or emergency medical services when necessary. This includes always having access to effective communication methods.
- Observe employees for alertness and signs or symptoms of heat illness. Supervisors and Leads should be vigilant in monitoring employees for symptoms such as excessive sweating, confusion, dizziness, or fainting. Employees exhibiting signs of heat illness must be monitored continuously and should not be left alone.
- Respond promptly to signs of heat illness. Move affected employees to a cool-down area, provide measures to cool their body, such as cool water or cooling fans, and offer first aid and/or emergency medical services as needed. Do not move seriously ill employees unless it is a life-threatening situation.
- Remind employees throughout the shift to drink water.
- Implement engineering and administrative controls. When feasible, use engineering controls to reduce and maintain indoor temperatures and heat index levels below 87°F, or below 82°F in high radiant heat areas or where employees wear clothing that restricts heat removal. If engineering controls are insufficient, use administrative controls such as rotating employees, adjusting work schedules, and providing regular breaks.





Heat Illness Pre-Shift Employee Attendance Roster

Supervisors must complete the attendance roster by clearly printing their name, signing, dating and ensuring all participants' names are recorded.

Supervisor Name:	Supervisor Signature:	Date:	Anticipated Temperature:

Employee Name:	CPP Email:	Bronco ID#:	Signature:

