

ENVIRONMENTAL HEALTH & SAFETY

HEAT ILLNESS PREVENTION PROGRAM

Revision Date: Jan. 2026



Cal Poly Pomona

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PURPOSE

This program establishes the requirements for the prevention, treatment, and response to both Outdoor and Indoor Heat Illness. This program applies to departments with employees who work outside during a substantial portion of their work shift or in indoor areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present.

Employees in Landscape Services, Field Workers in Horticulture Plant & Soil Sciences, Coaches in Athletics, Coaches in Kinesiology and Parking Officers in Parking and Transportation Services are examples of employees who work outside a substantial portion of their work shift. Similarly, Facilities Management staff in boiler rooms, lab staff with high-temperature equipment, kitchen staff, and maintenance personnel in mechanical rooms may encounter indoor high heat conditions.

POLICY

It is the policy of California State Polytechnic University, Pomona, to maintain, insofar as it is reasonably within the control of the University to do so, a campus environment for students, faculty, staff, and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury. No individual or employee shall be required to perform any task, which is determined to be unsafe or unreasonably hazardous. Furthermore, the University shall ensure that all operational activities are carried out in compliance with existing environmental laws, rules, regulations, and campus policies, to protect the environment.

While the overall responsibility for campus environmental protection, health and safety belongs to the University, the primary responsibility lies with each manager at the department level, under the broad direction of each vice president. Everyone has a personal responsibility for prevention of campus accidents and environmental protection. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed in their areas of control, and all members of the campus community are to cooperate fully with all aspects of the University Environmental Health and Safety program.

REFERENCE

- Sections 3395 and 3396, Title 8, California Code of Regulations

ROLES & RESPONSIBILITIES

Environmental Health & Safety

- Develop, implement, and monitor the Program in compliance with Cal-OSHA requirements.
- Provide training as requested.
- Respond to reports of unsafe conditions and work practices and recommend corrective action.
- Maintain records for 3 years.

Department Utilizing Heat Illness Prevention Program

- Identify employees exposed to outdoor or indoor heat.
- Ensure employees are trained on the program, heat illnesses and prevention.
- Retain copies of training records for 3 years. Records include employee's name, training dates, type of training and training provider. Send a copy of the records to EH&S.
- Provide the equipment necessary to adhere to program procedures.
- Comply with the program procedures and ensure that employees adhere to program procedures.
- Ensure that effective communication by voice, observation, or electronic means is always maintained so that employees can contact a supervisor, lead or emergency medical services when necessary.

Employees

- Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties.
- Employees are ultimately responsible for drinking adequate amounts of hydrating fluids when the environmental risk factors for heat illness are present.
- Ensure access to a cool-down area is available to recover from heat related symptoms.
- Inform their supervisor if shade and/or water is inadequate.
- Report symptoms of heat related illness promptly to their supervisor.
- Call 911 to request emergency medical services in the event medical services are required.

DEFINITIONS

Acclimatization: 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.

Cool-Down Area: A cool-down area is an indoor or outdoor space designated for employees to rest and recover from heat exposure. This area must be blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible. It should be either open to the air or provided with adequate ventilation or cooling. The cool-down area must not expose employees to unsafe or unhealthy conditions and must be large enough to accommodate all employees needing rest or on meal periods. Access to the cool-down area should be timely, unobstructed, and always permitted, ensuring it is a comfortable environment for employees to cool down.

Heat Illness: 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: 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: 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: A period of time to recover from the heat in order to prevent heat illness.

Shade: Blockage of direct sunlight. Trees, tall bushes, 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. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and does not deter or discourage access or use.

ACCESS TO DRINKING WATER

Ensure employees have access to potable drinking water free of charge. Water shall be fresh, pure, suitably cool" and located as close as practicable to where employees are working, unless the employer can demonstrate that this is infeasible. Where water is not available via 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 the department has procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

ACCESS TO SHADE AND COOL-DOWN AREAS



Ensure employees suffering from heat illness or believing a preventative recovery period is needed have access to an area with shade or a cool-down area that is either open to the air or provided with ventilation or cooling. The cool-down area must be available for a period of no less than five minutes.

Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness. They must be asked if they are experiencing symptoms of heat illness, encouraged to remain in the shade or cool-down area, and not ordered back to work until symptoms are gone. Employees with symptoms will be provided appropriate first aid and/or emergency response.

The cool-down area must be able to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, unless the employer can demonstrate that this is infeasible. Cool-down areas must be available and set up when the temperature exceeds 80°F or the heat index equals or exceeds 87°F.

Employees must have timely access to cool-down areas if requested regardless of temperature. Cool-down areas should not be located across traffic or a waterway and should not be in an unhealthy location that could deter or discourage its use. Access shall always be permitted.

Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of cool-down areas if the employer can demonstrate that these measures are at least as effective in allowing employees to cool and setting up or providing an area with shade is unsafe.

Additional Requirements for Indoor Work Areas:

- Employers must maintain one or more cool-down areas at all times when the temperature equals or exceeds 82°F.
- The temperature in cool-down areas must be maintained below 82°F where feasible.
- Cool-down areas should be shielded from direct sunlight and other high radiant heat sources.
- The environment in the cool-down area must not expose employees to unsafe or unhealthy conditions and must not deter or discourage access or use.

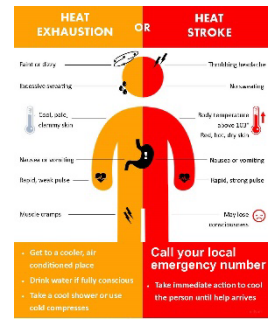
RESPONSE TO SYMPTOMS OF HEAT ILLNESS

Follow the treatment for the type of heat illness listed in Appendix A Heat Illness Information.

- In the event of a Major Heat Stress Disorder, such as Heat Exhaustion/Heat Stroke, or symptoms such as decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions contact emergency services immediately (see Section 10.0).
- Campus police officers are trained in first aid and cardiopulmonary resuscitation (CPR). Do not

attempt to render first aid unless you have been trained to do so. Do not move a seriously injured person, or one who appears to be seriously ill, unless it is a life-threatening situation.

- All on-campus illnesses and injuries, even though minor, must be reported to your immediate supervisor.
- An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer's procedures.



CONTACTING EMERGENCY SERVICES

- All employees are designated to contact Emergency Services.
- All employees shall have access to effective communication by voice, observation, or electronic means at all times so that they can contact a supervisor, lead or emergency medical services when necessary.
- To contact Emergency Services, DIAL 911 from a campus phone, 909-869-3070 from a Cell Phone, contact Facilities Customer Service or via radio and have them DIAL 911 or contact Police Dispatch via radio.
- Give your name, location, and telephone number, and as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious.
- Remain with the victim until help arrives. Keep the ill or injured person as calm and comfortable as possible.
- Follow the first-aid treatment procedures listed in Appendix A or as summarized below.
 - Move victim to shade, if victim cannot be safely moved bring the shade to the victim if feasible.
 - Loosen or remove clothing and boots.
 - Cool the victim as fast as possible. ○ Fan the victim.
 - If necessary, pour water on the victim. Do not use ice water.
 - Elevate the victim's legs and massage the limbs.
 - If conscious, have the victim drink water with salt if possible.
 - Stay with victim until medical attention arrives.
- Know the names of persons in your area or department who are trained in first aid and/ or CPR, should they be needed.



TRANSPORTATION OF ILL INDIVIDUALS

When notified as mentioned in Section 10.0, University Police will dispatch Medic 1 or an ambulance to transport ill individuals.

PROVIDING CLEAR DIRECTIONS TO THE LOCATION OF ILL INDIVIDUALS

When describing the location to emergency responder, give a clear description of the location. Whenever possible reference a building and room number or indicate the location based on the closest buildings or landmarks. Always verify that the emergency dispatcher understands your description of the location.

HIGH HEAT PROCEDURES

High-heat procedures: When the temperature exceeds 95°F, or when the temperature or heat index equals or exceeds 87°F indoors, employers shall:

- 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 (see “Close Observation” below in Section 14.0) 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.



ACCLIMATIZATION PROCEDURES

- Closely supervise new employees for their first 14 days of employment.
- All employees shall be closely observed (see “Close Observation” below) by a supervisor, lead, or designee during a heat wave. For purposes of this section only, “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 in the preceding five days.
- An employee who has been newly assigned to a high heat area (Temperature greater than 95°F) shall be closely observed (see “Close Observation” below) by a supervisor, lead, or designee for the first 14 days of the employee's employment.
- Close Observation can be accomplished by any one of the following methods:
 - Use of the Buddy System. Employees work in groups of 2 or more and stay within sight and hearing of each other.
 - Visual Observation of employees by a Supervisor, Lead, or designee. No more than 20 employees per Supervisor, Lead, or designee.
 - Two-way communication by electronic device (e.g., radio, cell phone, etc.). Employees must be contacted every 15 minutes to verify that they are OK (e.g., can count backwards from 10 to 1).
- Provide additional breaks and cool-down periods: Ensure that new employees take more frequent breaks in cooldown areas during their acclimatization period.
- Documentation of acclimatization periods: Keep records of the acclimatization period for each new employee, including details of their exposure time, intensity, and any signs of heat illness.

TRAINING

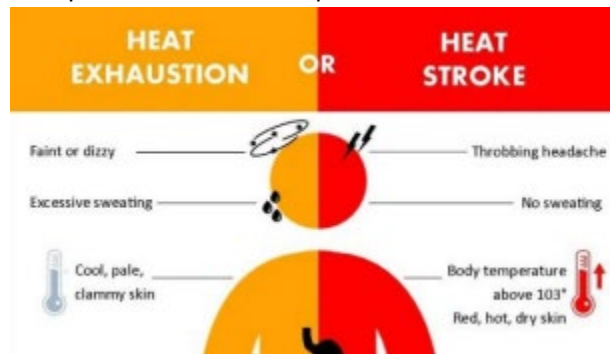
Supervisory and non-supervisory employees shall be trained on the following topics prior to assignment in an outdoor or indoor heat environment. Annual refresher training is recommended:

- The environmental and personal risk factors for heat illness.
- The added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- How to monitor weather reports and respond to hot-weather advisories.
- 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.
- The concept and importance of acclimatization.
- 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.
- The importance to employees of immediately reporting to the supervisor or lead any symptoms or signs of heat illness in themselves, or in co-workers.
- The procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

- The procedures for contacting emergency medical services, and for transporting ill employees.
- The procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- The University’s responsibility to provide water, shade, cool-down rests and access to shade.
- The employees’ right to exercise their rights under the Heat Illness Prevention in Outdoor Places of Employment Standard without retaliation.

Supervisory employees shall receive additional training prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness. This training shall include:

- The information required to be provided to non-supervisory employees.
- The procedures the supervisor is to follow to implement the applicable provisions in this section.
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather advisories.



DOCUMENT REVISION HISTORY

Revision Date	Summary of Changes	Updated By
11-06-2023	Revised layout and images	N/A
January 2026	Manual Template Update	Xiomara R.

APPENDICES

Appendix A— Heat Illness information

Heat Stress Danger

A very common and often overlooked health hazard that affects hundreds of American workers is heat stress. Under normal conditions, the body loses 75% of its heat by conduction, convection, radiation, or by evaporation. Heat stress occurs as internal body heat rises due to exertion; the blood vessels near the surface of the skin get bigger to allow greater blood circulation. This naturally occurring process is greatly enhanced when working in areas with high temperature. It also increases the pulse rate, which puts a strain on the heart and the circulatory system. Heat related disorders could include the following type of injuries and illnesses.

Minor Heat Stress Disorders

1. Sunburn

Sunburn is the mildest type of injury and often overlooked as a danger; it can prevent the body from efficiently eliminating body heat and can lead to other disorders.

CAUSE	SYMPTOMS	TREATMENTS	PREVENTION
Exposed skin to ultraviolet light	First degree-red, painful skin	Skin lotions	Limit skin exposure
	Second degree-blistering and or peeling	topical anesthetics	Use sunscreen instead of tanning lotions
		Stay in shaded areas	

2. Heat Rash

Heat rash is another type of injury; it can also lower the body's ability to lose unwanted heat

CAUSE	SYMPTOMS	TREATMENTS	PREVENTION
Hot, humid environment	Red rash	Ointment	Regular baths
Sweat ducts get plugged	Itching		Keep skin clean and dry
Sweat won't evaporate			
Skin stays wet most of the time			

Major Heat Stress Disorders

1. Heat Cramps

Heat cramps always indicate a potential danger. They can occur alone or combined with other heat stress symptoms. They are painful and sometimes severe muscle cramps. They are a mild form of heat illness.

CAUSE	SYMPTOMS	TREATMENTS
Sweating heavily	Sudden onset	Loosen clothing, move to shade or improvise shade

Replacing water but not salt	Hot, moist skin	Drink electrolytic fluid (Gatorade, Thirst-Aid, etc.)
	Normal pulse	Wait to see if symptoms go away
	Normal to slightly high body temperature	Seek medical aid if cramps persist

2. Heat Exhaustion

Heat exhaustion occurs when the body's normal heat controls are overworked but have not broken down yet. At this point, the victim may be having heat cramps and there is a very high potential of heat stroke. Older (40 and over) employees are at special risk especially if suffering from any type of coronary artery disease.

CAUSE	SYMPTOMS	OTHER SYMPTOMS	FIRST-AID TREATMENT
Surface blood vessels that have enlarged to cool the blood have collapsed from loss of body fluids and minerals	Heavy sweating	Anxiety or agitation (anger)	Immediately call 9-1-1 and give them your exact location, contact information and nature of illness.
	Intense thirst from dehydration	Impaired judgment or fainting	Stay with the victim until help arrives.
	Cool, moist skin (clammy and pale)	Tingling hands, feet and/or headache	Move victim to a cool place in the shade and lie them down.
	Weak and rapid pulse (120-200) bpm	Loss of appetite, nausea, vomiting	Loosen or remove clothing and boots
	Low to normal blood pressure	Hyperventilation (rapid breathing, panting)	Cool the victim as fast as possible. Apply cool, wet cloths to cool them.
	Fatigue, weakness or loss of coordination	Oral temperature slightly low	Fan the victim or move them to airconditioned place

3. Heat Stroke

Heat stroke is the worst of all heat related illnesses. It is a medical emergency requiring immediate medical attention. It is considered a catastrophic illness and there is a high rate of death associated with heat stroke. Heat stroke generally progresses from heat cramps and/or exhaustion with sudden onset of heat stroke symptoms.

Heat stroke is caused by the body's depletion of salts and water supplies. Temperature regulation fails (the body's natural cooling mechanism shuts down). Body temperature rises to fatal levels. Some signs and symptoms are:

Early Symptoms	Advanced Symptoms	First-Aid Treatments
High body temperature (above 103 degrees °F)	Seizure or convulsions	Call 9-1-1 for emergency medical assistance and give them your exact location, contact information and nature of illness, or get the victim to the hospital immediately. Delay can be fatal.
* Absence of sweating (in most cases)	Collapse	Stay with the victim until help arrives.
* Red, hot or flushed, dry skin	Loss of consciousness	Move victim to cooler environment in the shade.
* Strong rapid pulse	* Deep coma	Remove clothing.
Difficult breathing	No detectable pulse	Try a cool bath, sponging, or wet sheet to reduce body temperature.
Constricted pupils	Body temperature over 108 °F	If necessary, pour water on the victim. Do Not use ice water.
High blood pressure		Watch for breathing problems.
* Headache or dizziness		Use extreme caution.
* Confusion or delirium		Use fans and air conditioners, if possible
Bizarre behavior		Give sips of water if the victim is conscious
Weakness		Be sure water is consumed slowly
* Nausea		Give half a glass of cool water every 15 minutes
		Discontinue water if victim is nauseated.

* Most prominent symptoms

Fast action must be taken to cool the victim's body before a serious injury or death occurs. Medical assistance must also be obtained.

First-Aid Treatment

- **The victim's temperature must be lowered as fast as possible.**
- If possible, immerse in cold water or massage the victim's body with ice.
- Do not give liquids to an unconscious victim.
- Call for medical assistance and transport to hospital.

The most important step is recognition of symptoms and quick treatment. The same first-aid treatment for heat exhaustion applies but start by cooling the body As Soon As Possible.

NOTE: Heat stroke is most serious and most deadly form of heat illness because the symptoms may be masked by sweating (in some cases), cool skin may hide actual body core (internal) temperature, and collapse can be mistaken for heart attack or head injury.

Heat Stress Control

Recognizing heat stress disorder symptoms and knowing first-aid measures, is an important part in prevention of a serious accident. Prevention of heat stress disorders is also important. Controlling heat stress can be accomplished three basic ways: acclimatization, proper work procedures, and food and water intake.

ACCLIMATIZATION-is the ability to perform a maximum amount of strenuous work in heat by gradually getting used to the climate you work in. Good physical condition is of key importance.

WORK PROCEDURES-may be altered in such a way that strenuous activities are rotated among several employees to protect them from heat. Workers can alternate light and heavy work. Workloads can be adjusted based on body size and physical strength. Heavy work can also be scheduled for the cooler parts of the day, leaving less strenuous activities for the hotter parts.

FOOD AND WATER INTAKE-is important for several reasons: 1) Hot foods add heat directly to the body and heavy foods divert blood flow to the digestive system rather than the skin surface for cooling. 2) Salty foods can increase thirst, and body temperatures. Lunches during hot days should be light and cool followed by a short rest period in a cool area.

Water should be readily available throughout the day. Water intake should equal fluid loss throughout the day (5-7 ounces every 15-20 minutes) or about a 12 oz. soda can size container per hour. Electrolytes and drinks designed to replace blood fluids are okay. Alcoholic beverages should never be consumed during strenuous activities in high heat, because alcohol dehydrates the body.

Salt supplement should only be used to treat heat disorders and not to prevent them. Salt tablets are considered harmful because they do not enter the system as fast as water or other fluids. If a person sweats continuously or repeatedly, a little extra salt on food may help. The normal diet usually contains enough salt in it.

If using salt to treat heat injuries, make a 0.1 percent saline solution by adding 1/4-teaspoon table salt per quart of water. If only salt tablets are available crush two of them completely so they can dissolve quickly to make the solution.

Other Heat Stress Factors

Proper training and preventative measures can prevent a serious illness and loss of work productivity. It is everyone's responsibility to work safely and report any potential hazards. Most heat stress factors are controllable, such as the types of foods eaten, the amount of salt used, amount of water used, and personal physical condition. The following is a list of other physical factors that can prevent the body's natural ability to regulate body temperatures:

Heat Stress Contributing Factors	
Dehydration (loss of water)	Older age (over 40)
Diarrhea and antidiarrheal and medication.	Medication that inhibits sweating, (antihistamines, cold medicines, diuretics, some tranquilizers)
Exposure to high temperatures at night	Previous occurrence of heat stroke
Fatigue	Poor physical condition
Improper Work Procedure	Recent immunization (can produce fever)
Lack acclimatization	Recent drug or alcohol use (within 24 hours)
Loss of Sleep	Skin trauma (heat rash, sun burn)
Obesity	Wrong type or amount of clothing (tight clothing restrict blood circulation)

Weather & Other Heat Information Web Sites

Title	WEB LINK
Weather at Cal Poly Pomona (Onsite Weather Station)	https://www.cpp.edu/weather.shtml Data Retrieval: http://www.cimis.water.ca.gov/WSNReportCriteria.aspx
Weather Underground for Pomona	https://www.wunderground.com/weather/us/ca/pomona
Weather.com for Pomona	http://www.weather.com/weather/5day/l/91768:4:US
Cal OSHA Heat Illness Prevention	http://www.dir.ca.gov/dosh/heatillnessinfo.html
Federal OSHA Campaign to Prevent Heat Illness in Outdoor Workers	https://www.osha.gov/SLTC/heatillness/index.html
Heat Safety Tool Smartphone App	https://www.osha.gov/SLTC/heatillness/heat_index/heat_app.html

Appendix B— Heat Safety

Supervisor's Daily Checklist

Section	Y	N	Comments
WATER			
Is there plenty of fresh, cool drinking water located as close as possible to the workers?			
Is the water provided free of charge?			
Is there a plan for refilling water coolers throughout the day?			
Acclimatization	Y	N	Comments
Is there a plan in place to allow workers to get acclimated to the heat?			
Are new employees closely observed for their			

first 14 days of employment?			
Are all employees closely observed by a supervisor, lead or designee during a heat wave? (e.g., >80°F)			
Shade and Rest			
Is a shade structure available at all times (regardless of the weather) for workers to rest and cool down?			
Is the shade located in an area safe and healthy and does not deter or discourage access or use?			
Are employees taking a “preventative cool-down rest” monitored for symptoms of heat illness?			
Can the shade accommodate all the employees?			
Is the shade structure up and ready when the weather forecast is 80 °F or higher?			
Do you have a plan in place for checking the weather forecast?			
Training	Y	N	Comments
Have workers been trained to recognize and prevent heat illness BEFORE they start working outdoors?			
Can workers identify symptoms of heat illness?			
Have both Supervisory and non-supervisory employees been trained as required by Section 6.0 of the Heat Illness Prevention Plan?			
Emergency Plan	Y	N	Comments
Does everyone know who to notify if there is an emergency?			
Can workers explain their location if they need to call an ambulance?			
Does everyone know who will provide first aid?			
Are employees exhibiting signs or symptoms of heat illness monitored and <u>not</u> left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer’s procedures?			
Is emergency response and immediate first aid provided for all Major Heat Exhaustion/Heat Stroke, or symptoms such as decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsion?			

Worker Reminders (have workers been reminded to...)			
Drink water frequently?			
Rest in the shade for at least 5 minutes as needed?			
Look out for one another and immediately report any symptoms?			
High-Heat Procedures (when temperature exceeds 95 °F)			
Prior to starting the work shift, does the Supervisor or Lead meet with the employees and review high heat procedures, remind them to drink plenty of water and their right to a cool-down period?			
Are cool-down periods of 10 minutes every two hours provided?			
Is effective communication and monitoring, including a mandatory buddy symptom and/or regular communication with employees working by themselves established and operational?			
Can employees contact a supervisor when necessary?			
Are employees observed for alertness and signs or symptoms of heat illness?			
For employee observation the observer cannot be assigned to supervise more than 20 employees?			
Are employees remind to drink water throughout the shift?			

Responsible Executive:
Vice President Administrative Affairs

Responsible Office:
Office of Environmental Health and Safety (EH&S)

Appendix C— Comparison of Indoor and Outdoor Heat Illness Prevention Standards

REQUIREMENT	OUTDOOR HEAT (T8CCR 3395)	INDOOR HEAT (T8CCR 3396)
Scope and Application	Applies to outdoor workplaces	Applies to indoor workplaces when the indoor temperature is greater than 82°F
Provide Clean Drinking Water	<p>Provide access to potable water that is fresh, suitably cool, and free of charge.</p> <p>Located as close as possible to work areas</p>	<p>Provide access to potable water that is fresh, suitably cool, and free of charge.</p> <p>Located as close as possible to work areas and cool-down areas.</p>
Access to Shade and Cool-Down Areas	<p>For outdoor workplaces, shade must be made available when temperatures are greater than 80°F.</p> <p>For indoor workplaces, provide access to at least one cool-down area which must be kept at a temperature below 82°F</p> <p>Shade and cool-down areas must be:</p> <ul style="list-style-type: none"> Blocked from sunlight Large enough to accommodate the number of workers on rest breaks so they can sit comfortably without touching each other. Close as possible to the work areas <p>For indoor workplaces, the cool-down areas must be kept at less than 82°F and shielded from other high-radiant heat sources.</p>	

<p>Cool-Down Rest Periods</p>	<p>Encourage workers to take preventative cool-down rest breaks. Allow workers who ask for a cool-down rest period to take one. Monitor workers taking such rest periods of heat related illness.</p>	
<p>High-Heat Procedures</p>	<p>Have and implement procedures to deal with heat when temperature equals or exceeds 95°F</p> <p>Procedures must include: Observing and communicating effectively with workers Reminding workers to drink water and take cool-down rest breaks.</p>	<p><i>Not applicable to Indoor Workplaces</i></p>
<p>Assessment and Control Measures</p>	<p><i>Not applicable to Outdoor Workplaces</i></p>	<p>Measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F) for workers working in clothing that restricts heat removal.</p> <p>Implement control measures to keep workers safe. Feasible engineering controls must be implemented first.</p>

<p>Monitoring the Weather</p>	<p>Monitor outdoor temperature and ensure that once the temperature exceeds 80°F, shade structures will be opened and made available to the workers.</p> <p>When it is at least 95°F, implement high-heat procedures. Train supervisors on how to check weather reports and how to respond to weather advisories.</p>	<p>For indoor workplaces that are affected by outdoor temperatures, train supervisors on how to check weather reports and how to respond to hot weather advisories.</p>
<p>Emergency Response Procedures</p>	<p>Provide first aid or emergency responses to any workers showing signs or symptoms of heat illness, including contacting emergency medical services.</p>	
<p>Acclimatization</p>	<p>Closely observe new workers and newly assigned workers in hot areas during a 14-day acclimatization period, as well as workers during a heat wave.</p>	
<p>Training</p>	<p>Employers must provide training to both workers and supervisors.</p>	

<p>Heat Illness Prevention Plan</p>	<p>Establish, implement, and maintain an effective written Outdoor Heat Illness Prevention Plan that includes procedures for providing drinking water, shade, preventative rest periods, close observation during acclimatization, high-heat procedures, training, prompt emergency response.</p>	<p>Establish, implement and maintain an effective written Indoor Heat Illness Prevention Plan that includes procedures for provide drinking water, cool-down areas, preventative rest periods, close observation during acclimatization, assessment, and measurement of heat, training, prompt emergency response, and feasible control measures.</p>
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