



California State Polytechnic University, Pomona

Environmental Health & Safety

# Heat Illness Prevention Safety

Supervisor's Daily Checklist

*Environmental Health and Safety encourages the daily use of this checklist before any outdoor operation to ensure that the following requirements are satisfied and to help protect employees from heat illness.*

## 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?

## Acclimation

- 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 statutory heat wave?\*
- Has the heat wave calculation been performed to identify the presence of a statutory heat wave?\*

*\*A statutory heat wave is determined when the predicted daily temperature is above 80°F and exceeds the previous 5-day average high temperature by at least 10°F or greater.*

## Shade and Rest

- Is a shade structure available at all times (*regardless of weather*) for workers to rest and cool down?
- Is the shade located in an area that is safe, healthy and does not deter or discourage access or use?
- Are employees taking a "preventative cool-down rest" monitored for symptoms of heat illness?
- Are shaded employees asked if they are experiencing symptoms of heat illness?
- If experiencing symptoms, are employees encouraged to remain in shade until symptoms are gone?
- 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

- Have workers been trained to recognize and prevent heat illness BEFORE beginning work outdoors?
- Can workers identify symptoms of heat illness?
- Have both supervisory and non-supervisory employees been trained as required by §6.0 of the Outdoor Heat Illness Prevention Plan?

## Emergency Plan

- Does everyone know who to notify if there is an emergency?
- Can workers explain their location if the need to call an ambulance?
- Does everyone know who will provide first-aid?
- Are employees exhibiting signs or symptoms of heat illness monitored and not 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 Stress Disorders, such as Heat Exhaustion/ Heat Stroke, or symptoms such as decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions?

## 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 temperatures exceed 95°F*

- Prior to starting the work shift, does the supervisor or lead meet with employees and review high-heat procedures and remind employees to drink plenty of water, their right to a cool-down period?
- Are cool down periods of 10 minutes provided every 2 hours?
- Is effective communication and monitoring, including a mandatory buddy system 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 and symptoms of heat illness?
- For employee observation the observer cannot be assigned to supervise more than 20 employees.
- Are employees reminded to drink water throughout the shift?