

HEAT ILLNESS PREVENTION

West Contra Costa Unified School District

The following designated person(s) (e.g., program administrator, safety coordinator, supervisor, foreman, field supervisor, crew leader) has (have) the authority and responsibility for implementing the provisions of this program at this worksite.

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
1. James Karnes	Assistant Operations Coordinator	(510) 812 - 0418
2. Erik Anderson	Assistant Maintenance Coordinator	(510) 812 - 0736
3. Brent Goodman	Assistant Maintenance Coordinator	(510) 812 - 0025
4. Victor Castaneda	Assistant Maintenance Coordinator	(510) 292 - 7908
5. Elizabeth Ramos	Assistant Operations Coordinator	(510) 812 - 0358
6. Barbara Jellison	Director Food Services	(510) 307 - 4581
7. Elizabeth Rupert	Empl. Health, Safety, & Training Manager	(510) 307 - 4658

Procedures for the Provision of Water:

- ✓ Water is readily available through drinking fountains, sinks, etc. at all district properties during business hours. A one gallon cooler is provided to each employee and employees have access to an ice machine and water each morning before heading out to work assignments each morning. Employees are able to replenish water at each work location throughout the day.

Procedures for Access to Shade:

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

- ✓ Shade is provided at each site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.
- ✓ Breaks can be taken in air conditioned vehicles
- ✓ Employees will be encouraged to take a five-minute cool-down rest in the shade at each work site.

Procedures for Monitoring the Weather:

✓ The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet by way of a phone app or by (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below). The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

CALIFORNIA Dial-A-Forecast

San Francisco 831-656-1725 (#1)

✓ When the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

Procedures for Handling 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.

✓ During a heat wave or heat spike and before starting work, pre-work meetings may be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures as well as reminders to drink plenty of water and take rest breaks. Additionally, schedule and work modifications will be made to shift duties out of the heat.

High Heat Procedures:

High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.

✓ Monday meetings and pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

- ✓ The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.
- ✓ During a heat wave or heat spike, work assignments will be altered to stay away from the heat, be rescheduled (e.g., conducted earlier in the morning or during cooler hours), or if necessary, cut short.
- ✓ New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- ✓ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.
- ✓ Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

- ✓ All employees and supervisors will carry cell phones or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- ✓ When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended

- ✓ During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- ✓ Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

Procedures for Handling a Sick Employee:

- ✓ When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!
- ✓ When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.
- ✓ Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). **Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital!**
- ✓ If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) and the worksite is located more than 20 minutes away from a hospital, emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an Air Ambulance will be requested.

Procedures for Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered.

- ✓ Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company’s written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- ✓ Supervisors will be trained on their 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.
- ✓ Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- ✓ Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- ✓ All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company’s written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- ✓ In addition to initial training, employees will be retrained annually.
- ✓ Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- ✓ New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow company procedures.

Resources:

Heat Illness Prevention Enforcement:	https://www.dir.ca.gov/dosh/heatIllnessQA.html
CalOSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
CalOSHA Heat Illness Prevention website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
CalOSHA Consultation	https://www.dir.ca.gov/dosh/consultation.html
	Toll-free Number: 1-800-963-9424