

Heat Related Illness Prevention Plan



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INTRODUCTION

The purpose of this program is to ensure that all Riverside Community College District employees, working in outdoor places of employment or in other areas when environmental risk factors for heat illness are present, are protected from heat illness and are knowledgeable of heat illness symptoms, methods to prevent illness, and procedures to follow if symptoms occur. Affected employees may include staff from Facilities, Warehouse, Police, Food services, Safety and event planning staff. This document will go over all parts of the plan including responsibility, provision of water, access to shade, weather monitoring, procedures for handling a heatwave, high heat procedures, acclimatization, emergency response, handling a sick employee and training.

RESPONSIBILITY

It is the responsibility of the Risk Management department and various supervisor with staff that work in the elements (samples below) to provide information and direction to respective managers, supervisors and staff to prevent heat illness. This may include heat alerts and instructions when temperatures are believed to be in excess of 80 degrees Fahrenheit.

Director of Risk Management-Beiwei Tu 951-222-8128	Director of Facilities Moreno Valley College-Ron Kirkpatrick 951-571-6113	Director of Facilities Norco College-Steven Marshall 951-372-7040	Director of Facilities Riverside City College-Robert Beebe 951-222-8813
Food Services Managers at Norco, Moreno Valley and Riverside City Colleges	Child care managers at Moreno Valley and Riverside City College	Athletics supervisors and Kinology leadership at Norco, Moreno Valley and Riverside City College	Chief of Police and Sergeants at all district police stations

Managers and Supervisors – It is the responsibility of managers and supervisors to ensure that all elements of this policy are implemented.

Affected managers and supervisors shall be provided heat training and implement heat prevention methods as required.

Managers and supervisors are responsible for reminding employees to drink water frequently and the steps to prevent heat illness.

In the event of an employee's heat illness, supervisors and/or managers must report the incident by calling Medcor at 1-800-775-5866, obtain medical assistance for the employee, and complete all necessary forms from Risk Management.

Affected Employees – It is the responsibility of all affected employees to follow the established procedures to ensure their safety and prevent heat illness. Employees shall report any incident of heat illness immediately to their supervisors. Employees shall be provided training.

HEAT ILLNESS PREVENTION ELEMENTS

The elements reflected within this Heat Illness Prevention plan are those contained in Title 8 of the California Code of Regulations, and consist of the following:

Procedures for the provision of Water Procedures for Access to Shade Rest Periods Addressing High Heat Procedures	Written Procedures Training Provision of Clean Drinking Water
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Procedures for the Provision of Water:

- ✓ Water will be fresh, pure, suitably cool, and provided to employees free of charge and will be located as close as practicable to the areas where employees are working so that employees can have drinking water readily accessible.
- ✓ Daily, employees will be reminded of the location of the water and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief “tailgate” meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- ✓ When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example and remind employees throughout the work shift to drink water.

In addition to the procedures above, the employer will ensure the provision of water using the following procedures:

1. Water fill stations/drinking fountains are placed throughout the campus for employees to refill their own water bottles or access water.

Procedures for Access to Shade:

- ✓ Permanent shade structures are available across campus. Easy ups are available during special events to provide extra shade coverage.

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.

- ✓ Enough shade structures will be available at the 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. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
- ✓ Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on page 7 regarding emergency response for additional information).

In addition to the procedures above, the employer will ensure access to shade using the following procedures:

1. Employees may go into a nearby air conditioned buildings
2. Employees may take breaks inside of running vehicles with AC

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 (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network or various Apps available on work cell phones. 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
• Los Angeles 805-988-6610 (#1)
• San Diego 619-297-2107 (#1)

✓ Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not employees will be exposed to a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

In addition to the procedures above, the employer will ensure the weather is monitored using the following procedures:

1. Multiple weather apps available through the apple store or google store

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, the workday may be cut short or rescheduled (e.g., conducted at night or during cooler hours).
- ✓ During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- ✓ Each employee will be assigned a “partner” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

In addition to the procedures above, the employer will ensure heat waves are addressed with the following procedures:

1. Employees tasks may be shifted to allow for more laborious duties to be done earlier in the day

High Heat Procedures:

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees Fahrenheit.

- ✓ Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device or radio, may be used for this purpose if reception in the area is reliable.
- ✓ Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.
- ✓ Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see more on emergency response on page 7).
- ✓ Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- ✓ 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 has not 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 have not been exposed for several weeks or longer.
- ✓ During a heat wave or heat spike, the workday may be cut short (e.g., 12:00 p.m.), be rescheduled (e.g., conducted at night or during cooler hours), or if at all possible, cease for the day. Or employees may be asked to do safety trainings or other tasks within their job description.
- ✓ 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.
- ✓ The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.
- ✓ New employees will be assigned a "buddy," or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.

- ✓ 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 supervisors will carry cell phones/radios 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.

In addition to the procedures above, the employer will ensure emergency response with the following procedures:

1. 911 should be called to transport to the nearest emergency room.
2. Employees will call Medcor at 800-775-5866 if able. If unable, the supervisor will call on their behalf.

Procedures for Handling a Sick Employee:

- ✓ When an employee displays possible signs or symptoms of heat illness, emergency service providers will be called.
- ✓ Emergency service providers (911) 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, and 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!**

In addition to the procedures above, the employer will ensure sick employees are attended to with the following procedures:

1. Medcor should be called at 800-775-5866 even if the employee recovers after resting. This will ensure that the employee is given medical advice and a clinic to go to afterhours if symptoms persist.

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. Trainings will be offered yearly by Risk Management and will also be available via Target Solutions at any time. All records of trainings will be sent to Risk Management so they can

upload into the Target Solutions platform.

- ✓ 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.
- ✓ When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- ✓ 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 Q&A	https://www.dir.ca.gov/dosh/heatIllnessQA.html
Cal/OSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
Cal/OSHA Heat Illness Prevention Website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
Cal/OSHA Consultation Program	https://www.dir.ca.gov/dosh/consultation.html

Toll-free Number: 1-800-963-9424

DEFINITIONS

Acclimatization - The 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.

A supervisor or designee shall closely observe all employees 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.

A supervisor or designee shall closely observe an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.

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 affects the body's water retention or other physiological responses to heat.

Preventative recovery period - A period of time, at least five minutes, used to recover from the heat in order to prevent further heat illness.

Shade – Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Needed when outside temperatures are above 80 degrees Fahrenheit. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. 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 that does not deter or discourage access or use.