Heat Illness Prevention

Riverside Community College District Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203.

Riverside Community College District

Last revision date: 1-8-2026

Heat Illness Prevention Program
Review and Update Log

Please review and update the written program annually and track the revision in the log below.

Date	Revised by: Name	Approved by	Program Reviewed* (x)	Program Updated** (x)	Comments:
8-30-24	Monica Esqueda		X	X	
01-08-26	Monica Esqueda		X	X	

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Heat Illness Prevention Procedures Manual

Applicability

This Heat Illness Prevention Procedures Manual has been created to comply with California Code of Regulations Title 8, Section 3395, and Heat Illness Prevention which applies to any outdoor workplace whenever environmental or personal risk factors for heat illness are present, and California Code of Regulations Title 8, Section 3396 which addresses indoor workplaces.

Roles and Responsibilities

District Risk Management Department

The District Risk Management Department (Risk Management) provides administrative oversight and districtwide support for the Heat Illness Prevention Program. Risk Management supports colleges by providing guidance, tools, and resources to promote consistent compliance with Cal/OSHA heat illness prevention requirements.

Risk Management shall:

- Provide guidance and consultation on Cal/OSHA heat illness regulations, temperature thresholds, and required prevention measures.
- Collaborate with colleges and stakeholders to develop and maintain heat illness prevention procedures.
- Develop templates, checklists, and resource documents to support supervisor and employee compliance.
- Support hazard identification, temperature monitoring, acclimatization practices, and corrective actions related to heat exposure.
- Monitor trends, incidents, and near misses related to heat illness to support proactive risk reduction.
- Develop and coordinate heat illness prevention training and communication materials, particularly during periods of elevated heat or heat waves.

College Vice President of Business Services

The College Vice President of Business Services has operational oversight and enforcement responsibility for the Heat Illness Prevention Program at the college level. This role ensures that heat illness prevention requirements are implemented, communicated, and supported across college operations.

The College Vice President of Business Services shall:

- Ensure heat illness prevention procedures are implemented and enforced within college operations.
- Ensure employees and supervisors have access to written procedures, training, and resources related to heat illness prevention.
- Support supervisors in implementing required water, shade, cool-down, rest, acclimatization, and high-heat procedures.
- Ensure heat illness incidents are investigated, contributing factors are addressed, and corrective actions are implemented.
- Ensure heat-related hazards and unsafe conditions are promptly corrected.
- Ensure heat illness prevention training is provided and documented.

- Ensure required records and documentation related to heat illness prevention are maintained.

Supervisors

Supervisors play a critical frontline role in preventing heat illness and ensuring employee safety.
Supervisors shall:

- Evaluate work conditions daily before assigning outdoor work during hot weather and whenever indoor temperatures approach or exceed 82°F.
- Monitor temperature, heat index, workload, and environmental conditions throughout the shift.
- Ensure employees have adequate access to water, shade, and cool-down areas.
- Implement required heat illness prevention measures, including rest breaks, work modifications, acclimatization practices, and High Heat Procedures when applicable.
- Observe employees for signs and symptoms of heat illness and respond immediately when concerns are identified.
- Encourage employees to report heat-related symptoms without fear of retaliation.
- Ensure communication and emergency response procedures are in place, functional, and known to employees.
- Document actions taken to address heat-related risks and follow established reporting and escalation procedures.

Employees

Employees play an important role in preventing heat illness and maintaining a safe work environment.
Employees shall:

- Follow heat illness prevention procedures, including taking rest breaks and using shade or cool-down areas when needed.
- Drink water frequently, especially during hot conditions.
- Monitor themselves and coworkers for signs and symptoms of heat illness.
- Immediately report signs or symptoms of heat illness in themselves or coworkers to a supervisor.
- Use shade, cool-down areas, and cooling measures whenever they feel discomfort from heat.
- Cooperate with work modifications implemented to reduce heat exposure.
- Participate in required heat illness prevention training.
- Follow emergency response procedures and assist in obtaining medical help when appropriate.

Employees are encouraged to report concerns early. Reporting heat-related symptoms or hazards will not result in retaliation.

Heat Illness

Heat illness refers to a group of serious and progressively severe medical conditions that occur when the body is unable to cope with excessive heat. These conditions include heat fatigue, heat cramps, heat syncope (fainting), heat exhaustion, and heat stroke.
Heat illness can cause serious health problems for employees; however, it is preventable when symptoms are recognized early and appropriate precautions are taken.

Early Symptoms of Heat Illness

Be aware of the early warning signs of heat illness, which may include:

- Fatigue
- Heavy perspiration
- Headache
- Muscle cramps
- Dizziness or lightheadedness
- Rapid or elevated pulse
- Nausea and/or vomiting

The National Institute of Occupational Safety and Health (NIOSH) publication *Working in Hot Environments* describes the symptoms and response measures for several types of heat illness as follows:

HEAT ILLNESS TYPES	
HEAT RASH Description: Skin irritation caused by excessive sweating, resulting in red clusters of small blisters or pimples.	**Response Actions:** • Move the employee to a cooler, less humid environment • Keep the affected area dry • Loosen clothing • Apply cool compresses if needed • Seek medical attention if the rash worsens or becomes infected
Heat Cramps *Description:* Painful muscle spasms, usually in the abdomen, arms, or legs, caused by loss of fluids and electrolytes.	**Response Actions:** • Stop work and move to a shaded or cool area • Provide water or electrolyte-containing beverages • Gently stretch and massage affected muscles • Do not resume strenuous work until cramps have fully subsided
Heat Exhaustion *Description:* A serious condition marked by heavy sweating, weakness, cold or clammy skin, nausea, dizziness, and possible fainting.	***Response Actions:*** • Stop work immediately and move the employee to a cool or shaded location • Loosen or remove excess clothing • Provide cool water in small, frequent sips • Use cool compresses, fans, or ice packs to reduce body temperature • Call 911 to get medical aid and stay with the employee until the medical aid arrives • Notify your supervisor
Heat Stroke *Description:* A life-threatening condition in which the body can no longer regulate its temperature. Symptoms may include confusion, loss of consciousness, seizures, and a very high body temperature.	***Response Actions:*** • Call 911 immediately • Move the employee to a cool or shaded area • Begin rapid cooling (ice packs to neck, armpits, and groin; cool water if available) • Do not give fluids if the employee is unconscious or confused • Remain with the employee until emergency responders arrive

Heat Illness Risk Factors

Heat illness risk factors are conditions or circumstances that increase an employee's likelihood of developing a heat-related illness. In accordance with Cal/OSHA regulations, these risk factors may include environmental conditions, the type and intensity of work being performed, the use of personal protective equipment, and individual employee factors. Identifying and evaluating heat illness risk factors allows supervisors to implement appropriate preventive measures, reduce exposure, and protect employees working in hot indoor or outdoor environments.

Personal Risk Factors

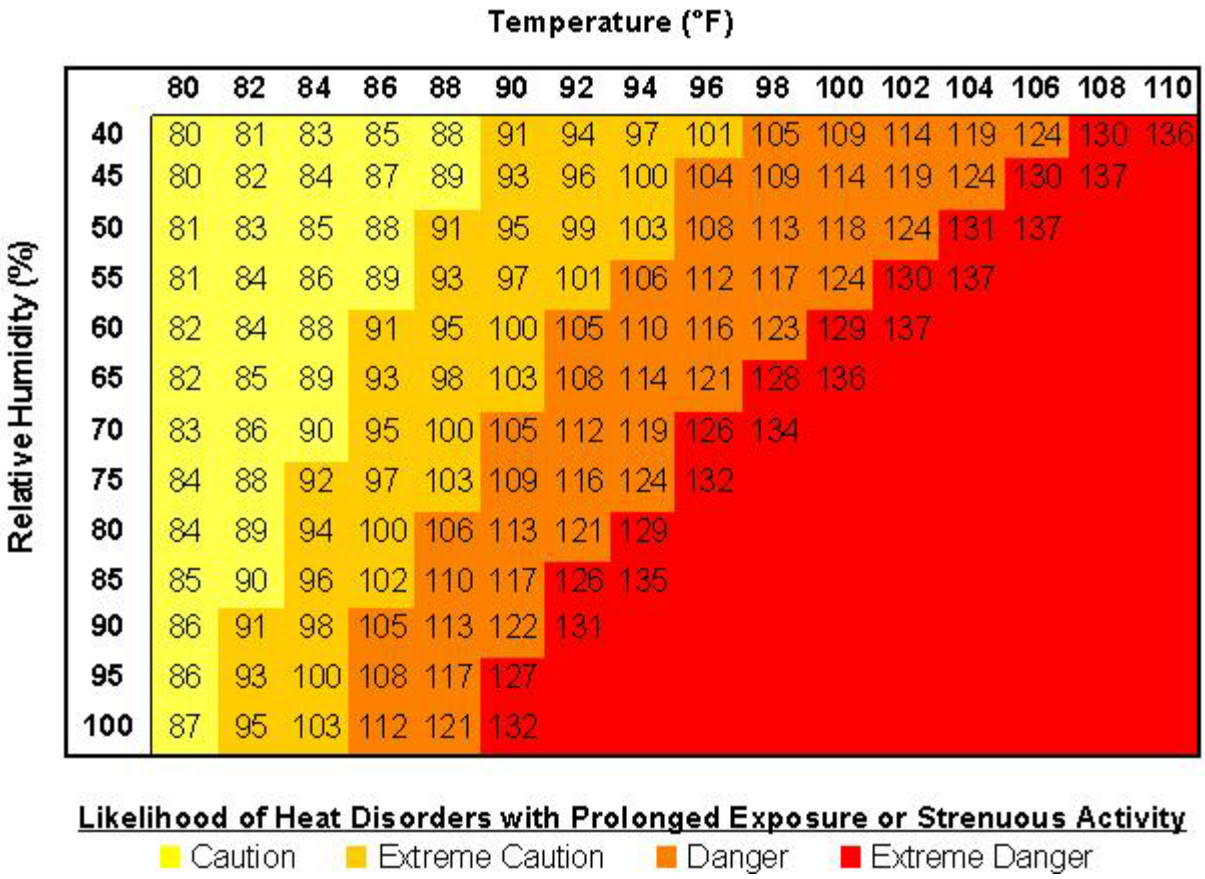
Personal risk factors for heat illness include;

- **General Health & Age:** Those at greatest risk for heat-related illness include people $\geq$ 65 years old, overweight, ill, or taking certain medications. Additional risk factors include fever, dehydration, heart disease, mental illness, poor circulation, and sunburn.
- **Acclimatization:** the temporary adaptation of the body to work in the heat that occurs gradually with exposure to ambient heat. The body needs time to adapt to working in the heat. When temperatures rise suddenly, employees are at increased risk for heat illness. Acclimatization is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to a hot climate. For heavy work under very hot conditions, a period of 4-10 days of progressively increasing work time is recommended. For less severe conditions, 2-3 days of increasing work activity and duration are recommended (for guidance, see Attachment A).
- **Alcohol & Caffeine:** Alcoholic beverages, coffee, tea, or other caffeine drinks will dehydrate the body and increase the risk of heat illnesses.

Environmental Risk Factors

Environmental risk factors for heat illness are defined in the regulation as working conditions that create the possibility that heat illness could occur. Environmental facts include air temperature, relative humidity, radiant heat from the sun, other conductive heat sources (such as the ground), air movement, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

A critical environmental risk factor is the Heat Index (HI), which is the temperature the body feels when heat and humidity are combined. The chart below shows the HI corresponding to the actual air temperature and relative humidity. This chart is based on shady, light wind conditions. Exposure to direct sunlight can increase the HI by up to 15°F. This table can be used in consideration of the risk factors and the subsequent need for water, rest, and shade. Regardless of the actual ambient temperature, provision of water and shade as described above should be implemented whenever the Heat Index exceeds 90°F. See attachment B for guidance on monitoring the weather.



Heat Illness Prevention Procedures

General Prevention

- Rest in shaded areas, Or move to an area with functional AC
- Stay hydrated
- Avoid vigorous physical activities in hot and humid weather

At work, if you must perform physical activities in hot weather:

- Drink plenty of fluids
- Avoid alcohol, coffee, and tea - it may lead to dehydration
- Take frequent mini breaks to hydrate yourself
- As practical; wear hats, light colored, and light/loose clothes

Temperature assessment for indoor working environment

In accordance with Cal/OSHA requirements and the Cal/OSHA Model Heat Illness Prevention Plan, indoor work environments shall be evaluated to identify conditions that may place employees at risk of heat illness. Temperature assessments will be conducted when indoor temperatures approach or exceed 82°F, or when employees are required to perform physically demanding work, wear personal protective equipment, or work near heat-generating equipment.

Supervisors shall monitor indoor temperature conditions using available temperature monitoring devices and consider additional factors such as humidity, air movement, radiant heat sources,

workload, and duration of exposure. When elevated indoor temperatures are identified, supervisors shall implement appropriate heat illness prevention measures, which may include increased access to water, additional rest breaks, modified work schedules, use of fans or ventilation, relocation to cooler areas, or other feasible controls.

Employees shall be encouraged to report heat-related discomfort or symptoms immediately so that conditions can be reassessed and corrective actions taken. Temperature assessments and any responsive actions shall be documented when required.
Monitoring assessment for the outdoor working environment

Recommended Monitoring Equipment

Supervisors may use the following tools to assist in monitoring outdoor heat conditions:

- Heat Index chart
- Thermometer
- Weather applications (mobile device or computer)
- Radio or cell phone
- Internet access to weather forecasting services

Supervisors may access weather forecasts through the National Weather Service (www.nws.noaa.gov), internet search tools (e.g., weather by location or zip code), or local weather broadcasts to review extended forecasts, anticipate heatwaves, and plan work schedules accordingly.
Supervisors without internet access may use California “Dial-A-Forecast” phone services:

- **Eureka:** 707-443-7062
- **Hanford:** 559-584-8047
- **Los Angeles:** 805-988-6610 (#1)
- **Sacramento:** 916-979-3051
- **San Diego:** 858-297-2107 (#1)
- **San Francisco:** 831-656-1725 (#1)

Pre-Shift and Ongoing Monitoring Responsibilities

Prior to each workday and throughout the shift, supervisors shall:

- Review forecasted temperature and humidity for the worksite and compare conditions against the **National Weather Service Heat Index guidelines** to assess heat illness risk levels.
- Employees working in **direct sunlight** are at increased risk; when applicable, supervisors shall adjust the Heat Index by **adding approximately 15°F** to account for radiant heat exposure.

  Continuously monitor weather conditions at the worksite using available tools (e.g., weather apps, National Weather Service updates) to determine when work modifications may be necessary, including:
    - Adjusting work schedules
    - Rescheduling tasks to cooler hours
    - Increasing the frequency of water and rest breaks
    - Stopping work early when conditions become unsafe

- Use a thermometer or weather application at the work location and check temperatures **at least every 60 minutes** to identify sudden temperature increases.
- Ensure that when outdoor temperatures **exceed 80°F**, shade structures are opened and made accessible to employees when natural shade is not available.
- Ensure that when temperatures **equal or exceed 95°F**, **High Heat Procedures** are implemented in accordance with the Heat Illness Prevention Plan.

Shade or Cool Down Areas and Rest for outdoor work

In accordance with Cal/OSHA heat illness prevention requirements, shade and cool-down areas shall be provided to employees to prevent heat illness and allow recovery. Access to shade or cool-down areas shall be available when temperatures reach or exceed 80°F, whenever employees request a cool-down rest, or when employees exhibit signs or symptoms of heat illness.

Access to Shade and Cool-Down Areas for Outdoor Work

Recommended Equipment

- Portable canopies
- Large beach-style umbrellas
- Other temporary shade structures
- Chairs, benches, sheets, towels, or other items that allow employees to sit comfortably when applicable

Note: Chairs, benches, or seating are not required when acceptable natural shade (e.g., trees) is available.

Supervisor Responsibilities – Outdoor Work

Supervisors must ensure the following:

- Shade structures are provided at the worksite in sufficient quantity to accommodate employees on the shift.
- Shade allows employees to sit in a normal posture fully within the shade, without physical contact with one another or the bare ground when seating or materials are provided.
- Shade structures are opened and placed as close as practicable to employees when the temperature equals or exceeds 80°F.
- *Note:* The interior of a vehicle may not be used as shade unless the vehicle is air-conditioned and the air conditioner is operating.
- Employees are informed daily of the location of shade structures and are allowed and encouraged to take a cool-down rest in the shade whenever they feel the need to do so.
- Shade structures are relocated as work areas change so that access to shade is maintained at all times.

- When trees or vegetation are used for shade, supervisors shall evaluate the size, density, and movement of the shaded area throughout the shift, accounting for the changing angle of the sun, to ensure adequate protection.
- For non-agricultural operations, when it is not safe or feasible to provide shade continuously, supervisors shall ensure shade is provided upon request or that alternative cooling measures offering equivalent protection are implemented.

Exceptions and Alternative Measures

- When the employer can demonstrate that providing shade continuously is infeasible or unsafe, alternative procedures may be used only if they provide equivalent protection.
- Except for agricultural employers, cooling measures other than shade (such as misting systems) may be used in lieu of shade if they are demonstrated to be at least as effective in allowing employees to cool down.

Shade and Rest Requirements

Shaded and/or cool-down areas shall be provided when employees exhibit signs or symptoms of heat illness or believe they need a recovery period to prevent heat illness. These areas shall be open to the air or otherwise ventilated and cooled, and access shall be permitted at all times.
Canopies, umbrellas, or other temporary structures may be used, provided they block direct sunlight. When natural shade is not available, supervisors shall ensure alternative shade or equivalent cooling measures are in place.

Supervisor Responsibilities – Outdoor Rest and Recovery

Supervisors are responsible for:

- Ensuring employees have immediate access to shaded or air-conditioned areas (e.g., break rooms, vehicles with air conditioning, temporary shade structures).
- Emphasizing the importance of taking rest breaks and recognizing when a recovery period is needed.
- Allowing and encouraging employees to take a cool-down rest whenever they feel discomfort from heat.
- Accommodating recovery periods as needed to prevent the onset of heat illness.
- Monitoring employees during rest and recovery periods and responding promptly if symptoms worsen or do not improve.

Procedures for Access to Cool-Down Areas for Indoor Work

In accordance with Cal/OSHA requirements and the Cal/OSHA Heat Illness Prevention Plan for indoor work environments, cool-down or temperature-controlled areas shall be made available when indoor temperatures reach elevated levels or when employees experience heat-related discomfort or symptoms.

Supervisors shall ensure:

- Employees have access to air-conditioned, cooled, or well-ventilated indoor areas, such as break rooms, offices, or designated cooling spaces.
- Employees are permitted to take cool-down rest periods whenever they feel the need, without fear of retaliation.

- When indoor temperatures approach or exceed 82°F, supervisors assess conditions and implement additional cooling measures as needed, which may include:
    - Increased access to cool-down areas
    - Increased frequency of rest breaks
    - Use of fans or ventilation (when safe and effective)
    - Modified work schedules or task rotation
- Employees experiencing signs or symptoms of heat illness are allowed to remain in a cool-down area until symptoms subside and are monitored to ensure improvement.
- If symptoms worsen or do not improve, appropriate medical response procedures are initiated.

Supervisors shall remind employees of the location of cool-down areas at the start of each shift and encourage their use during hot conditions.

Shaded and/or cool-down areas shall be provided when employees exhibit signs or symptoms of heat illness or believe they need a recovery period to prevent heat illness (see Attachment D for additional details). Shaded or cool-down areas shall be open to the air or otherwise ventilated and cooled, and access shall be permitted at all times.

Canopies, umbrellas, or other temporary structures may be used to provide shade, provided they block direct sunlight. When natural shade is not available, supervisors shall ensure that alternative shade or cooling measures are in place.

Supervisor Responsibilities – Outdoor Work

Supervisors are responsible for:

- Ensuring employees have immediate access to shaded or air-conditioned areas (e.g., break rooms, vehicles with air conditioning, temporary shade structures) to prevent or recover from heat illness or to take rest breaks.
- Emphasizing the importance of taking rest breaks and recognizing when a recovery period is needed.
- Allowing and encouraging employees to take a cool-down rest whenever they feel discomfort from heat.
- Accommodating recovery periods as needed to allow employees to cool down and prevent the onset of heat illness.
- Monitoring employees during rest and recovery periods and responding promptly if symptoms worsen or do not improve.

Procedures for Access to Cool-Down Areas for Indoor Work

In accordance with Cal/OSHA requirements and the Cal/OSHA Model Heat Illness Prevention Plan for indoor work environments, cool-down or temperature-controlled areas shall be made available to employees when indoor temperatures reach elevated levels or when employees experience heat-related discomfort or symptoms.

Supervisors shall ensure the following:

- Employees have access to air-conditioned, cooled, or well-ventilated indoor areas, such as break rooms, offices, or designated cooling spaces, for rest and recovery.
- Employees are permitted to take cool-down rest periods whenever they feel the need, without fear of retaliation.
- When indoor temperatures approach or exceed 82°F, supervisors shall assess conditions and provide additional cooling measures as needed, which may include:
    - Increased access to cool-down areas
    - Increased frequency of rest breaks
    - Use of fans or ventilation (when safe and effective)
    - Modified work schedules or task rotation
- Employees experiencing signs or symptoms of heat illness shall be allowed to remain in a cool-down area until symptoms subside and shall be monitored to ensure their condition improves.
- If symptoms worsen or do not improve during the recovery period, supervisors shall initiate appropriate medical response procedures.

Supervisors shall remind employees of the location of cool-down areas at the start of the shift and encourage their use during hot conditions.

High-Heat Procedures:

Additional high-heat procedures are required when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observing employees for alertness and signs or symptoms of heat illness.
- Reminding employees throughout the work shift to drink plenty of water.
- Designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
- Conducting pre-shift meetings before the commencement of work to review the high heat procedures, encouraging employees to drink plenty of water, and reminding employees of their right to take a cool-down rest when necessary.

Procedures for handling a heat wave

A **heat wave** is defined as a period of unusually high heat, including sudden or significant increases in temperature above normal seasonal levels. In accordance with Cal/OSHA requirements and the Cal/OSHA Model Heat Illness Prevention Plan, additional protective measures shall be implemented during heat wave conditions to reduce the risk of heat illness.

Supervisor Responsibilities During a Heat Wave

When a heat wave is forecasted or occurs, supervisors shall take the following actions:

- **Closely monitor weather conditions** using the National Weather Service, weather applications, or other reliable forecasting tools to anticipate heat wave conditions.
- **Review and adjust work schedules** to reduce heat exposure, including:
    - Scheduling strenuous tasks during cooler parts of the day
    - Rotating job assignments
    - Reducing work pace or workload
    - Rescheduling or postponing non-essential outdoor work when feasible
- **Increase the frequency and duration of rest and water breaks**, ensuring employees have ample opportunity to cool down and hydrate.
- **Ensure immediate access to shade or cool-down areas** and confirm that these areas are functional, adequate in size, and conveniently located.
- **Reinforce hydration practices**, encouraging employees to drink small amounts of water frequently (up to four cups per hour).
- **Provide additional supervision and observation**, especially for:
    - New employees
    - Employees returning from an absence
    - Employees performing strenuous work
- **Conduct brief tailgate or safety meetings** at the start of the shift to review:
    - Heat illness risk factors
    - Signs and symptoms of heat illness
    - Prevention measures and response procedures
    - Location of water, shade, and cool-down areas
- **Use communication devices** (radios, cell phones, text messages, or in-person check-ins) to remind employees throughout the shift to hydrate and take rest breaks.
- **Promptly respond to symptoms of heat illness** by providing cool-down rest, monitoring affected employees, and initiating medical response procedures when necessary.
- **Implement High Heat Procedures** when temperatures meet or exceed **95°F**, as outlined in this Heat Illness Prevention Plan.

Employee Responsibilities During a Heat Wave

Employees shall:

- Drink water frequently throughout the work shift
- Take rest breaks as needed to cool down
- Use shaded or cool-down areas when feeling overheated
- Immediately report symptoms of heat illness in themselves or coworkers to a supervisor

Acclimatization

Acclimatization is the process by which the body gradually adapts to working in hot conditions. When ambient temperatures rise to levels higher than employees are accustomed to, or when employees return to work after an absence, supervisors shall take the following measures to reduce the risk of heat illness:

- **Monitor weather conditions** and remain alert to sudden heat waves or significant increases in temperature that employees have not been exposed to for several weeks or longer.

- **Modify work schedules during heat waves or heat spikes**, including cutting short or rescheduling the workday when feasible. A heat spike may include a sudden increase in daytime temperatures of **9°F or more**. During hot summer months, work shifts may begin earlier in the day or later in the evening to reduce heat exposure.
- **Reduce work intensity for new or returning employees** during a **two-week acclimatization period**, including assigning lighter or less physically demanding tasks during hotter parts of the day and scheduling heavier work during cooler hours.
- **Use a buddy system** when feasible, pairing new or returning employees with experienced coworkers to monitor for signs or symptoms of heat illness.
- **Closely observe all employees during heat waves**, with increased attention to those performing strenuous work or working in direct sunlight. Employees working in remote locations shall maintain frequent communication with supervisors by phone or radio.
- **Provide training to employees and supervisors** on the importance of acclimatization, heat illness risk factors, early symptoms, and appropriate prevention measures.

Procedures for Control Measures for Indoor Places of Employment

Control measures shall be implemented when **either** of the following conditions occurs:

- The **indoor temperature or heat index reaches 87°F or higher**, or
- The **indoor temperature reaches 82°F or higher** and employees are either:
    - Wearing clothing that restricts heat removal, or
    - Working in areas with high radiant heat.

Hierarchy of Controls

In accordance with Cal/OSHA requirements, feasible engineering controls shall be implemented first to reduce the indoor temperature or heat index below 87°F (or below 82°F for employees wearing heat-restrictive clothing or working in areas with high radiant heat).

If feasible engineering controls are insufficient to comply with the standard, administrative controls shall be implemented. If both feasible engineering and administrative controls do not adequately reduce the temperature or minimize the risk of heat illness, personal heat-protective equipment shall be provided.

Engineering Controls

The following engineering controls may be implemented to lower the indoor temperature, heat index, or both to the lowest feasible level. These controls help cool the work environment or create a barrier between employees and heat sources:

- Relocate employees to campus areas with functional air conditioning or provide cooling fans, when appropriate and effective.
- Implement remote work, when feasible, provided the remote location meets Cal/OSHA heat illness prevention requirements.
- Increase natural ventilation, such as opening windows and doors, when outdoor temperature or heat index is lower than indoor conditions and doing so does not introduce additional hazards.

Administrative Controls

Once all feasible engineering controls have been implemented, the following administrative controls shall be used to further reduce heat exposure by modifying work practices or schedules:

- Modify work schedules and activities to cooler times of the day, shorten shifts, or reduce workload during hot conditions or heat waves.
    - A heat wave is defined as any day in which the predicted high temperature is at least 80°F and at least 10°F higher than the average high daily temperature for the preceding five days.
    - For newly hired or unacclimatized employees, gradually increase shift length over the first one to two weeks.
- Require mandatory rest breaks in cooler environments, such as shaded areas or air-conditioned buildings. Rest break frequency and duration shall increase as heat stress rises.
- Schedule work during cooler periods, such as early morning or late afternoon, when feasible.
- Rotate job tasks among employees to reduce physical exertion and heat exposure.
- Require employees to work in pairs or groups during extreme heat conditions so they can monitor one another for signs of heat illness.

Personal Heat-Protective Equipment

If feasible engineering and administrative controls do not adequately reduce indoor temperatures or minimize heat illness risk, personal heat-protective equipment shall be provided. This equipment consists of wearable cooling devices designed to protect employees in hot environments, including:

- Water- or air-cooled garments, such as cooling vests, jackets, or neck wraps, using reusable ice packs or cooled air from an external source.
- Supplied-air personal cooling systems, when appropriate.

Responding to Heat Illness Emergencies

Procedures for Handling a Sick Worker

In accordance with Cal/OSHA requirements and the Cal/OSHA Model Heat Illness Prevention Plan, supervisors and employees shall take immediate action when an employee shows signs or symptoms of heat illness. Prompt response is critical to prevent the condition from worsening and to protect employee health and safety.

Immediate Response Procedures

When an employee exhibits signs or symptoms of heat illness, supervisors shall:

- Stop work immediately and move the employee to a shaded, cool, or air-conditioned area.
- Ensure the employee is not left alone and assign a coworker or supervisor to stay with them.
- Remove or loosen excess clothing and encourage the employee to cool down.
- Provide cool drinking water, if the employee is conscious and able to drink, in small, frequent sips.
- Use active cooling measures as appropriate, such as fans, cool compresses, ice packs, or misting, to help reduce body temperature.
- Monitor the employee’s condition continuously and watch for worsening symptoms.

Medical Emergency Response

If the employee exhibits signs of heat stroke or severe heat illness, including confusion, loss of consciousness, seizures, or hot, dry skin, supervisors shall:

- Call 911 immediately.

- Continue cooling efforts until emergency medical responders arrive.
- Do not give fluids if the employee is unconscious, confused, or unable to swallow.
- Remain with the employee until relieved by emergency responders.

Transportation to Medical Care

If emergency medical services are not immediately required but medical evaluation is necessary:

- Supervisors shall ensure safe transportation to a medical facility.
- The employee shall not be allowed to drive themselves.
- Emergency contact procedures shall be followed as applicable.

Communication and Training

To ensure effective emergency response:

- Supervisors and employees shall be trained to recognize the signs and symptoms of heat illness and understand emergency response procedures.
- Supervisors shall ensure reliable communication methods (e.g., radios, cell phones) are available at all times, especially for employees working in remote or isolated locations.
- Emergency contact numbers and procedures shall be readily accessible at the worksite.

Follow-Up and Documentation

After a heat illness incident:

- Supervisors shall document the incident in accordance with District procedures.
- Work conditions shall be reviewed to identify contributing factors.
- Corrective actions shall be implemented to prevent recurrence, including adjustments to work practices, schedules, or controls as needed.

Employee Procedures

Any employee who recognizes the signs or symptoms of heat illness in themselves or in a coworker shall take immediate action and notify a supervisor.

When you recognize signs or symptoms of heat illness in yourself or a coworker:

- Stop work immediately and move to a shaded or cool area for a recovery period of at least five (5) minutes.
- Report the condition immediately to your supervisor.
- If the condition appears severe or the employee does not recover during the cool-down period, seek medical attention immediately.
- If a supervisor is not available, the employee or an available coworker (if the affected employee is unable to call) shall contact Athens at 833-284-3670 for direction to the nearest appropriate medical facility.
- Call 911 immediately if the situation appears to be a medical emergency.

Employees are encouraged to watch out for one another and to promptly report any signs or symptoms of heat illness to ensure timely response and treatment.

Supervisor Procedures

In accordance with the Cal/OSHA Heat Illness Prevention Plan, supervisors shall:

- Carry cell phones, radios, or other reliable communication devices to ensure emergency services can be contacted at any time, and verify that communication equipment is functional prior to each shift.
- Ensure employees know how to contact their supervisor in an emergency, including the supervisor’s cell phone number.

- Designate an alternate supervisor or emergency contact when the primary supervisor is unavailable and ensure employees are informed of who to contact.
- Know the exact work locations of employees at all times and maintain clear, written directions to each worksite to provide to emergency responders.
- Respond promptly to reports of heat illness and ensure appropriate cool-down, monitoring, and medical response procedures are followed.

Emergency notification Procedures

When a heat illness or medical emergency occurs:

- Employees shall immediately notify their supervisor or the designated emergency contact.
- Supervisors or employees shall call 911 without delay when signs of severe heat illness are present or when the employee's condition worsens or does not improve.
- When emergency medical services are contacted, the caller shall be prepared to provide:
    - The exact work location, including campus name, building, area, or nearest access point
    - Clear directions for emergency responders
    - A description of the employee's condition and symptoms

Supervisor Responsibilities

Supervisors shall:

- Ensure employees know who to contact in the event of an emergency, including when the primary supervisor is unavailable.
- Maintain up-to-date emergency contact information and worksite location details.
- Ensure that emergency response procedures are reviewed with employees during training and during periods of elevated heat or heat waves.
- Respond immediately to reports of heat illness and ensure emergency services are contacted when required.

Further emergency response guidance for supervisors is provided in Attachment B.

Employee and Supervisor Training

In accordance with Cal/OSHA regulations, all employees and supervisors shall receive effective training on heat illness prevention before working in hot conditions and whenever new or previously unrecognized hazards are identified.

Employee Training

Employees shall be trained on the following topics:

- The environmental and personal risk factors for heat illness, including temperature, humidity, workload, clothing, personal protective equipment, and individual health factors.
- The types of heat illness, common signs and symptoms, and the importance of early recognition.
- The importance of frequent water consumption, up to four (4) cups per hour during hot conditions.
- The purpose and proper use of shade, cool-down areas, and rest breaks.

- The importance of acclimatization, especially for new employees or those returning from an absence.
- The procedures for reporting symptoms of heat illness in themselves or coworkers without fear of retaliation.
- Emergency response procedures, including when and how to contact supervisors, Athens, or emergency medical services (911).

Supervisor Training

In addition to employee training topics, supervisors shall receive training on:

- The supervisor's role and responsibilities under the Heat Illness Prevention Program.
- How to monitor weather conditions, temperature, and heat index.
- How to recognize and respond to early and advanced signs of heat illness.
- Procedures for implementing control measures, including engineering controls, administrative controls, and personal heat-protective equipment.
- Acclimatization procedures, including observation of new or returning employees.
- High Heat Procedures, heat wave procedures, and required actions at specific temperature thresholds.
- Emergency notification and response procedures, including providing accurate worksite locations and directions to emergency responders.
- Documentation and follow-up requirements after a heat-related incident.

Training Frequency and Documentation

- Training shall be provided before employees are assigned to work in hot conditions.
- Refresher training shall be provided as needed, including during heat waves or when procedures change.
- Training records shall be maintained in accordance with District procedures.

Attachment A: Guidance on the provision of water

Provision of Water

Employees are encouraged to drink water frequently throughout the work shift. In accordance with Cal/OSHA requirements, clean, fresh, and cool potable water shall be readily available to employees at all times, particularly when working in hot conditions.

Supervisor Responsibilities

Supervisors are responsible for ensuring that employees have an adequate supply of drinking water, as outlined below:

- Supervisors shall ensure employees have access to sufficient drinking water (see Attachment A for guidance).
- Supervisors shall encourage the frequent consumption of small quantities of water, up to four (4) cups per hour, when the work environment is hot and employees are likely to be sweating more than usual.
- Drinking water shall be provided in sufficient quantities to allow at least one (1) quart per employee per hour for the entire shift (a minimum of two (2) gallons per employee for an 8-hour shift).

When effective procedures are in place to replenish water during the shift, a minimum of two (2) quarts per employee may be provided at the start of the shift.

Recommended Equipment

- Drinking water containers or water bottle filling stations
- Ice
- Cleaning and sanitizing equipment
- Communication devices (e.g., radios, cell phones)

Water Access and Monitoring Requirements

Supervisors shall ensure the following:

- Drinking water containers (typically 5–10 gallons each) are brought to the worksite so that at least two (2) quarts per employee are available at the start of the shift, unless a potable water source is available within a 3-minute walk from the workstation.
- An adequate supply of disposable cups is provided and kept clean until use, unless employees are using personal containers at water filling stations.
- Water levels in containers are checked every 30–60 minutes, and more frequently when temperatures exceed 90°F.
- When water levels drop below 50%, containers shall be refilled with cool water. Additional water containers (e.g., 5-gallon bottles) shall be available as needed.
- Drinking water is placed as close as possible to employees (within a 3-minute walk). If terrain or work conditions prevent this, bottled water or individual containers shall be provided to ensure water remains readily accessible.

Water containers are relocated as work locations change to maintain accessibility, unless a potable water source is available within a 3-minute walk.

Communication, Training, and Heat Conditions

Supervisors shall also:

- Encourage employees throughout the shift to drink water frequently.
- Ensure all water containers and sources are kept clean and sanitary.
- Inform employees daily of the location of water sources and remind them to hydrate regularly.
- When temperatures exceed or are expected to exceed 90°F, conduct a brief tailgate meeting to review:
- The importance of drinking water
- The schedule for water and rest breaks
- Signs and symptoms of heat illness
- Use communication devices (radios, cell phones, etc.) to remind employees to drink water.
- Increase the number of water breaks as necessary when temperatures reach or exceed 95°F or during a heat wave.

Reinforce during employee training the importance of frequent water consumption as a key heat illness prevention measure.

Attachment B: Emergency Response Guidance

Recommended Equipment:

First aid kit, radios, cell phones, or other forms of communication

Written Response Procedures:

Supervisors must have a written response procedure developed for each location or Department. This must include having a map and clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) at a remote, off-campus site to avoid delays in emergency medical services.

Prior to starting work, supervisors must;

- During a heatwave or hot temperatures, remind and encourage workers to immediately report any signs or symptoms they are experiencing to their supervisor.
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary.
- Determine if a language barrier is present at the site and take steps to ensure emergency medical services can be immediately called in the event of an emergency.
- Carry cell phones or other means of communication to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift

Emergency Response:

- Take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- Designate an employee or employees to physically go to the entrance where emergency responders can see them.

Attachment C: Daily Heat Illness Compliance Checklist

(Manager / Supervisor – Before & During the Shift)

Complete before work begins and monitor throughout the shift

Weather & Risk Assessment

☐ Reviewed today's **forecasted temperature and heat index**
☐ Determined whether conditions meet or may exceed:
☐ 80°F (shade trigger – outdoor)
☐ 82°F (indoor assessment trigger)
☐ 95°F (high heat procedures)
☐ Heat wave conditions
☐ Identified work involving **direct sunlight, high radiant heat, or strenuous activity**

Water & Hydration

☐ Potable drinking water available (minimum **1 quart per employee per hour**)
☐ Water is **cool, clean, and replenished** as needed
☐ Employees reminded to **drink water frequently**

Shade / Cool-Down Areas

☐ Shade or cool-down areas set up and accessible
☐ Indoor cool-down areas identified (if applicable)
☐ Employees encouraged to take **cool-down rests when needed**

Employees & Supervision

☐ New, returning, or unacclimatized employees identified
☐ Employees reminded to **report symptoms immediately**
☐ Employees monitored for signs of heat illness

Communication & Emergency Readiness

☐ Cell phones, radios, or communication devices tested and functional
☐ Emergency contact procedures reviewed
☐ Temperature checked and documented at least **every 60 minutes**

Manager Initials / Date: _____

Attachment D: High Heat / Heat Wave Action Checklist

Use when temperature ≥95°F or during a heat wave)

Heat wave: Any day where the predicted high temperature is at least 80°F and at least 10°F higher than the average high temperature of the previous five days.

Pre-Shift Actions

☐ Confirmed **high heat or heat wave conditions**
☐ Conducted a **pre-shift tailgate safety meeting** covering:
Heat illness signs and symptoms
Importance of hydration
Location of water, shade, and cool-down areas
Emergency response procedures

Work Modifications

☐ Work schedules adjusted (earlier/later shifts, reduced duration)
☐ Work pace or workload reduced
☐ Strenuous tasks scheduled for cooler times of day
☐ Job rotation implemented where feasible

Water, Rest & Shade

☐ **Additional water breaks** provided
☐ **Additional rest breaks** scheduled in shade or cool-down areas
☐ Shade or cooling measures verified as adequate and accessible

Employee Monitoring

☐ Buddy system or group work implemented
☐ Employees monitored **more frequently** for heat illness symptoms
☐ New or unacclimatized employees closely observed

Emergency Preparedness

☐ Emergency response procedures reviewed
☐ Communication devices confirmed functional
☐ Worksite location and directions ready for emergency responders

Manager Initials / Date: _____