

# Injury & Illness Prevention Plan (IIPP)

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*



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# Summary

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The Director of Risk Management is responsible for creating and maintaining this Injury & Illness Prevention Plan (IIPP) and serving as the **District IIPP Program Administrator**. The District IIPP Program Administrator has the authority to implement all provisions of this program. All employees are responsible for supporting the program, working safely, and maintaining a safe and healthful work environment. This Injury & Illness Prevention Plan (IIPP) will be reviewed/updated annually.

## Authority

The Injury & Illness Prevention Plan (IIPP) is created and distributed per the [California Code of Regulations \(CCR\) Title 8, Section 3203](#).

## Purpose

This plan aims to establish the procedures for campus personnel to prevent/reduce injuries and illnesses.

# Management Commitment

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The Riverside Community College District (the District) is committed to maintaining a safe environment for its students, faculty, staff, visitors, and members of the general public. The District will promote comprehensive injury and illness prevention and hazardous materials and environmental management programs in an atmosphere that encourages employees, students, and other members of the District Community to communicate about occupational and environmental health and safety matters without fear of reprisal. It is the policy of the District to conduct its operations in conformance with applicable laws, regulations, requirements, and relevant published standards and practices for health, safety, and environmental protection.

# Roles and Responsibilities

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## Chancellor

General policies, which govern the activities and responsibilities of the Safety programs, including injury and illness prevention program, are established under the authority of the Chancellor. As designated by the Chancellor, the individual responsible for implementing the IIPP is the Director of Risk Management, referred to as the District IIPP Program Administrator. The District IIPP Program Administrator has the authority to implement all provisions of this program. All District employees are responsible for supporting the program, working safely, and maintaining a safe and healthful work environment.

Name:	Beiwei Tu
Title:	Director of Risk Management
Address:	3801 Market Street Riverside Ca 92501
Phone:	951-222-8128

## **District Risk Management Department**

The Chancellor has designated that District Risk Management Department (Risk Management) has administrative oversight and responsibility for supporting the colleges in developing health and safety programs and resource documents. Risk Management shall provide guidance on health and safety laws, regulations, policies, and procedures, as well as other appropriate support to ensure campus programs are effective.

Risk Management is responsible for the following:

- Providing consultation to all levels of RCCD staff and faculty regarding program compliance.
- Developing templates to assist Colleges, Departments, and Work Units in implementing effective Injury and Illness Prevention Plans.
- Consulting on hazard identification, procedures for correcting unsafe conditions, and developing compliance strategies.
- Providing centralized monitoring of District-wide activities in the areas of safety and health compliance.
- Assisting Colleges, Departments, and Work Units in developing and implementing Integrated Safety and Environmental Management (ISEM).
- Create training and communication materials and coordinate events across District to promote safety culture

## **College Presidents**

College presidents are responsible for health and safety within their Campus and shall designate a campus safety program administrator with authorities to establish and maintain the campus safety program. The College Presidents are responsible for:

- Demonstrate a genuine interest in safety-specific issues to ensure department head actions.
- Demonstrate support for the safety programs.
- Demonstrate that while safety is everyone's duty, it is a function of management to ensure a safe working environment

## **Executive Leadership Team**

The executive leadership team plays a vital role in the success of the District's efforts to integrate safety accountability into the culture of the District. They are responsible for ensuring safety programs are established, implemented, and maintained for operations within their divisions.

## **Deans, Directors, Managers, Supervisors**

Deans, directors, department chairs, and managers are accountable for establishing, enacting, maintaining, and enforcing IIPP within their Departments. They shall

- Ensure areas under their management subscribe to and follow the five steps of the ISEM program.

- Hold periodic meetings or use other means of communication to discuss safety-related issues.
- Establish safety planning procedures for all operations and exposures within their areas of responsibility.
- Ensure that health and safety practices are consistent throughout the department.
- Monitor environmental health and safety performance.
- Include compliance with health and safety procedures as part of the annual performance evaluation.
- Recognize employees that consistently perform safe and healthful work practices.  
Discipline employees who knowingly violate safety rules or policies following the standard discipline procedures listed in the Collective Bargaining Agreements (CBA).
- Report and investigate all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative actions accordingly.
- Develop their knowledge and skills in safety and health training relative to their areas of responsibility and ensure that all employees receive safety training relative to their work exposure.
- Communicate health and safety practices through the areas under their management.
- Provide required general, and site-specific training to employees
- Encourage employees to report safety concerns without fear of reprisal.
- Make sure Standard Operating Procedures (SOPs) are created for high-risk activities.
- Ensure hazardous conditions are corrected promptly.
- Where appropriate, facilitate the implementation of:
  - Workplace Inspections.
  - Site-specific staff training beyond the required safety courses offered.

### **College/District Office IIPP Program Administrator**

The designated College/District Office IIPP program administrators are responsible for establishing, communicating, and maintaining campus safety programs that meet the applicable Federal, State, and local laws and regulations. The College/District Office IIPP program administrator should be actively involved in implementing IIPP and has an obligation to ensure those in supervisory positions have the requisite support to implement the safety-related accountabilities. Some of the key responsibilities are:

- **Identifying Hazards:** Conduct periodic safety inspections and assessments.
- **Communication:** Ensure a free flow of safety information through bulletin boards or periodic discussions. Encourage employees to report potential safety problems.
- **Correcting Hazards:** Correct conditions discovered during inspections or reported by employees.
- **Investigating Injuries and Illnesses:** Investigate all accidents, injuries, and near-misses, and make appropriate changes to minimize recurrence.

- **Health & Safety Training:** Know the hazards that employees encounter and implement a campus-specific training program.
- **Recordkeeping:** Keep safety training, inspection, and accident investigation documents in a centralized location.

## Employees

The success of RCCD's IIPP Program heavily depends on the actions of all staff, faculty, students, and visitors. Employees are responsible for following the requirements of the IIPP through the following steps:

- Perform their assigned job functions safely
- Complete all required generic and site-specific safety training(s)
- Ask your supervisor when concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices, or equipment to your supervisor or campus Safety Coordinators. [Hazard Reporting Form](#)

## Safety Communications

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RCCD's communication system strives to be "readily understandable by all employees." The system is designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal. Safety communications include Supervisors, Committees, Training, Written Communications, and district Policies & Procedures.

### Supervisors

All department personnel are encouraged to communicate safety concerns to their Supervisor without fear of reprisal. Supervisors are responsible for ensuring that employees are given access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from several sources. These sources include, but are not limited to, Safety Data Sheets (SDS), equipment operating manuals, the Campus Safety and Emergency Planning Coordinator, Risk Management, campus libraries, container labels, work area postings, etc.

### Safety Talks/Tailgate Meetings

Safety talks can be used as a supplement to safety training. These discussions provide valuable information on various topics, including laboratory and chemical safety, worker safety, and pest control. These resources are available online at <https://www.rccd.edu/admin/bfs/risk/Pages/index.aspx>

### Safety Committees/Work Groups

One way management can encourage employees to participate in a workplace safety program is to encourage employees to join Safety workgroups or building and floor captain programs. The committee can help share the responsibilities of implementing and monitoring the safety program.

Several committees provide forums where employees can freely and openly discuss safety together. These include the: District Safety and Security Committee, RCC Safety Workgroup, MVC Safety Workgroup, NC Safety Workgroup, and District Office Safety Workgroup

Information about the meeting dates/times/locations, minutes, and charters can be found online at [Safety Committees](#)

### **District Safety and Security Committee**

The District Safety and Security Committee (DSSC) is a districtwide shared governance committee. The committee provides leadership and guidance for risk and safety-related issues, policies, and initiatives that affect the entire District.

The District Safety and Security Committee membership comprises representatives from all three campuses and the district office. The committee meets at least quarterly. Meeting minutes and other safety-related items are posted online at [Safety Committees](#)

The essential functions of the committee include but are not limited to

- Review annual Risk and safety goals and objectives.
- Develop major performance indicators and track campus performance.
- Support and communicate risk and safety messages across the District.
- Provide periodic reports to upper management

### **Campus Safety Workgroups**

Campus safety workgroups are established to focus on problem solving and act on any safety issues at the college level. They promote awareness of safety programs and reduce/prevent injuries at the local level. Following is the list of the existing safety workgroup:

- RCC Safety Workgroup
- MVC Safety Workgroup
- NC Safety Workgroup
- District Office Safety Workgroup

The safety Workgroups assess compliance with applicable regulations and campus policies and recommend necessary corrective actions at the organization level. These workgroups meet at least quarterly.

The key responsibilities of the workgroups include:

- Serve as an organizational liaison to assist safety program implementation; work groups can support/advertise ongoing training/classes etc.
- Review quarterly compliance scorecard.
- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review the summary of all incident investigations.



- Where appropriate, submit suggestions to department management to prevent future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- Submit recommendations to assist department management in evaluating employee safety suggestions.

### **Meeting Minutes**

Safety Committee shall prepare written minutes for the committee meetings. The Committee meeting minutes must be documented and maintained on file for at least one year. Health and Safety concerns identified during the committee meetings should be addressed promptly to maintain a safe and healthy working environment and comply with Federal, State, and local rules and regulations and District policies and procedures.

### **Communications Resources**

Risk Management Website - Risk Management posts safety communication materials on its website - <https://www.rccd.edu/admin/bfs/risk/Pages/index.aspx>. Examples of safety communication materials include Brochures, Fast Facts, Handouts, Posters, Signs, and Videos.

Emails - The campus Listserv systems periodically send messages to staff, faculty, and students.

Safety Data Sheets - Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. SDSs are available online. [Safety Data Sheets](#)

Equipment Operating Manuals - All equipment is to be operated following the manufacturer's instructions, as specified in the equipment's operating manual. Persons unfamiliar with equipment operation and potential hazards must at least read the operating manual before using the equipment. Training can also be sought from an experienced operator or Supervisor.

## **Hazard Assessment - Identification and Control**

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Hazard identification and control is an ongoing process and is fundamental to the effectiveness of the IIPP. Supervisors are responsible for hazard assessment for their assigned work areas. Supervisors can seek technical support from their College Safety Coordinators and/or Risk Management.

### **Hazard assessment process - Integrated Safety and Environmental Management (ISEM)**

Integrated health, safety, environmental considerations, and sustainable use of natural resources in all activities effectively reduce accidents and employee injuries. Five core

safety and environmental management functions provide the necessary framework for any activity affecting faculty, staff, students, visitors, the public, or the environment. These functions are applied as a continuous cycle with the degree of rigor appropriate to address the type of activity and the hazard or environmental aspect involved. Following is a summary of the five steps:

**The ISEM procedure includes:**

- 1. Define the Scope of Activities**  
Goals and programs are translated into activities, expectations are set, tasks are identified and prioritized, and resources are allocated.
- 2. Analyze the Hazards**  
Hazards and environmental aspects associated with the activities are identified, analyzed, and categorized.
- 3. Develop and Implement Hazard, and Operational Controls**  
Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards and aspects are identified, the safety and environmental parameters are established, and controls are implemented.
- 4. Perform Activities within Established Controls**  
Readiness is confirmed, and activities are performed safely and in compliance with applicable regulations and policies.
- 5. Provide Feedback and Assure Continuous Improvement**  
The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improving the definition and planning of activities, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement actions. The Supervisor may contact College Safety Coordinator to provide assistance, consultation, and independent oversight functions.



Figure 2: ISEM process

## **PPE hazard assessment**

PPE hazard assessment shall be performed for non-office jobs. PPE is not required for the office environment. PPE hazard assessment will be completed by the Supervisor using the PPE hazard assessment form (See Appendix C).

## **Hazard Reports**

All Employees are encouraged to report unsafe conditions and practices in their work areas to their Supervisors and College Safety Coordinators. Employees may also report any hazardous condition using the Hazard Report Form online [Hazard Reporting Form](#), anonymously if desired.

## **Inspections / Audits**

Periodic inspections of work areas shall be conducted at the work locations at least annually. Corrective actions generated during these inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Risk Management periodically evaluates the inspections/audits and reports to the leadership on the inspection results and implementation of corrective actions

## **Correcting Unsafe / Unhealthy Conditions**

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected promptly based on the severity of the hazards. Generally, supervisors are responsible for identifying and correcting hazards that their employees and students face.

Supervisors should check for safe work practices in their areas and provide immediate verbal feedback where unsafe behaviors are observed. After discovering a hazard, supervisors of affected employees are expected to partner with key stakeholders to correct unsafe conditions as quickly as possible.

Some procedures that can be used to correct hazards include, but are not limited to, the following:

- Tag unsafe equipment with "Temporarily Out of Service" signs and provide a list of alternative tools or procedures for employees to use until the item is repaired.
- Stop unsafe work practices and provide retraining on proper procedures before work resumes.
- Reinforce and explain the need for proper personal protective equipment and ensure availability.
- Barricade areas/restrict access and report the hazardous conditions to a supervisor or College Safety Coordinator.

## Imminent Hazards

If an imminent hazard exists, work in the area should stop, and the appropriate Supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with the required safeguards before addressing the situation.

## Accident Investigation

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### Injury Reports

Employees who are injured at work must report the injury immediately to their supervisor and call follow the Workers' compensation injury reporting procedure. Students (not employees) who are injured or involved in an accident should report the incident to their instructor or contact Health Services. In either case, if immediate medical treatment is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

The Supervisor should immediately contact the Director of Risk Management (951-222-8128 or email [Beiwei.tu@rccd.edu](mailto:Beiwei.tu@rccd.edu)) for any work-related severe injuries and fatalities following the procedures in Appendix A, "Report severe injuries and fatalities." Work-related severe injuries are injuries or illnesses that require inpatient hospitalization other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

Risk Management shall report the reportable incident to CAL/OSHA San Bernardino Office (Tel: 909-383-4321 or email [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com).) once the report is received from the Supervisor.

The injured employee's Supervisor should ensure that the RCCD ***Injury and Incident Investigation*** report is completed within 24 hours (see Appendix B for incident investigation report form).

### Incident Investigation

The Supervisor is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interview injured personnel and witnesses.
- Examine the injured employee's workstation for contributing factors.
- Review established procedures to ensure they are adequate and followed.
- Review training records of affected employees.
- Determine all contributing causes to the accident.
- Take corrective actions to prevent the accident/exposure from reoccurring.
- Record all findings and actions taken.

The Supervisor's findings and corrective actions are documented in the **RCCD Injury and Incident Investigation report** (See Appendix B).

## Training

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Employee safety training is provided at no cost to the employee and is conducted during the employee's regular working hours on District time.

### Initial IIPP Training

When the IIPP is first implemented, employees will be trained on the structure of the IIPP, including individual responsibilities under the program and the availability of the written program. IIPP Training also includes how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training sessions will be oriented on this material as soon as possible.

### Training on Specific Hazards

All supervisors must ensure that the personnel under their supervision receive appropriate training on the specific hazards of their work and the proper precautions for protection against those hazards. Health and Safety training will be offered when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Following training identified by regulatory agencies will be provided to all employees:

- Injury and Illness Prevention Program training
- Emergency action plan; and
- Fire Prevention Plan
- Hazard Communication
- General Ergonomics

Depending on the activity of the personnel, additional courses will be offered based on the training matrix and/or the training **Needs Assessment** available at <https://www.rccd.edu/admin/bfs/risk/Pages/index.aspx>.

### Training Records

Records shall be kept for five years after the training. Documentation of training shall include the following elements:

- Course name
- Name of participant(s)
- Name of instructor(s) or method of delivery (e.g., "Online" or "Self-Paced")
- Date
- Topics covered

## Recordkeeping

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Documents related to the IIPP are maintained in a safe and convenient location for recordkeeping. The following records will be maintained at the college:

- Hazard Reports and corrective actions
- Safety workgroup meeting documentation
- Incident and Investigation Reports-sent to district
- Inspection/audit
- Authorizations & Permits
- Other College-specific Safety Records

Department should maintain Records of site-specific training records, safety meetings (agendas, minutes, handouts), and safety talks.

## Enforcement and Compliance

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All employees are responsible for complying with safe and healthful work practices, including applicable rules and regulations, District policy, and procedures. Overall safety performance should be recognized by the Supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries. Injuries will not be included in performance evaluations unless the injuries result from an unsafe act.

All personnel will be given instruction and an opportunity to correct unsafe behavior. Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will apply when employees fail to comply with applicable regulations, District policy, and/or procedures. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary action, including termination.

## Heat Illness Prevention

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All employees who work outdoors shall follow heat illness prevention procedures listed in Appendix E. If the employee works at a remote location, the Department shall develop additional emergency response information specific to the site.

# Appendices

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These documents are available online:

Appendix A: Incident Investigation Report

Appendix B: Report Severe Injuries and Fatalities

Appendix C: PPE hazard assessment

Appendix D: Training Record (Roster)

Appendix E: Heat Illness Prevention Procedure Manual

# Appendix A: Report Severe Injuries and Fatalities

Name: \_\_\_\_\_ Title \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Any work-related fatality, injury or illness that requires inpatient hospitalization for a period in excess of 24 hours other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement shall be reported to Cal/OSHA within 8 hours.

1. Record the following information for the work-related fatality or serious injury and illness

Employer Name: Riverside Community College District

Employer Phone: 951-222-8128

Employer Address: 3801 Market Street, Riverside, CA 92501

Name and title of the person reporting the incident: \_\_\_\_\_

Phone number of the person reporting the incident: \_\_\_\_\_

Name of employer representative to contact at the site of incident: Beiwei Tu, Director of Risk Management

Date and time of incident: \_\_\_\_\_

Location or site of incident: \_\_\_\_\_

Name and Department of injured employee: \_\_\_\_\_

Address of injured employee: \_\_\_\_\_

Phone of injured employee: \_\_\_\_\_

Nature of injury (example: death, amputation of left arm, puncture wound to right thigh)

Description of incident and whether the incident scene or instrumentality has been altered

List and identity of any law enforcement agencies present at the site of the incident: \_\_\_\_\_

2. **CALL Risk Management (Tel: 951-222-8128) and/or Email Beiwei.tu@rccd.edu & riskmanagement@rccd.edu IMMEDIATELY OF KNOWING ABOUT THE INJURY OR ILLNESS** to report the fatality or serious injuries or illness information listed above.



# Appendix B: Incident Investigation Report Form

<b>RCCD</b>   RIVERSIDE COMMUNITY COLLEGE DISTRICT RISK MANAGEMENT, SAFETY & POLICE <small>MORENO VALLEY COLLEGE   NORCO COLLEGE   RIVERSIDE CITY COLLEGE</small>		<b>SUPERVISOR'S ACCIDENT INVESTIGATION REPORT</b> <small>COMPLETE ALL SECTIONS - ATTACH ADDITIONAL SHEETS IF NECESSARY          REPORT MUST BE COMPLETED FOR ALL INCIDENTS AND SENT TO RISK MANAGEMENT DEPARTMENT VIA EMAIL TO MONICA.ESQUEDA@RCCD.EDU  <u>WITHIN 24 HOURS OF THE INCIDENT / ACCIDENT.</u></small>	
College / District Location		College Safety Coordinator Name	
Location Address		Location Phone Number	Location Fax Number
Employee / Injured Party Name		Injured Party Phone	
Job Title / Student / Other		Full Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
		Student Employee <input type="checkbox"/>	Other <input type="checkbox"/>
Date of Accident	Time of Accident	<input type="checkbox"/> AM	Date Reported
		<input type="checkbox"/> PM	Late Report?
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Specific Location of Accident/Near Miss		Injured Body Part (i.e. leg, arm, back, left or right)	
Injury Type (i.e. cut, pain, skin rash)		Visual Description of Injury (i.e. bleeding, bump, redness, bruise)	
Witness Name	Witness Address	Witness Phone	
Was First Aid Given at the College/District Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, by whom?	Type of Treatment Given (splint, bandage, etc.)
Treated at Medical Clinic?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Clinic Name	Clinic Phone
Equipment, materials, and/or chemicals the employee was using when injury happened?			
How did the injury / near miss occur? (use extra sheets of paper if necessary)		Describe sequence of events. Get all the facts by studying the job and situation involved. Question <b>WHO, WHAT, WHY, WHERE, WHEN, and HOW</b>	
<b>IMMEDIATE ACCIDENT / INCIDENT CAUSE(S)</b>			
<b>Section A - UNSAFE ACT</b> <input type="checkbox"/> Bypassing Safety Devices <input type="checkbox"/> Distraction / Inattention <input type="checkbox"/> Failure to Use Proper Equipment (PPE) <input type="checkbox"/> Employee Performing Tasks Outside of Job Description <input type="checkbox"/> Horseplay <input type="checkbox"/> Improper Attire <input type="checkbox"/> Improper Use of Body <input type="checkbox"/> Improper Use of Equipment <input type="checkbox"/> Incorrect Lift / Carry <input type="checkbox"/> Unsafe Speed of Task <input type="checkbox"/> Failure to Report Maintenance Issue <input type="checkbox"/> Intentional Act <input type="checkbox"/> Other _____		<b>Section B - UNSAFE CONDITION</b> <input type="checkbox"/> Arrangement <input type="checkbox"/> Congestion <input type="checkbox"/> Design / Construction <input type="checkbox"/> Guarding <input type="checkbox"/> Tools/Utensils <input type="checkbox"/> Traffic (Foot or Vehicle) <input type="checkbox"/> Ventilation <input type="checkbox"/> Failure to Report/Fix Unsafe Condition <input type="checkbox"/> Maintenance Failure <input type="checkbox"/> Other _____	
What is the College / District Plan to Prevent Recurrence (Summarize). Examine causes and determine how this type of accident can be prevented in the future WHO will initiate plan, WHEN and HOW. This may include counseling the injured on proper future safety precautions.			
Reporting Manager or Supervisor Signature		Today's Date:	
<small>THIS REPORT IS PRIVILEGED AND CONFIDENTIAL, PREPARED AT THE DIRECTION OF DISTRICT COUNSEL. ALL PRIVILEGES AND RIGHTS ARE RESERVED AND CANNOT BE WAIVED EXCEPT BY COUNSEL. Rev 01/14</small>			

# Appendix C: PPE Hazard Assessment

Department: \_\_\_\_\_ Work area(s): \_\_\_\_\_

Job/Task(s): \_\_\_\_\_

Assessment conducted by: \_\_\_\_\_ Date of assessment: \_\_\_\_\_

<b>Eye</b> <u>Work activities, such as:</u> <input type="checkbox"/> abrasive blasting <input type="checkbox"/> sanding <input type="checkbox"/> chopping <input type="checkbox"/> sawing <input type="checkbox"/> cutting <input type="checkbox"/> grinding <input type="checkbox"/> drilling <input type="checkbox"/> hammering <input type="checkbox"/> welding <input type="checkbox"/> chipping <input type="checkbox"/> soldering <input type="checkbox"/> torch brazing <input type="checkbox"/> working outdoors <input type="checkbox"/> computer work <input type="checkbox"/> punch press operations <input type="checkbox"/> other:			<u>Work-related exposure to:</u> <input type="checkbox"/> airborne dust <input type="checkbox"/> dirt <input type="checkbox"/> UV <input type="checkbox"/> flying particles/objects <input type="checkbox"/> blood splashes <input type="checkbox"/> hazardous liquid chemicals mists <input type="checkbox"/> chemical splashes <input type="checkbox"/> molten metal splashes <input type="checkbox"/> glare/high-intensity lights <input type="checkbox"/> laser operations <input type="checkbox"/> intense light <input type="checkbox"/> hot sparks <input type="checkbox"/> other:			<u>Can the hazards be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Safety glasses <input type="checkbox"/> Side shields <input type="checkbox"/> Safety goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Shaded <input type="checkbox"/> Impact goggles <input type="checkbox"/> Prescription <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Laser goggles <input type="checkbox"/> Shading/Filter (#) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:		
<b>Face</b> <u>Work activities, such as:</u> <input type="checkbox"/> cleaning <input type="checkbox"/> foundry work <input type="checkbox"/> cooking <input type="checkbox"/> welding <input type="checkbox"/> siphoning <input type="checkbox"/> mixing <input type="checkbox"/> painting <input type="checkbox"/> pouring molten <input type="checkbox"/> dip tank operations metal <input type="checkbox"/> pouring <input type="checkbox"/> working outdoors <input type="checkbox"/> other:			<u>Work-related exposure to:</u> <input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> potential irritants: <input type="checkbox"/> other:			<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (#) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:		
<b>HEAD</b> <u>Work activities, such as:</u> <input type="checkbox"/> building maintenance <input type="checkbox"/> confined space operations <input type="checkbox"/> construction <input type="checkbox"/> electrical wiring <input type="checkbox"/> walking/working under catwalks <input type="checkbox"/> walking/working on catwalks <input type="checkbox"/> walking/working under conveyor belts <input type="checkbox"/> working with/around conveyor belts <input type="checkbox"/> walking/working under crane loads <input type="checkbox"/> utility work <input type="checkbox"/> other:			<u>Work-related exposure to:</u> <input type="checkbox"/> beams <input type="checkbox"/> pipes <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> falling objects <input type="checkbox"/> fixed object <input type="checkbox"/> machine parts <input type="checkbox"/> other:			<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Protective Helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) <input type="checkbox"/> Type C <input type="checkbox"/> Bump cap (not ANSI-approved) <input type="checkbox"/> Hairnet or soft cap <input type="checkbox"/> Other:		
<b>HANDS/ARMS</b> <u>Work activities, such as:</u> <input type="checkbox"/> baking <input type="checkbox"/> material handling <input type="checkbox"/> cooking <input type="checkbox"/> sanding <input type="checkbox"/> grinding <input type="checkbox"/> sawing <input type="checkbox"/> welding <input type="checkbox"/> hammering <input type="checkbox"/> working with glass <input type="checkbox"/> using power tools <input type="checkbox"/> using computers <input type="checkbox"/> working outdoors <input type="checkbox"/> using knives <input type="checkbox"/> dental and health care services <input type="checkbox"/> garbage disposal <input type="checkbox"/> computer work <input type="checkbox"/> other:			<u>Work-related exposure to:</u> <input type="checkbox"/> blood <input type="checkbox"/> irritating chemicals <input type="checkbox"/> tools or materials that could scrape, bruise, or cut <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> animal bites <input type="checkbox"/> electric shock <input type="checkbox"/> vibration <input type="checkbox"/> musculoskeletal disorders <input type="checkbox"/> sharps injury <input type="checkbox"/> other:			<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Latex or nitrile <input type="checkbox"/> Anti-vibration <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Ergonomic equipment _____ <input type="checkbox"/> Other:		
<b>FEET/LEGS</b> <u>Work activities, such as:</u>			<u>Work-related exposure to:</u>			<u>Can the hazard be eliminated without the use of PPE?</u>		

<input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> demolition <input type="checkbox"/> food processing <input type="checkbox"/> foundry work <input type="checkbox"/> working outdoors <input type="checkbox"/> logging <input type="checkbox"/> plumbing <input type="checkbox"/> trenching <input type="checkbox"/> use of highly flammable materials <input type="checkbox"/> welding <input type="checkbox"/> other:	<input type="checkbox"/> explosive atmospheres <input type="checkbox"/> explosives <input type="checkbox"/> exposed electrical wiring <input type="checkbox"/> heavy equipment <input type="checkbox"/> slippery surfaces <input type="checkbox"/> impact from objects <input type="checkbox"/> pinch points <input type="checkbox"/> crushing <input type="checkbox"/> slippery/wet surface <input type="checkbox"/> sharps injury <input type="checkbox"/> blood <input type="checkbox"/> chemical splash <input type="checkbox"/> chemical penetration <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> fall <input type="checkbox"/> other:	Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> Toe protection <input type="checkbox"/> Electrical protection <input type="checkbox"/> Puncture resistance <input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Foot-Leg guards <input type="checkbox"/> Other:
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<b>BODY/SKIN</b>		
<u>Work activities such as:</u> <input type="checkbox"/> baking or frying <input type="checkbox"/> battery charging <input type="checkbox"/> dip tank operations <input type="checkbox"/> fiberglass installation <input type="checkbox"/> sawing <input type="checkbox"/> other:	<u>Work-related exposure to:</u> <input type="checkbox"/> chemical splashes <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> sharp or rough edges <input type="checkbox"/> irritating chemicals <input type="checkbox"/> other:	<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Vest, Jacket <input type="checkbox"/> Coveralls, Body suit <input type="checkbox"/> Raingear <input type="checkbox"/> Apron <input type="checkbox"/> Welding leathers <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Other:

<b>BODY/WHOLE</b>		
<u>Work activities such as:</u> <input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> logging <input type="checkbox"/> computer work <input type="checkbox"/> working outdoors <input type="checkbox"/> utility work <input type="checkbox"/> other:	<u>Work-related exposure to:</u> <input type="checkbox"/> working from heights of 10 feet or more <input type="checkbox"/> impact from flying objects <input type="checkbox"/> impact from moving vehicles <input type="checkbox"/> sharps injury <input type="checkbox"/> blood <input type="checkbox"/> electrical/static discharge <input type="checkbox"/> hot metal <input type="checkbox"/> musculoskeletal disorders <input type="checkbox"/> sparks <input type="checkbox"/> chemicals <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> elevated walking/working surface <input type="checkbox"/> working near water <input type="checkbox"/> injury from slip/trip/fall <input type="checkbox"/> other:	<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Fall Arrest/Restraint <input type="checkbox"/> Traffic vest <input type="checkbox"/> Static coats/overalls <input type="checkbox"/> Flame resistant jacket/pants <input type="checkbox"/> Insulated jacket <input type="checkbox"/> Cut resistant sleeves/wristlets <input type="checkbox"/> hoists/lifts <input type="checkbox"/> ergonomic equipment: _____ <input type="checkbox"/> Other:

<b>RESPIRATORY</b>		
<u>Work activities such as:</u> <input type="checkbox"/> cleaning <input type="checkbox"/> pouring <input type="checkbox"/> mixing <input type="checkbox"/> sawing <input type="checkbox"/> painting <input type="checkbox"/> fiberglass installation <input type="checkbox"/> compressed air or gas operations <input type="checkbox"/> confined space work <input type="checkbox"/> floor installation <input type="checkbox"/> ceiling repair <input type="checkbox"/> working outdoors <input type="checkbox"/> other:	<u>Work-related exposure to:</u> <input type="checkbox"/> dust or particulate <input type="checkbox"/> toxic gas/vapor <input type="checkbox"/> chemical irritants (acids) <input type="checkbox"/> welding fume <input type="checkbox"/> asbestos <input type="checkbox"/> pesticides <input type="checkbox"/> organic vapors <input type="checkbox"/> oxygen deficient environment <input type="checkbox"/> paint spray <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> other:	<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>  <u>If no, use:</u> <input type="checkbox"/> Dust mask <input type="checkbox"/> Half face Respirator <input type="checkbox"/> Full face respirator <input type="checkbox"/> PAPR <input type="checkbox"/> Supply Air <input type="checkbox"/> SCBA

<b>EARS/HEARING</b>		
<u>Work activities such as:</u> <input type="checkbox"/> generator <input type="checkbox"/> grinding	<u>Work-related exposure to:</u> <input type="checkbox"/> loud noises <input type="checkbox"/> loud work environment	<u>Can the hazard be eliminated without the use of PPE?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>

<input type="checkbox"/> ventilation fans <input type="checkbox"/> machining <input type="checkbox"/> motors <input type="checkbox"/> routers <input type="checkbox"/> sanding <input type="checkbox"/> sawing <input type="checkbox"/> pneumatic equipment <input type="checkbox"/> sparks <input type="checkbox"/> punch or brake presses <input type="checkbox"/> use of conveyors <input type="checkbox"/> other:	<input type="checkbox"/> noisy machines/tools <input type="checkbox"/> punch or brake presses <input type="checkbox"/> other:	<u>If no, use:</u> <input type="checkbox"/> earmuffs <input type="checkbox"/> ear plugs
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## Appendix D: Training Record (roster)

Course:	
Topics:	
Name of Supervisor/PI:	

**Instructions:**

Complete this form for **each** personnel member.

Submit this form to Risk Management email [RiskManagement-DL@rccd.edu](mailto:RiskManagement-DL@rccd.edu)

Name	Identification*	Date Trained	Student Initial**	Instructor Initial***

**\*Identification:** Enter your ID and/or Email

**\*\*Student Initial:** I acknowledge that I received and understood training by my initials.

**\*\*\*Instructor Initial:** By my initials, I certify that the individuals on this roster have successfully passed the Course Assessment.

# Appendix E: Heat Illness Prevention Procedures Manual

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## A. 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](#). The Heat Illness Prevention standard applies to any outdoor workplace whenever environmental or personal risk factors for heat illness are present.

## B. Responsibilities

Department Director/Department Heads/Deans are responsible for ensuring that this written procedure manual is implemented and available to employees and that training is provided to employees. Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Cal/OSHA defines a trigger temperature and "shade up" provisions when temperatures reach 80°F and "high heat" procedures at 95°F. Typically, temperatures above 80°F, especially with heavy physical work activities, would represent conditions where there is a risk of heat illness. Other factors, such as high humidity, and work activities that restrict the body's ability to cool itself, could increase the risk of heat illness at lower temperatures.

## C. Recognizing Heat Illness Risk Factors

### Personal Risk Factors

Personal risk factors for heat illness include;

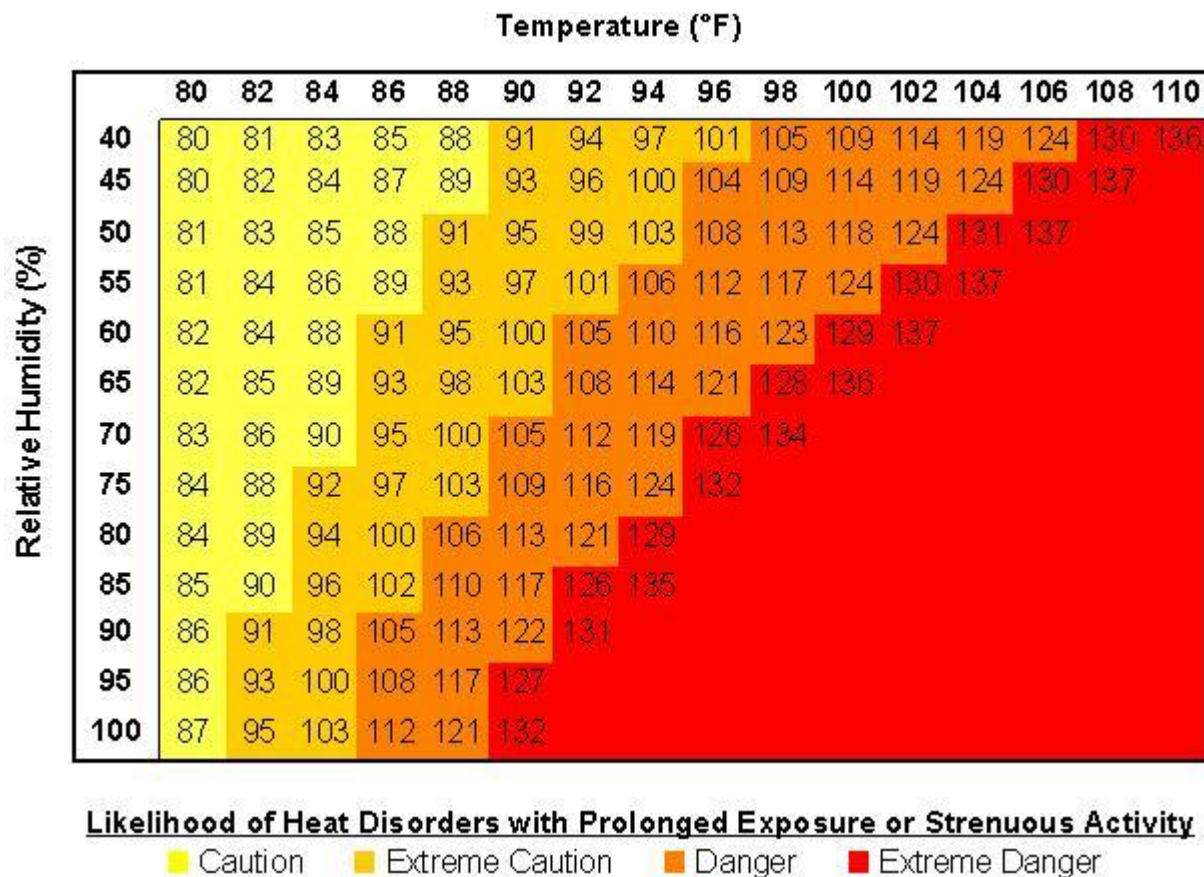
- **General Health & Age:** Those at greatest risk for heat-related illness include people  $\geq 65$  years old, overweight, ill, or taking certain medications. Additional risk factors include fever, dehydration, heart disease, mental illness, poor circulation, and sunburn.
- **Acclimatization:** the 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.

The Heat Index (HI) 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.



**D. Identifying Heat Illness**

Heat illness is a group of severe and escalating medical conditions resulting from the body's inability to cope with a particular heat load. These illnesses include heat fatigue, heat cramps, heat exhaustion, and heatstroke. 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:

- **Transient Heat Fatigue** refers to the temporary state of discomfort and mental or psychological strain arising from prolonged heat exposure. Workers unaccustomed to the heat are particularly susceptible and can suffer, to varying degrees, a decline in task performance, coordination, alertness, and vigilance. The severity of transient heat fatigue will be lessened by gradual adjustment to the hot environment (heat acclimatization).
- **Heat Rash:** also known as prickly heat, is likely to occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation, and the skin remains wet most of the time. The sweat ducts become plugged and skin rash soon appears. When the rash is extensive or when it is complicated by infection, prickly heat can be very uncomfortable and may reduce a worker's performance. The worker can prevent this condition by resting in a cool place part of each day and by regularly bathing and drying the skin.
- **Heat Cramps:** are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. Drinking large amounts of water dilutes the body's fluids, while the body continues to lose salt. Shortly after that, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually most susceptible to cramps. Cramps may occur during or after work hours and may be relieved by taking salted liquids by mouth. CAUTION: Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.
- **Heat Exhaustion:** includes several clinical disorders having symptoms that may resemble the early symptoms of heatstroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more severe cases, the victim may vomit or lose consciousness. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated.
- In most cases, treatment involves having the victim rest in a cool place and drink plenty of liquids. Victims with mild cases of heat exhaustion usually recover spontaneously with this treatment. Those with severe cases may require extended care for several days. There are no known permanent effects. CAUTION: Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.
- **Heat Stroke:** is the most severe health problem associated with working in hot environments. It occurs when the body's temperature regulatory system fails and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the victim that a crisis stage has been reached. A heat stroke victim's skin is hot, usually dry, red, or spotted. Body temperature is usually 105°F or higher, and the victim is mentally confused, delirious, perhaps in convulsions, or unconscious. Unless the victim receives quick and appropriate treatment, death can occur. Any person with signs or symptoms of heatstroke requires immediate hospitalization. However, first aid should be immediately administered. This includes removing the victim to a cool area, thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling. Further treatment at a medical facility should be directed to continuing the cooling process and monitoring complications that often accompany heat stroke. Early recognition and treatment of heatstroke are the only means of preventing permanent brain damage or death.



## **E. Prevention Procedures**

### **General Prevention**

- Rest in shaded areas
- 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

### **Provision of Water**

Employees are encouraged to drink water frequently. Clean, fresh, and cool potable water shall be readily available to employees.

- Supervisors are responsible for ensuring employees have an adequate supply of drinking water (for guidance, see Attachment C).
- Supervisors shall encourage the 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.
- Drinking water will be provided/made available in sufficient quantities to provide one quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift).
- If there are effective procedures for replenishing the water supply during the shift, a minimum of 2 quarts of water per employee may be provided at the beginning of the shift.

### **Shade and Rest**

A shaded area will be provided, which employees may use when suffering from heat illness or believe they need a recovery period to prevent heat illness (for guidance, see Attachment D). The shaded area shall be open to the air or 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. Supervisors are responsible for:

- Ensuring that employees have access to shaded or air-conditioned areas (i.e., break room) to prevent or recover from heat illness symptoms or take rest breaks.
- Emphasizing the importance of taking rest breaks and recognizing when a recovery period is needed
- In the event an employee feels discomfort from the heat, accommodating a recovery period to allow the employee to cool down and prevent the onset of heat illness.

### **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.
- For Agriculture worksites, employees shall take minimum one 10-minute "preventative cool-down rest period" every 2 hours.

## **F. Responding to Heat Illness Emergencies**

### **Employee Procedures**

Any employee who recognizes the symptoms or signs of heat illness in themselves or coworkers should immediately report this condition to their Supervisor. When you recognize signs of heat illness in yourself or a coworker:

- Move them to a shaded area for a recovery period of at least five minutes
- If the condition appears to be severe or the employee does not recover, then emergency medical care is needed.
- Immediately report to your Supervisor any symptoms or signs of your heat illness you may be experiencing or observing in a coworker
- Call 911 if it's an emergency

### **Supervisor Procedures**

Supervisors shall:

- Carry cell phones, radios, or other means of communication ensuring emergency services can be called and verifying the radios or other means of communication are functional prior to each shift.
- Know the exact work locations and have clearly written and precise directions to the work site for emergency responders.

### **Emergency Contact Procedures**

- Call 911
- Be ready to provide emergency response personnel with directions to the work location.
- When working at remote locations, you must be able to provide concise directions to emergency response personnel for guidance, see Attachment E)

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

### **Response to Heat Stroke Symptoms:**

- Victims of heat stroke must receive immediate treatment to avoid permanent organ damage.
- Always notify emergency services (911) immediately. If their arrival is delayed, they can give you further instructions for the victim's treatment.
- If possible, get the victim to a shady area to rest
- Remove heavy or change to lightweight clothing,
- Cool the victim; effective cooling measures include:
- Administering cool, non-alcoholic, non-caffeinated beverages,
- Applying cool or tepid water to the skin (for example, you may spray the victim with cool water from a garden hose),
- Providing a cool shower
- Move to an air-conditioned environment or fan the victim to promote evaporation,
- Place ice packs under armpits and groins.
- Monitor body temperature with a thermometer and continue cooling efforts until the body temperature drops to 101-102 degrees.

### **G. Employee and Supervisor Training**

All employees, including supervisors, who may work outdoors in conditions where there are environmental risk factors for heat illness shall be provided Heat Illness Prevention training on the information contained in this document, including;

- Environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Procedures for complying with the Cal/OSHA requirements
- The importance of frequent consumption 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 importance of acclimatization,
- The different types of heat illness and the common signs and symptoms of heat illness,
- Importance to employees of immediately reporting symptoms or signs of heat illness in themselves or coworkers,
- Employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided,
- Procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider, including clear and precise directions to the worksite

In addition, prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the Supervisor:

- The Supervisor shall be trained on their responsibilities in this heat illness prevention program
  - 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
- Further information can be found in the attached guidelines.

## **Attachment A: Acclimatization Guidance**

When ambient temperatures rise to levels higher than employees are accustomed to, supervisors must act effectively by taking the following measures:

- Monitor the weather and be aware of sudden heat wave(s) or increases in temperatures that employees haven't been exposed to for several weeks or longer.
- Cut short or reschedule the workday during a heatwave or heat spike (e.g., a sudden increase in a daytime temperature of 9°F or more). During the hot summer months, the work shift may start earlier in the day or later in the evening.
- Lessen the work intensity for new employees during a two-week break-in period (i.e., 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). New employees may be assigned to a "buddy" or experienced coworker to watch each other closely for heat illness discomfort or symptoms.
- Closely observe all employees during a heatwave and monitor for possible symptoms of heat illness. Employees working in remote locations should maintain frequent communication by phone or radio.
- Train employees and supervisors on the importance of acclimatization.

## **Attachment B: Guidance- Monitoring the Weather**

### **Recommended Equipment:**

Supervisors may find a Heat Index chart, radio, cell phone, weather app and thermometer helpful in monitoring the weather. Supervisors can access the Internet ([www.nws.noaa.gov](http://www.nws.noaa.gov)), Google ([www.google.com](http://www.google.com)) for "weather and location zip code," or check the Weather Channel TV Network to view the extended weather forecast in order to plan in advance the work schedule, know whether a heatwave is expected and if additional schedule modifications will be necessary. Supervisors without internet access can call the California "*Dial a forecast*" numbers:

- 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)

### **Prior to each workday, supervisors should:**

- Review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index guideline to evaluate the risk level for heat illness.
  - Employees working in direct sunlight are at greater risk. There is a need to adjust the heat index down 15 degrees F.
- Monitor the weather (using [www.nws.noaa.gov](http://www.nws.noaa.gov), a weather app,) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- Use a thermometer/weather app at the work location and check the temperature every 60 minutes to monitor for sudden temperature increases, to ensure that once the temperature exceeds 80°F, the shade structures are opened (if shade is not available) and accessible to the workers, and to make sure that once the temperature equals or exceeds 95°F additional High Heat Procedures are implemented.

## **Attachment C: Guidance on the provision of water**

### **Recommended Equipment:**

- Water and drink containers or water bottle filling station, ice, cleaning equipment, communication device such as radio, cell phones etc.

### **Supervisors shall ensure;**

- Drinking water containers (5 to 10 gallons each) are brought to the site so that at least 2 quarts per employee are available at the start of the shift unless there is a water source within a 3-minute walk from their workstation.
- Enough disposable cups are made available for each worker and are kept clean until used unless using water filling stations with their own container.
- Check the water level of all containers, when applicable, every 30-60 minutes and more frequently when the temperature exceeds 90°F. When the water level within a container drops below 50%, water containers will be refilled with cool water. Additional water containers (i.e., 5-gallon bottles) will be available to replace water as needed.
- Check the work site and place the water as close as possible to the employees (within a 3-minute walk). If field terrain prevents the water from being placed as close as possible to the workers, bottled water or individual containers (in addition to disposable cups and water containers) will be provided so that workers can have drinking water readily accessible.
- Water containers will be relocated to follow along as the work moves so that drinking water will be readily accessible unless there is a water source available within a 3-minute walk.
- Encourage employees to frequently consume 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.
- Provide clean water containers/water sources and keep them in sanitary condition
- Advise employees of the daily location of the water coolers and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 90°F, hold a brief 'tailgate' meeting each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- Use /communication devices (, radios/cell phones) to remind employees to drink water.
- Increase the number of water breaks, as necessary, when the temperature equals or exceeds 95°F or during a heatwave and remind workers throughout the work shift to drink water.
- Stress during employee training, the importance of frequent drinking of water.

## **Attachment D: Access to Shade requirements**

### **Recommended Equipment:**

- Portable canopies, large beach-style umbrellas, or other shade structures, also; chairs, benches,

### **Supervisors must ensure:**

- Shade structures are brought to the site to accommodate the employees on the shift and either chairs, benches, sheets, towels, or any other items to allow employees to sit in a normal posture fully in the shade without having to be in physical contact with each other or the bare ground. However, chairs, benches, etc., are not required for acceptable sources of shade such as trees.
- Shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F. 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.
- Point out the daily location of the shade structures to the workers as well as allow and encourage employees to take a cool-down rest in the shade when they feel the need to do so to protect themselves from overheating.
- Ensure shade structures are relocated to follow along with the employee workgroups and double-check they are as close as practical to the employees so that access to shade is provided at all times. In situations where trees or other vegetation are used to provide shade (such as in orchards), the Supervisor will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift) before assuming that sufficient shadow is being cast to protect employees.
- For non-agricultural employers, when it is not safe or feasible to provide shade, steps are taken to provide shade upon request or other alternative cooling measures with equivalent protection.

### **Exceptions:**

- Where the employer can demonstrate that it is infeasible or unsafe to have a shade structure or otherwise to have shade present continuously, the employer may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.
- Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

## Attachment E: Non-Routine Task Work Planning and Site Checklist when temperatures are expected to exceed 80°F.

Department/Group/Project \_\_\_\_\_

Supervisor Name and Phone Number \_\_\_\_\_

Worksite Location (specific enough for emergency response, use landmarks if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Temperature: \_\_\_\_\_

Employees covered (use back as needed): \_\_\_\_\_

Checklist Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Drinking Water Availability</b> At least one quart (4 cups) is required per employee per hour for the entire shift, i.e., an 8-hour shift requires 2 gallons per employee  <input type="checkbox"/> Plumbed water <input type="checkbox"/> Water cooler provided <input type="checkbox"/> Bottled water provided <input type="checkbox"/> Other, describe below:</p>		
<p><b>How will employees be provided access to sufficient drinking water? For backcountry trips or work in remote locations, describe expected natural water sources and treatment methods (e.g., filtration, boiling, chemical disinfection).</b></p>		
<p><b>Shade</b> May be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when the heat in the area does not allow the body to cool (e.g., sitting in a hot car).  <input type="checkbox"/> Building structures <input type="checkbox"/> Trees <input type="checkbox"/> Temporary Canopy/Tarp <input type="checkbox"/> Vehicle with A/C <input type="checkbox"/> Other, describe below:</p>		
<p><b>How will employees be provided access to adequate shade?</b></p>		
<p><b>Emergency Medical Procedures</b> All employees must be able to provide clear and precise directions to the worksite <input type="checkbox"/> Cell phone service available <input type="checkbox"/> If there is no cell service, describe the emergency plan below:</p>		
<p><b>What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back as needed)</b></p>		
<p><b>For remote locations, list employees on-site trained in First Aid and verify that a field safety plan is in place and available:</b></p>		
<p><b>High Heat Procedures - Required when temperatures are expected to exceed 95° F</b>                  If possible, limit strenuous tasks to the morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for the sign of heat illness is required at all times. <b>Pre-shift meeting required.</b>  <input type="checkbox"/> Direct supervision <input type="checkbox"/> Buddy system <input type="checkbox"/> Reliable cell or radio contact <input type="checkbox"/> Other, describe below:</p>		
<p><b>List names of any new employees working in the heat for less than 14 days that must be supervised at all times:</b></p>		
<p><b>First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness</b></p>		
Signs & Symptoms	Treatment	Response Action:



<p><b>HEAT EXHAUSTION</b></p> <ul style="list-style-type: none"> <li>● Dizziness, headache</li> <li>● Rapid heart rate</li> <li>● Pale, cool, clammy, or flushed skin</li> <li>● Nausea and/or vomiting</li> <li>● Fatigue, thirst, muscle cramps</li> </ul>	<ol style="list-style-type: none"> <li>1. Stop all exertion.</li> <li>2. Move to a cool shaded place.</li> <li>3. Hydrate with cool water.</li> </ol>	<p>This is the most common type of heat illness. Initiate treatment - if there is no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heatstroke.</p>
<p><b>HEATSTROKE</b></p> <ul style="list-style-type: none"> <li>● Disoriented, irritable, combative, unconscious</li> <li>● Hallucinations, seizures, poor balance</li> <li>● Rapid heart rate</li> <li>● Hot, dry, and red skin (possibly moist and pale)</li> <li>● Fever, body temperature above 104 °F</li> </ul>	<ol style="list-style-type: none"> <li>1. Move (gently) to a cooler spot in the shade.</li> <li>2. Loosen clothing and spray exposed skin with water and a fan.</li> <li>3. Cool by placing ice or cold packs along the neck, chest, armpits, and groin.</li> <li>4. Do not place ice directly on the skin.</li> </ol>	<p><b>Call 911 or seek medical help immediately.</b></p> <p><b>Heatstroke is a life-threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!</b></p>

**Other Notes**

**(Attach other documents, maps, etc. as needed)**

**Related Resources**

Emergency Medical Response: 911  
 Campus Police Emergency Number: 951-222-8171  
 Weather Forecasts: <http://www.wunderground.com/> or <http://www.weather.gov/>  
 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>

## **Attachment F: 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 H: Heat Illness Prevention Program Compliance Checklist

Department/Unit: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Heat Illness Program</b>			
	Yes	No	Comments
Do employees perform work outdoors or in indoor areas where Heat Illness is likely to occur?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , Heat Illness Protection Program is not required.
Have employees reviewed the RCCD Heat Illness Program manual?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , direct employees to review RCCD Heat Illness Program Manual.
<b>Training</b>			
Have employees received documented Heat Illness Training?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure employees receive Heat Illness training
Have the supervisors received documented Supervisor Heat Illness training?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure supervisors receive documented Supervisor Heat Illness training (available through EHS).
<b>Heat Illness Prevention Measures</b>			
Have employees been given time to acclimate to their environment? (Gradually exposed to regular working conditions for at least four to fourteen days for at least two hours per day in the heat.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , closely monitor employee(s) for signs and symptoms of heat illness and allow employee(s) to acclimate before performing strenuous work in the heat.
Do employees have access to shade? (Shade means the blockage of direct sunlight. Shade is not considered adequate when the heat in the shaded area defeats the purpose of shade, which is to allow the body to cool (e.g., sitting in a hot car). Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop and implement procedures for providing shade to employees.
Are employees provided, or do they have access to sufficient drinking water? (At least one quart per employee per hour for drinking for the entire shift.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop and implement procedures for providing access to sufficient drinking water.
Are employees allowed and encouraged to rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , allow and encourage employees to take breaks in a cool, shaded area as needed to allow the body to cool and dissipate the internal heat load.
Do supervisors monitor weather conditions and, when possible, schedule outdoor work during cooler times of the day to reduce the risk of heat illness?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , Supervisors are responsible for monitoring weather conditions and scheduling work appropriately.
Are new employees closely monitored by a supervisor or designee for the first 14 days of the employee's employment by the employer when temperatures exceed 80° F	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to closely monitor employees for the first 14 of employment when temperatures exceed 80° F.
<b>Emergency Medical Procedures</b>			
	Yes	No	Comments

Are there procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider?	<input type="checkbox"/>	<input type="checkbox"/>	If no, develop procedures. Special procedures may be necessary for remote/off-site workers.
Are there procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders? These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	If no, develop procedures. Special procedures may be necessary for remote/off-site workers.
Have employees been trained on these procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , train employees in Emergency Medical Procedures.
<b>High Heat Procedures</b> (only required for agricultural, construction, landscaping, and transportation workers when temperatures exceed 95° F)			
Do employees perform agricultural work, construction, landscaping, or transportation and loading/unloading of heavy goods?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>yes</b> , High Heat Procedures must be implemented when temperatures exceed 95° F. (See High Heat Procedures section below.) If <b>no</b> , High Heat Procedures are not required to be implemented but are recommended to be used as needed to ensure employees' safety.
Are effective means of communication by voice, observation, or electronic means maintained so that employees at the worksite can contact a supervisor when necessary in place when temperatures exceed 95° F? (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.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to ensure effective means of communication are in place when temperatures exceed 95° F.
Are new employees closely monitored by a supervisor or designee for the first 14 days of the employee's employment by the employer when temperatures exceed 95° F?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to closely monitor employees for the first 14 of employment when temperatures exceed 95° F.
Are employees observed for alertness and signs or symptoms of heat illness when temperatures exceed 95° F?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , observe employees for signs and symptoms of heat illness when temperatures exceed 95° F.
Are there Pre-shift meetings 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	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , schedule pre-shift meetings when temperatures exceed 95° F.
<b>Notes</b>			