

ARVIN UNION SCHOOL DISTRICT



HEAT ILLNESS PREVENTION

California employers with any outdoor places of employment must comply with the Heat Illness Prevention standard, California Code of Regulations, title 8, section [3395](#) (8 CCR 3395). These procedures have been created to assist employers in establishing their own heat illness prevention procedures and to reduce the risk of work-related heat illnesses to their employees.

These procedures are not intended to supersede or replace the application of any other title 8 sections, particularly 8 CCR [3203](#), Injury and Illness Prevention Program (IIPP), which requires an employer to establish, implement, and maintain an effective IIPP. You may integrate your heat illness prevention procedures into your IIPP. You must also be aware that other standards also apply to heat illness prevention, such as the construction, agriculture, and general industry requirements to provide drinking water, first aid, and emergency response.

Note: These procedures describe the minimum essential heat illness prevention steps applicable to most outdoor work settings. In work environments where there is a higher risk for heat illness (e.g., during a heat wave or other severe working or environmental conditions), you must exercise greater caution and employ protective measures beyond what is listed in this document, as needed to protect employees.

To effectively establish your company procedures, carefully review the key elements listed in this document, as well as the examples provided, then develop written procedures applicable to your workplace. The Heat Illness Prevention Plan must be written in English and the language understood by the majority of the employees and must be available at the worksite. Implement procedures, train employees and supervisors on your company procedures, and follow-up to ensure your procedures are fulfilled.

To tailor these procedures to your work activities, evaluate and consider the specific conditions present at your site such as:

1. The size of the crew.
2. The length of the work-shift.
3. The ambient temperature (which can either be taken using a simple thermometer or estimated by monitoring the weather).
4. Additional sources of heat or the use of personal protective equipment that may increase the body's heat burden.
5. Again, these sample procedures do not include every workplace scenario, so it is crucial that you consider and evaluate conditions found in your individual workplace that are likely to cause a heat illness.

Arvin Union School District

The following designated person(s) has (have) the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

District Supervisor Dave Herren – Director of MOT /District/Bus Barn/Warehouse 661-854-5293

Site contacts

1. Rick Perez – Site Lead El Camino Real 661-854-6661
2. Beatrice Grey – Principal El Camino Real 661-854-6661

3. Francisco Gonzalez – Site Lead Sierra Vista 661-854-6560
4. Rosemarie Borquez – Principal Sierra Vista 661-854-6560

5. Mike Martinez – Site Lead Bear Mountain Elementary 661-854-6590
6. Magdalena Hernandez – Principal Bear Mountain Elementary 661-854-6590

7. Carlos Reyes – Site Lead Haven Drive 661-854-6540
8. Calletano Gutierrez – Principal Haven Drive 661-854-6540

Instructions: Choose the items below that are applicable to your work operations for water and shade provision, high heat procedures, acclimatization methods, and emergency procedures, and add additional language to specify how your company intends to implement these provisions at the job site.

Procedures for the Provision of Water:

Water will be fresh, pure, suitably cool, and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.

All water containers/dispensers will be kept in a sanitary condition.

Daily, employees will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds, or is expected to exceed, 80 degrees Fahrenheit, brief “tailgate” meetings will be held with employees each morning to review the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

When the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.

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

1. Filtered water is available throughout the campus through refill stations and water fountains.

Procedures for Access to Shade:

Shade structures will be opened and placed as close as practicable to the employees when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee.

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

Enough shade structures will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.

Daily, employees will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on [Emergency Response](#) for additional information).

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

1. Each school site or facility has areas within which shade is available during a cool-down period. Staff lounges are the designated place for staff breaks.

Procedures for Monitoring the Weather:

The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), by calling the National Weather Service phone numbers (see CA numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advanced planning should take place whenever the temperature is expected to reach 80 degrees Fahrenheit or higher.

CALIFORNIA Dial-A-Forecast

Prior to each workday when the weather is predicted to be over 80 degrees, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not employees will be exposed to a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the employees are working in direct sunlight. Additional steps, such as those listed below, will be taken to address these hazards.

Prior to each workday, the supervisor will monitor the weather 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 (e.g., stopping outside work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

A thermometer/up to the minute weather reporting will be used at the job site to monitor for a sudden increase in temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

Procedures for Handling a Heat Wave:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures:

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

Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.

Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see [Emergency Response Procedures](#)).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

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

Procedures for Acclimatization:

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

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

The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which employees have not been exposed for several weeks or longer.

During a heat wave or heat spike, the work assigned outside will be rescheduled if possible.

New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

The supervisor or the designee will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms.

New employees will be assigned a "buddy," or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.

During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio) for possible symptoms of heat illness.

Employees and supervisors will be trained on the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

All supervisors and staff assigned to work outdoors for extended periods will carry cell phones, radios, or other means of communication to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Employees and supervisors will be trained on every detail of these written Procedures for Emergency Response.

Procedures for Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, a district nurse will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade, as they could take a turn for the worse!

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site; emergency service providers will be called.

Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). Do not let a sick employee leave the site until cleared by the district nurse or other medical personnel.

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

1. The district office is to be contacted immediately if heat related illnesses are evident.

Procedures for Employee and Supervisor Training:

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

Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.

Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this standard without retaliation.

Supervisors will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.

In addition to initial training, employees will be retrained annually.

Employees will be trained on the steps for contacting emergency medical services, how clear and precise directions to the site will be provided, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to

review the weather report, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.

New employees will be assigned a “buddy,” or experienced co-worker, to ensure that they understand the training and follow company procedures.

In addition to the procedures above, the employer will ensure proper training of employees and supervisors with the following procedures:

1. Training will be provided upon hire and annually thereafter.

Resources:

Heat Illness Prevention Enforcement Q&A	https://www.dir.ca.gov/dosh/heatIllnessQA.html
Cal/OSHA Heat Illness Prevention etool	https://www.dir.ca.gov/dosh/etools/08-006/index.htm
Cal/OSHA Heat Illness Prevention Website	https://www.dir.ca.gov/dosh/heatillnessinfo.html
Cal/OSHA Consultation Program Toll-free Number: 1-800-963-9424	https://www.dir.ca.gov/dosh/consultation.html