



Heat Illness Prevention Plan

Table of Contents

Introduction	3
Heat Stress Symptoms	3
Heat Illness Prevention Elements	3
Procedures for the Provision of Water	4
Procedures for Access to Shade	4
Procedures for Monitoring the Weather.....	5
Procedures for Handling a Heat Wave.....	5
Procedures for Acclimatization.....	6
Procedures for Emergency Response.....	6
Procedures for Handling a Sick Employee	7
Procedures for Employee and Supervisor Training	8

Introduction

Heat illness results when the body's internal temperature system is overworked. The Heat Illness Prevention Plan is designed to assist CMP in reducing the risk of heat related illnesses and to ensure emergency assistance is provided without delay.

Heat Stress Symptoms

Heat stress symptoms are listed below in order of severity and should be kept in mind when implementing heat illness prevention:

1. Decreased energy
2. Light-headedness
3. Flushed or pale skin
4. Nausea
5. Headache
6. Rapid and shallow breathing
7. Heavy sweating
8. Confusion
9. Muscle cramps
10. Vomiting
11. Dry skin, no sweating
12. Fainting

Heat Illness Prevention Elements

The elements reflected within this Heat Illness Prevention Plan are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

- Procedures for the Provision of Water;
- Procedures for Access to Shade;
- Procedures for Monitoring the Weather;
- Procedures for Handling a Heat Wave;
- Procedures for Acclimatization;
- Procedures for Emergency Response;
- Procedures for Handling a Sick Employee;
- Procedures for Employee and Supervisor Training.

Procedures for the Provision of Water

Water is a key preventive measure to minimize the risk of heat related illnesses.

According to regulation 3395 (c), employees shall have access to potable drinking water (meeting the requirements of Sections 1524, 3363, and 3457, as applicable), including but not limited to the requirements that it be fresh, pure, suitably cold, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Smaller quantities of water are allowed if effective procedures for replenishment during the shift are established to allow employees to drink one quart or more per hour. Frequent drinking of water shall be encouraged.

To ensure access to sufficient quantities of and to encourage frequent drinking of potable water, the following steps will be taken:

- CMP encourages individual use of personal water bottles.
- All employees will have access to drinking water. All CMP campuses have filtered water dispensers which can be found in the staff breakrooms and drinking fountains. Some of the sites have water bottle refilling stations as well.
- Water breaks will be provided as necessary.
- Where water fountains/dispensers are not easily accessible, water and disposable cups will be made available to employees and will be kept clean until used.

Procedures for Access to Shade

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

Shade shall be present when the outside temperature exceeds 80 degrees Fahrenheit in the work area.

Where shade is not available on school sites, a pop up, umbrella, or equivalent shade structure, will be set up for staff for all activities performed outdoors.

Employees suffering from heat illness, or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

An individual employee who takes a preventative cool-down rest shall be monitored by CMP staff and asked if they are experiencing symptoms of heat illness; shall be encouraged to remain in the shade; and shall not be ordered back to work until any signs or symptoms of heat illness have

abated. If the employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest, CMP shall provide appropriate first aid or emergency response.

To ensure access to shade and a preventative recovery period at all times, the following steps will be taken:

- Indoor jobs where air conditioning is available will be conducted in the late morning or afternoon when the temperatures are higher.
- Employees will be reminded/encouraged to stand in the shade while conducting their outside work assignments.
- Supervisors will provide umbrellas, canopies, or other portable devices for shade within 50 -100 yards of the work activity if other shade is not available.

Procedures for Monitoring the Weather

The forecasted temperature and humidity for each CMP site will be reviewed, as needed, and will be compared against the [National Weather Service Heat Index](#) to evaluate the risk level for heat illness. Determination will be made about whether 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.

- As needed, the supervisor, or designee, will monitor the weather (using the [National Weather Service](#) a thermometer, or the weather app on a cell phone) for their CMP campus.
- The school site will monitor for sudden increases in temperature and ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be made available to the employees if sufficient shade is not available.
- Stay alert to weather. CMP will monitor the weather and specific locations where work activities are occurring, such as fields and black top areas. CMP will continue to stay updated throughout the day on the changing air temperatures and other environmental factors. CMP will use current weather information to adjust work activities, as needed, throughout the workday.

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.

Supervisors/administrative staff will review high-heat procedures seasonally and/or as needed, and issue a Parent Square message to staff as needed, or send a monthly reminder. Topics may include

staying hydrated, taking cool-down rests, identifying the employees who will call for emergency medical services when needed, and discussing how employees will be observed.

- Co-workers, when working in the same area, will watch each other closely for discomfort or symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.
- Supervisors will adjust outdoor activities, such as PE and recess, to indoors, as needed, due to heat advisories.

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.

To ensure that employees can acclimatize to the conditions, the following steps will be taken:

- Employees are encouraged to take it easy when a heat wave strikes or when starting a job that newly exposes them to heat.
- During a heat wave, employees will be observed (and be available 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 CMP's procedures address it.

Procedures for Emergency Response

Emergency medical services will be provided as quickly as possible if an employee suffers heat illness.

If a supervisor observes, or any employee reports, any signs, or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), CMP must implement emergency response procedures.

An employee with signs or symptoms of heat illness will not be left alone or sent home without being offered first aid or provided with medical services. Employees will be provided a worker's compensation claim form (DWC-1).

If employees cannot reach emergency medical services directly (i.e. by two-way radio or cell phone coverage is inadequate), CMP shall designate a person who can immediately contact emergency services on behalf of the employee/s. Employees must be able to contact this person quickly (i.e. by two-way radio) to request emergency services be summoned.

To ensure emergency medical services are provided without delay, the following steps will be taken:

- Supervisors and staff are encouraged never to discount any signs or symptoms they are observing or experiencing and will immediately report them.
- Supervisors and staff will carry two-way radios, or other means of communication, to ensure emergency services can be called.
- In the event of an emergency, the supervisor, lead, or nearest co-worker, will call 911 and give clear and precise directions to the campus site.
- When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Procedures for Handling a Sick Employee

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

To ensure that a sick employee is addressed without delay, the following steps will be taken:

- 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.

- Supervisors, lead office staff, and all certificated staff members will hold first aid certification and will deliver first aid to any employee exhibiting signs of heat illness.

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.

Subjects to be covered are as follows:

- The environmental and personal risk factors for heat illness.
- CMP's procedures for complying with the requirements of this standard including, but not limited to, CMP's 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 instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or move indoors, if necessary.
- All employees and supervisors will be trained on heat illness prevention. Training will include all aspects of implementing an effective Heat Illness Prevention Plan, including providing sufficient water, providing access to shade, emergency response procedures, and acclimatization procedures contained in CMP'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.
- When the temperature is expected to exceed 80 degrees Fahrenheit, communication methods, as needed, will be used 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.
- The importance of frequent consumption of small quantities of water when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties;

- The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- CMP’s procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary; CMP’s 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.
- CMP’s procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- The procedures the supervisor is to follow to implement the applicable provisions in this section.

To ensure appropriate training, the following steps will be taken:

- All staff will be required to annually complete the “Heat Illness Prevention” training in Vector Solutions, as well as acknowledge reviewing CMP’s “Heat Illness Prevention Plan”.

To report any concerns regarding CMP’s Heat Illness Prevention Plan contact: Risk Manager Joanne Ahola, jahola@cacmp.org.