



**OXNARD SCHOOL DISTRICT**

# **Heat Illness**

# **Prevention Program**

# Table of Contents

<b>Safety Policy</b> .....	<b>1</b>
<b>Definitions</b> .....	<b>1</b>
Acclimatization.....	1
Heat Illness.....	1
Environmental Risk Factors for Heat Illness.....	1
Person Risk Factors for Heat Illness .....	1
Potentially Impacted Employees .....	1
Preventive Recovery Period .....	1
Shade.....	1
<b>Responsibility</b> .....	<b>2</b>
Risk Manager .....	2
Supervisors, Managers.....	2
Employees .....	2
<b>Monitoring Weather</b> .....	<b>2</b>
<b>Procedures</b> .....	<b>3</b>
Provisions of Water.....	3
Access to Shade.....	3
High Heat Procedures .....	3
<b>Training and Instruction</b> .....	<b>4</b>
Supervisors and Managers.....	4
Employees .....	4
<b>Acclimatization Methods and Procedures</b> .....	<b>5</b>
<b>Emergency Response</b> .....	<b>5</b>
<b>Record Keeping</b> .....	<b>5</b>
<b>Program Maintenance</b> .....	<b>5</b>
<b>Revision History</b> .....	<b>6</b>

# HEAT ILLNESS PREVENTION PLAN

## Safety Policy

It is the policy of Oxnard Elementary School District to provide a safe and healthful workplace. This Heat Illness Prevention Plan is intended to reduce the risk of work-related heat illnesses and to comply with California Code of Regulations, Title 8, Chapter 4, Section 3395, Heat Illness Prevention.

## Scope

This Heat Illness Prevention Plan applies to all employees who work outdoors, including:

- Grounds staff
- Maintenance staff
- Custodial staff
- Child nutrition staff
- Warehouse staff
- Campus Assistants
- Physical education staff and Athletics coaches
- After school program and child care staff.

High heat procedures noted below apply to grounds crews, campus supervisors, HVAC techs and Roofers.

## Definitions

**Acclimatization:** The temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to 14 days of regular work at least two hours per day in the heat.

**Heat Illness:** Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion and heat stroke.

**Environmental Risk Factors for Heat Illness:** Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, and radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protection clothing and personal protective equipment worn by workers.

**Personal Risk Factors for Heat Illness:** Risk Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption and use of prescription medication that affect the body's water retention or other physiological responses to heat.

**Potentially Impacted Employees:** Employees whose job tasks expose them to environmental risk factors for heat illness.

**Preventive Recovery Period:** A period of time to recover from the heat in order to prevent heat illness.

**Shade:** The blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade-allowing the body to cool.

## **RESPONSIBILITY**

### ***Risk Manager***

The Heat Illness Prevention Plan administrator has the authority and the responsibility for implementing and maintaining this Heat Illness Prevention Plan.

### ***Supervisors, Managers***

1. Responsible for implementing and maintaining the heat illness prevention plan their work areas.
2. Identify and maintain records of all tasks/employees that are required to work outdoors where potential heat illness could occur.
3. Require all potentially impacted employees to receive proper training on heat illness prevention and comply with all appropriate procedures.
4. Maintain training records.
5. Ensure that adequate water is available at the beginning of each shift and throughout the workday.
6. Ensure access to shade for purposes of a preventative recovery period is available during the workday.
7. Follow proper procedures to contact emergency medical services in the event medical assistance is required.

### ***Employees***

1. Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties.
2. Employees are ultimately responsible for drinking adequate amounts of hydrating fluids when the environmental risk factors for heat illness are present.
3. Ensure access to a shaded area is available to recover from heat-related symptoms.
4. Inform their supervisor if shade and/or water are inadequate.
5. Report symptoms of heat-related illness promptly to their supervisor.
6. Follow proper procedures in the event medical assistance is required.

## **Monitoring Weather**

Some requirements of heat illness prevention are triggered by outside temperatures. These include:

- Shade will be present when the temperature exceeds 80 degrees Fahrenheit.
- The district will implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit
- Acclimatization

The Plan administrator and Supervisors will monitor weather and alert supervisors to taking appropriate action in response to predicted hot weather. Supervisor are expected to now if the temperature is in fact exceeding 80 degrees at the work site. Temperatures can be tracked on site or with on-line weather forecasts, websites, health safety tools, apps, etc.

Weather information can also be accessed at: <http://www.vcapcd.org/Forecast.aspx>, [www.weather.com](http://www.weather.com) or [www.airnow.gov](http://www.airnow.gov) and on the Heat Index App available from OSHA-NIOSH.

## **Procedures**

### **Provisions of Water**

Employees shall have access to potable drinking water. Water will be fresh, pure, suitably cool and provided to employees free of charge.

The frequent drinking of water is encouraged. Supervisors will provide frequent reminders to employees to drink frequently, and more water breaks will be provided. Employees working at school sites are encouraged to drink from drinking fountains, hydration stations or water provided in offices. Employees are encouraged to take breaks near sufficient supply of drinking water.

### **Access to Shade**

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 or provided with ventilation for 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:

- Will be monitored and asked if he or she is experiencing symptoms of heat illness;
- Will be encouraged to remain in the shade; and
- Will not be allowed back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the supervisor will provide appropriate first aid or emergency response according to the Emergency Response section below.

### **High Heat Procedures**

The district will implement the following high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit:

1. Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a mobile telephone or text messaging device, may be used for this purpose only if reception in the area is reliable. The district has provided employees with mobile phones.
2. Observing employees for alertness and signs or symptoms of heat illness. The district shall ensure effective employee observation/monitoring by implementing one or more of the following:
  - a. Supervisor or designee observation of 20 or fewer employees, or
  - b. Mandatory buddy system, or
  - c. Regular communication with sole employees by district provided cell phones.
3. Reminding all employees on each worksite that they all are authorized to call for emergency medical service.
4. Reminding employees throughout the work shift to drink plenty of water, meaning drinking small quantities of water more frequently.
5. Providing additional and/or longer rest breaks - employees may need to take more frequent and longer breaks.
6. Pre-shift meetings before the commencement of work as described in the Training section below.

7. During a heat wave or heat spike, consideration will be given to modify work shifts as necessary to work outside in cooler hours/ inside during warmer hours.

## **Training and Instruction**

All employees and supervisor working on job tasks where environmental risk factors for heat illness are present shall receive training.

### ***Supervisors and Managers***

Supervisors and Managers shall receive training on the following topics prior to being assigned to supervise outdoor employees:

1. The training information required of employees, detailed below.
2. Procedures the supervisor is to follow to implement the provisions of this program.
3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
4. How to monitor weather reports and how to respond to hot weather advisories.

### ***Employees***

Training shall be provided for affected employees prior to being assigned to work tasks to include the following:

1. Procedures for identifying, evaluating, and controlling exposure to environmental risk factors for heat illness.
2. The importance of frequent consumption of hydrating fluids, up to four cups of water per hour, when environmental risk factors for heat illness are present.
3. The importance of acclimatization.
4. Different types of heat illness and the common signs and symptoms of heat illness (see appendix A).
5. The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor.
6. Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service.
7. Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders.

Employees listed in the High Heat section will be trained on the following:

1. A review of the high heat procedures.
2. Encouraging employees to drink plenty of water.
3. Reminding employees of their right to take a cool-down rest when necessary.

Employee and Supervisor training will be conducted when this Plan is implemented and periodically thereafter. High heat training will be conducted prior to work on those days forecast to be 95 degrees Fahrenheit or higher.

## **Acclimatization Methods and Procedures**

Heat wave means any day in which the predicted high temperature for the day equals or exceeds 95 degrees Fahrenheit.

Acclimatization is a process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter environments. Employees are more likely to develop heat illness if they are not allowed or encouraged to take it easy when a heat wave strikes or when starting a job that newly exposes them to heat.

During heat waves and with new, un-acclimatized employees, the district will be especially vigilant. The supervisor will closely observe employees and or communicate with them throughout the day.

Best practices include finding ways to lessen the intensity of employees' work during a heat wave and during two-week break-in periods of new employees. These options include:

1. If employees are not accustomed to working in hot environments, they should start work slowly, and pick up the pace gradually.
2. New employees and all employees during heat waves, employees are given less physically demanding tasks and gradually be assigned to more demanding tasks.
3. Schedule and provide frequent breaks for new employees and all employees during heat waves.
4. Cut work shifts short or stop work altogether.
5. Schedule work for progressively longer periods in warm or hot conditions where employees are at risk of heat illness. Begin shifts early when temperatures are cooler.

## **Emergency Response**

All supervisors will make sure that all employees are aware that they are authorized to contact emergency medical services if/when necessary.

When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.

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

## **Recordkeeping**

Training records will be kept for three (3) years following the date of the training.

Records of high heat days will be kept for three (3) years.

## **Program Maintenance**

The Plan Administrator will review this plan annually. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.

**REVISION HISTORY**

Date	Description
8/2018	Program created
7/2024	Revised contents added appendices