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Indoor Heat Illness Prevention Plan

Responsibility:

The Director of Maintenance, Operations, Transportation, Safety, and Warehouse has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

All workers are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

This plan is in English. It is maintained at our worksite at each school site office, district office, and online at: https://www.arvinschools.com/. It is available to workers or their representatives upon request.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to workers free of charge via a water dispenser. Disposable cups will be provided for each worker to use, and a receptacle for disposing of the used cups will be available and kept clean. The water dispenser will be regularly monitored and refilled as needed by the site lead to ensure an adequate supply throughout the shift. In the event the water dispenser runs low, additional water will be promptly supplied to ensure that each worker has access to at least one quart of water per hour for the entire shift.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool. A designated personnel/ site lead will visually examine the water at the start of the shift and throughout the day as needed and ensure that the water is suitably cool. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort. Site leads are designated to ensure that the water is fresh, pure, and suitably cool by visually examining the water at the start of the shift and throughout the day as needed. Site leads will also periodically check the temperature by pouring a small amount of water on their skin to ensure it is cool but not so cold as to cause discomfort. During hot weather or high indoor heat work conditions, the water will be maintained cooler than the ambient temperature, but will be monitored to ensure it remains at a comfortable level for workers to drink without causing any discomfort.

3. The water will be located in the staff lounge, which will also serve as the cool-down location. This area is easily accessible and is as close as possible to the areas where workers are working outdoors. Workers will be able to rest and hydrate in the staff lounge to ensure their comfort and safety during breaks or when needed.

4. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift by their supervisor/ site leads.

5. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable

drinking water systems, as shown on the manufacturer's label.

6. For outdoor work locations, 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 workers to drink plenty of water and to remind workers 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 workers throughout the work shift to drink water.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment:

1. Cool-down areas(s) will be located in the staff lounges at Sierra Vista Elementary, Bear Mountain Elementary, El Camino Real Elementary, and Haven Drive Middle School and in the MOT break room for shop, warehouse, and bus barn employees. The indoor cool-down areas will be maintained at under 82 degrees Fahrenheit by keeping the air conditioner on and monitoring the indoor temperature.

2. The cool-down area(s) will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees on a break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, we have added additional seating in all areas.

3. Employees will be informed of the location of the cool-down area(s), encouraged, and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. Employees who take a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. The employee will not be ordered back to work until signs or symptoms of heat illness have abated. If an employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest, appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area

Procedures for Access to Shade for Outdoor Places of Employment:

1. When the outdoor temperature equals or exceeds 80 degrees Fahrenheit, shade will be as close as practicable to the employees. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly when requested by an employee. Shade structures with seating and air-conditioned staff lounges/break rooms are available for district employees at all campuses.

2. Enough shade will be available at the site to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate workers in and out of breaks, including meal periods, and recovery and rest periods, if the number of workers in the crew is higher than the number that can fit comfortably under the shade.

3. As crews move, shade structures will be relocated to be placed as close as practicable to the workers so that access to shade is provided at all times. To ensure this is done, site leads/ employees are responsible for moving the shade structures in each location. All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

4. Before trees or other vegetation are used to provide shade (*such as in orchards*), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday, as the shade moves.

5. In situations where it is not safe or feasible to provide access to shade (*e.g., during high winds*), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection. Employees may access shade in site staff lounges in the event that it is not safe or feasible to access outdoor shade.

Procedures for Temperature Assessment for Indoor Places of Employment:

1. A thermostat will be used at the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to the manufacturer's recommendations. The locations for the temperature measurements will be and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A

of Section 3396. The locations for the temperature measurements will be:

a. *School site kitchens*

b. *Haven Drive Gymnasium*

c. *Bus Barn*

d. *Warehouse*

2. The online wireless service will measure and record the temperature or heat index, which a district or union representative can access at any time.

3. Records of the temperature or heat index measurements, whichever value is greater, will be retained for one year or until the next measurements are taken, whichever is later, and made available at the Maintenance and Operations Office to employees or designated representatives upon request. The records will include the measurements' date, time, and specific location.

4. Initial temperature or heat index measurements shall be taken where employees work and during the work shift when employee exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.

5. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and during the work shift when employee exposures are expected to be the greatest.

Procedures for Monitoring the Weather for Outdoor Places of Employment:

1. The supervisor and outdoor employees will be trained and instructed to check the extended weather forecast in advance on the OSHA Heat Index application. The work schedule will be planned, considering whether high temperatures or a heat wave is expected. This type of advance planning should occur whenever the temperature is expected to reach 80 degrees Fahrenheit or higher.

2. Before each workday, the supervisor will monitor the weather using the above-mentioned method. This critical weather information will be considered to evaluate the risk level for heat illness and when modifications to the work schedule will be necessary, such as performing tasks requiring direct sun exposure during the cooler hours of the day and increasing the number of water and rest breaks.

3. The supervisor will monitor the time of the day when the temperature will reach 80 degrees Fahrenheit and remind employees of shade structure locations. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented.

Procedures for Control Measures for Indoor Places of Employment:

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher, and employees work in an area with high radiant heat.

1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for employees working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are insufficient to comply with the standard. If feasible engineering and administrative controls are insufficient to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the employee and the heat:

- Cooling fans or air conditioning
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- Local exhaust ventilation at points of high heat production or moisture
- Evaporative coolers

3. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

    - Modify work activities to times of the day when the temperature is cooler. Heat waves mean that on any day, the predicted high temperature will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired employees and unacclimatized existing employees, gradually increase activity length over the first one to two weeks.
    - Mandatory rest breaks are required in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
    - Schedule work at cooler periods or times of day, such as early morning.
    - Rotate job functions among employees to help minimize exertion and heat exposure. If employees must be near heat sources, mark them clearly so they know the hazards.
    - Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

4. Neck wraps will be provided if feasible engineering controls do not decrease the temperature enough and Administrative controls do not minimize the risk of heat illness.

High-Heat Procedures for Outdoor Places of Employment:

High-Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

1. Effective communication by cell phone, direct observation, and a buddy system will be maintained so employees at the worksite can contact a supervisor when necessary. Cell phones will be used for this purpose if the supervisor cannot be near the employees to observe or communicate with them.

2. Cell phone and text communication will be maintained with employees working alone or in smaller groups to monitor 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 be unable to summon help independently.

3. Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is unavailable, an alternate responsible person will be designated by the supervisor ahead of time, and the responsible person must be assigned to observe and look for signs and symptoms of heat illness. The Secretary of Operations and Facilities Planning will be the designated alternate responsible person. If a supervisor, designated responsible person, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action appropriate to the severity of the illness.

4. Employees will be reminded to drink plenty of water throughout the work shift and take preventative cool-down rest breaks when needed. A text message will be sent out periodically.

5. Pre-shift meetings will be held before work commences to review the high-heat procedures, encourage employees to drink plenty of water, and remind them of their right to rest and cool down when necessary

Procedures for Handling a Heat Wave for Outdoor Places of Employment:

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

1. A supervisor or lead will closely observe all employees during a heat wave. When possible, they will keep a close visual observation and communicate regularly by text and call with employees working outdoors about

how they are feeling and any symptoms they may be experiencing.

2. During a heat wave or heat spike, the workday will be cut short or rescheduled (*e.g., conducted at night or during cooler hours*).

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

4. Each worker 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.

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. The body needs time to adapt when temperatures rise suddenly, and a worker 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 worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to.

1. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.

2. New workers 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 supervisor or designee will closely observe new employees and those newly assigned to a high-heat area. New employees will be assigned a buddy to observe for any changes and heat illness symptoms.

3. 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 workers will be documented.

4. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.

5. Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

1. Effective means of bringing emergency services to the employee in need or the employee in need of emergency services will be ensured by:

    - Each site and department will be provided with a school site map, which will be posted by the main entrance for easy access and will include the location of employment, school site or office address, and information on the nearest medical service locations.

2. Effective communication will be ensured by direct observation, mandatory buddy system, cell phone, and text, and Maintained so that employees can contact a supervisor or designee when necessary. If the supervisor cannot be Near the employees to observe or communicate with them, then cell phone or text may be used for this purpose.

3. Appropriately trained and equipped personnel will be available at the site to render first aid. A district nurse may assist employees until medical assistance arrives.

4. To ensure that emergency medical services can be called, all employees will have access to or carry communication devices, such as cell phones. Landline phones are available in each classroom, office, and

cafeteria. These communication devices will be checked before each shift to ensure they are functional.

5. When an employee shows signs or symptoms of severe 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 a more serious illness. Under no circumstances will the affected employee be left unattended.

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

7. Employees and supervisors will be trained in these written procedures for emergencies. Workers and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker:

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

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

3. 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 (e.g., 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). We will not let a sick employee go home because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

4. If an employee displays signs or symptoms of severe heal illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), emergency service providers will be called, the victim's signs and symptoms communicated to them, and an ambulance requested.

Procedures for Worker and Supervisor Training:

To be effective, training must be given in a language and vocabulary the employee understands. Training records will be maintained in the Human Resources Office, including the training date, who performed the training, who attended the training, and the subject(s) covered.

1. Supervisors will be trained before 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.

2. Supervisors and employees will be trained as it is Arvin Union School District’s responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, first aid, and the employees’ right to exercise their rights under this standard without retaliation.

3. Supervisors and employees 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.

4. Supervisors will be trained to track the weather at the job site by monitoring predicted temperature or heat index highs and periodically using a weather application and indoor monitoring thermostat. 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.

5. All employees and supervisors will be trained before working. Training will include all aspects of implementing this company’s written procedures, including access to sufficient water and shade or cool-down area(s)], cool-down

rests, high-heat procedures, emergency response procedures, control measures, the importance of frequent

consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. Immediately reporting signs and symptoms of heat illness will be especially emphasized.

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

7. Employees will be trained on the steps for contacting emergency medical services.

8. 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 and cool-down area(s)] will be available, and remind them to be on the lookout for signs and symptoms of heat illness.

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