

Hacienda La Puente Unified School District

Heat Illness Prevention Plan

for Indoor and Outdoor Places of Employment

California employers must protect their workers from the hazards of excessive heat exposure. California Code of Regulations, Title 8 (CCR T8), section 3395 addresses outdoor workplaces, and section 3396 addresses indoor workplaces. Depending on the circumstances, employers must develop written worker heat illness prevention procedures that address one or both types of workplaces.

These sample procedures have been created to assist employers in establishing their own heat illness prevention procedures for indoor and outdoor workplaces. They are not intended to supersede or replace the application of any other Title 8 sections, particularly section [3203](#), which requires an employer to establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP). You may:

- Integrate your heat illness prevention procedures into your IIPP.
- Develop separate indoor and outdoor workplace procedures by using this program.

Use of this program does not guarantee compliance with sections 3395 or 3396 and does not shield an employer from being cited for violations of those sections.

You must also be aware that other standards may 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 and indoor 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 as needed to protect workers.

To effectively establish your procedures, carefully review the requirements of sections 3395 and/or 3396, along with the instructions provided for each of the elements, 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 workers and must be available at the worksite. Effectively implement and maintain the heat illness prevention procedures you develop, including training workers and supervisors on your company procedures. Be sure to 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:

- Whether workers work indoors, outdoors, or both.
- The number of workers.
- The length of the work shift.
- The ambient temperatures, heat index, and additional sources of heat workers are exposed to.
- The fact that personal protective equipment may increase the body's heat burden.

These sample procedures do not include every workplace scenario, so it is essential that you evaluate all conditions found in your individual workplace that are likely to cause a heat illness.

Cal/OSHA Publications Unit



Heat Illness Prevention Plan for *Hacienda La Puente Unified School District*

Responsibility

The Assistant Superintendent of Human Resources 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 District Office and can be accessed electronically at hlpusd.org. 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. The District provides employees with access to fresh drinking water free of charge through water fountains, bottle filling stations, dispensers, and/or other potable water sources available at District facilities and work locations, as applicable by site. The District will continue to ensure employees have reasonable access to drinking water in accordance with applicable health and safety requirements.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool. Supervisors will monitor work locations to ensure employees have reasonable access to potable drinking water that is maintained in a clean and sanitary condition in accordance with applicable health and safety standards. 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.
3. Drinking water will be located in accessible areas at District facilities and work locations, including staff lounges, break areas, hydration stations, water fountains, bottle filling stations, maintenance yards, cafeterias, and other designated potable water locations, as applicable by site. For employees working outdoors, water will be made reasonably accessible near the work area and designated cool-down locations consistent with operational needs and applicable safety requirements.
4. Employees will be encouraged to drink water regularly throughout their work shift, particularly during periods of elevated temperatures or outdoor work. Supervisors may provide reminders during safety meetings, tailgate meetings, pre-shift discussions, and other routine communications regarding heat illness prevention and hydration practices.
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 will be located at or near District work locations and may include air-conditioned buildings, staff lounges, break rooms, offices, cafeterias, shaded outdoor areas, vehicles equipped with air conditioning, and other designated cooling areas, as applicable by site. For employees working outdoors, cool-down areas will be made reasonably accessible as close as practicable to the assigned work area.

Indoor cool-down areas will be maintained at temperatures below 82 degrees Fahrenheit through the use of air conditioning systems, fans, ventilation, shading, and other available cooling methods consistent with the facility and operational needs.

2. The cool-down area(s) will be available at each work site and will be of sufficient size to accommodate employees taking a cool-down or rest break at any given time. The District will ensure that employees have access to seating and sufficient space to sit comfortably without physical contact with one another, consistent with the size of the designated area, operational needs, and applicable health and safety requirements.
3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker 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 worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then 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. Shade and cool-down areas will be provided as close as practicable to employees working outdoors when temperatures reach or exceed 80 degrees Fahrenheit. When temperatures are below 80 degrees Fahrenheit, employees will be provided access to shade or a cool-down area upon request.
2. Shade may be provided through existing structures, trees, building overhangs, canopies, pop-up tents, covered break areas, air-conditioned vehicles, indoor facilities, or other available natural or artificial shade sources, as applicable by site and operational needs.
3. **Note:** The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.
4. Enough shade will be available at the site to accommodate all 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.
5. Workers will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.
6. As work locations or crews move throughout the workday, supervisors and/or designated lead employees will be responsible for ensuring that shade and cool-down areas remain reasonably accessible to

employees working outdoors. Shade structures, when utilized, will be relocated or adjusted as practicable based on the work location and operational needs.

7. 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.
8. In situations where it is not safe or feasible to provide outdoor shade structures, such as during high winds or other hazardous weather conditions, the District will utilize alternative cooling measures to provide equivalent protection. Alternative measures may include access to air-conditioned buildings, indoor break areas, air-conditioned vehicles, nearby permanent structures, adjusted work schedules, additional cool-down breaks, or relocation to safer shaded areas, as appropriate based on the worksite and operational needs. Unsafe or infeasible conditions and the alternative measures utilized will be documented by the supervisor or designated administrator.

Procedures for Temperature Assessment for Indoor Places of Employment

1. The District may utilize available weather applications, local weather reports, thermometers, facility temperature sensors, and/or other appropriate monitoring devices to assess outdoor and indoor temperature conditions, as applicable by site and operational needs. Monitoring equipment, when utilized, will be maintained in accordance with manufacturer's recommendations.

Temperature and/or heat conditions will be assessed in areas representative of employee work locations, including outdoor work areas, maintenance and operations sites, transportation yards, athletic fields, playgrounds, kitchens, warehouses, and other applicable District facilities where employees may be exposed to elevated temperatures.

2. The temperature or heat index will be measured and recorded by the Supervisor. Workers will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index. The Supervisor will communicate when and where measurements will be taken, and workers may observe, assist with, or request additional measurements when heat conditions change or concerns arise. Temperature and heat index records will be documented and made available for review upon request, and worker feedback will be considered when evaluating heat hazards and implementing appropriate protective measures.
3. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the Supervisor's office [or designated worksite location] to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
4. Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker 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 workers work and at times during the work shift when worker exposures are expected to be the greatest.
6. Workers will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace. Workers will report heat-related concerns to the Supervisor and participate in identifying conditions that may increase the risk of heat illness, including heavy physical exertion, limited airflow, direct sun exposure, high radiant heat, hot equipment or surfaces, and the use of clothing or personal protective equipment that restricts heat removal. The Supervisor will evaluate these conditions through regular worksite observations, worker feedback, and review of job tasks and environmental conditions. When additional heat hazards are identified, appropriate controls and

protective measures will be implemented to reduce employee exposure.

Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The Supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked daily using the internet through the [National Weather Service](#) website, local weather reports, or other reliable weather sources. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This advance planning will take place whenever temperatures are expected to reach 70 degrees Fahrenheit or higher. When high heat conditions are forecasted, the Supervisor will evaluate the need for additional protective measures, including adjusting work schedules, increasing rest breaks, providing additional water and shade, and monitoring employees more closely for signs and symptoms of heat illness.
 - **CALIFORNIA Dial-A-Forecast:** Los Angeles 805-988-6610 (#1)
2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., 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).
3. Supervisors may utilize local weather applications, National Weather Service reports, thermometers, facility weather stations, or other available temperature-monitoring methods to monitor outdoor temperature conditions throughout the work shift. Once temperatures exceed 80 degrees Fahrenheit, shade and cool-down areas will be made available to employees working outdoors. When temperatures reach or exceed 95 degrees Fahrenheit, additional high-heat procedures and preventive measures will be implemented in accordance with District heat illness prevention procedures.

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 workers are either:
 - Wearing clothing that restricts heat removal or
 - Working 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 workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough 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 worker 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 (such as exhaust hoods in laundry rooms)

- Insulating/isolating heat sources from workers, or isolating workers from heat source
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 schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 90 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.
 - Require mandatory rest breaks 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 or late afternoon.
 - Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
 - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
 4. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:
 - Water and/or air-cooled garments, cooling vests, jackets, reusable ice packs, and neck wraps.

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 will be maintained through direct observation, verbal communication, cellular phones, radios, text messaging, email, and/or other available communication methods appropriate to the worksite and operational needs. Employees will be able to contact a supervisor, manager, or designated lead employee when necessary.

If supervisors are not physically present at the immediate work location, employees may utilize cellular phones, radios, text messaging, or other District-approved communication methods to report concerns, request assistance, or communicate regarding heat-related issues or emergencies.
2. Frequent communication with employees working alone or in smaller groups will be maintained through direct observation, cellular phones, radios, text messaging, or other available communication methods appropriate to the worksite and operational needs. Supervisors, managers, or designated lead employees will maintain reasonable communication with employees throughout the workday to monitor working conditions and respond to any reported concerns or potential symptoms of heat illness.
3. Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, 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. If a supervisor, designated responsible person, or any worker reports any signs or symptoms of heat illness in any worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).
4. Employees will be reminded throughout the work shift to stay hydrated, drink water regularly, and take preventative cool-down or rest breaks as needed, particularly during periods of elevated temperatures or outdoor work. Reminders may be provided by supervisors or designated lead employees through

verbal communication, safety meetings, pre-shift discussions, tailgate meetings, electronic communications, or other routine workplace communications.

5. Pre-shift meetings will be held before the commencement of work to review the high-heat procedures, encourage workers to drink plenty of water, and remind workers of their right to take a cool-down rest 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. During a heat wave, all workers will be closely observed by a supervisor or designee.
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.
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 contacting emergency services and providing assistance to employees in need will be maintained at all District worksites. Supervisors, managers, and designated lead employees will utilize cellular phones, radios, landlines, or other available communication methods to contact emergency

responders when necessary.

Employees and supervisors will have access to worksite location information, including site addresses, building names, and other identifying information necessary to assist emergency responders in locating the worksite without unnecessary delay. When appropriate, designated employees or supervisors may assist in directing emergency personnel to the exact location of the employee requiring assistance.

In the event of a suspected heat illness or other medical emergency, employees will be encouraged to immediately notify a supervisor or call emergency services as appropriate. The District will take reasonable steps to ensure timely access to emergency medical services consistent with the worksite and operational needs.

2. Appropriately trained personnel will be available at District worksites to respond to workplace injuries, illnesses, or emergencies consistent with District safety procedures and applicable legal requirements. Supervisors, managers, and designated employees will be responsible for ensuring employees are aware of how to contact trained personnel and access emergency assistance when needed.

First aid supplies and emergency response resources will be maintained at District facilities and worksites in accordance with applicable safety requirements and operational needs.

3. The District will take reasonable steps to ensure that language barriers do not interfere with employees' ability to contact emergency services or report workplace emergencies. Supervisors, managers, designated lead employees, or other employees capable of communicating effectively with emergency responders will be available as appropriate to assist in emergency situations.

The District may provide safety communications, training, and emergency procedures in languages understood by employees, as feasible and consistent with operational needs. Employees will also be encouraged to immediately notify a supervisor or coworker if assistance is needed during an emergency situation.

4. To ensure emergency medical services can be contacted when necessary, supervisors, managers, and designated lead employees will have access to communication devices such as cellular phones, radios, landline telephones, text messaging, or other available communication methods appropriate to the worksite and operational needs. Communication devices and systems will be maintained and monitored to ensure they remain functional and available during work operations.
5. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.
6. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
7. Workers and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker:

1. When an employee displays signs or symptoms of heat illness, a supervisor, manager, trained employee, or other designated District representative will respond appropriately based on the circumstances and determine whether the employee should rest in a designated cool-down area, air-conditioned area, shaded location, or whether emergency medical services should be contacted.

Employees exhibiting signs or symptoms of heat illness will not be left alone and will be monitored until they recover, are transported for medical assistance, or emergency responders arrive, as appropriate.

2. When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be immediately called by the supervisor.

3. Emergency service providers will be called immediately if a worker 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 en route, first aid will be initiated (e.g., cool the worker by placing the worker 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 worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.
4. If a worker 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) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

Procedures for Worker and Supervisor Training:

Training will be provided in a manner and language reasonably understood by employees, consistent with the workforce and operational needs of the District. Heat illness prevention training and related safety information may be communicated through in-person training, written materials, electronic communications, safety meetings, or other appropriate methods.

Training records will be maintained by the District in accordance with applicable record retention requirements and District practices. Records may be maintained electronically and/or in departmental or Human Resources files, as applicable.

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include the District's written procedures, and the steps supervisors will follow when workers exhibit symptoms consistent with heat illness.
2. Supervisors and workers will be trained as it is HLPUSD 's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
3. Supervisors and workers 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 on how to track the weather at the job site (by monitoring predicted temperature or heat index 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.
5. All workers and supervisors will be trained prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Workers and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.
6. In addition to initial training, workers will be retrained annually.
7. Workers will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, how to transport ill workers to a point where they can be reached by an emergency responder, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite, if necessary.
8. New workers will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

