

Moorpark Unified School District
Heat Illness Prevention Plan
Indoor Work Areas

Heat Illness Prevention Plan, Indoor Work Areas for Moorpark Unified School District.

1. Safety Policy

- a. It is the policy of our Local Educational Agency (LEA) to provide a safe and healthful workplace. This Heat Illness Prevention Plan, Indoor Work Areas (the Plan), is intended to reduce the risk of work-related heat illnesses and to comply with California Code of Regulations, Title 8, section 3396, Heat Illness Prevention in Indoor Places of Employment.

2. Scope

- a. This Plan applies to all indoor work areas where the temperature equals or exceeds 82 degrees Fahrenheit when employees are present.
- b. For heat illness prevention for employees in outdoor work areas, refer to Heat Illness Prevention Plan, Outdoor Work Areas.

- 1) <https://www.vcssfa.org/Risk-Management/Cal-OSHA-Compliance>

- c. For outdoor heat illness prevention for students, refer to Recommendations and Requirements for Heat Illness Prevention and Air Quality for Students.

- 1) <https://www.vcssfa.org/Risk-Management/Best-Practices/Athletics/Heat-Illness-Prevention-and-Air-Quality-for-Students>

3. Responsibility

- a. Director of Maintenance, Operations Transportation, the Heat Illness Prevention Plan administrator, has the authority and the responsibility for implementing and maintaining this Heat Illness Prevention Plan, Indoor Work Areas.
- b. Site administrators, department managers, and supervisors are responsible for implementing and maintaining the Plan in their work areas and for answering worker questions about the Plan. A copy of this Plan is available in the CBOs office, the Director of Maintenance, Operations & Transportation, and on the MUSD Website.
- c. See also Section 6, Assessment.

4. Definitions

- a. “Clothing that restricts heat removal” means full-body clothing covering the arms, legs, and torso that is any of the following:
 - 1) Waterproof; or
 - 2) Designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or
 - 3) Designed to protect the wearer or the work process from contamination.
- b. “Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur Including:

- 1) Air temperature
 - 2) Air movement
 - 3) Relative humidity,
 - 4) Radiant heat from the sun and other sources,
 - 5) Conductive heat
 - 6) Workload severity and duration,
 - 7) Protective clothing.
- c. “Heat index” means a measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that takes into account the dry bulb temperature and the relative humidity.
 - d. “Heat wave” means any day in which the predicted high outdoor temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five days.
 - e. “High radiant heat area” means a work area where the globe temperature is at least five degrees Fahrenheit greater than the temperature in the rest of the room.
 - f. “Preventative cool-down rest” means a rest taken in a cool-down area to prevent overheating
5. Employee Involvement
- a. Employees and their union representatives will be involved in the following:
 - 1) Planning, conducting, and recording the measurements of temperature or heat index,
 - 2) Identifying and evaluating all other environmental risk factors for heat illness.
6. Assessment
- a. Responsibility for assessments
 - 1) Director of Maintenance, Operations & Transportation, or designee, will conduct an initial assessment to determine areas with potential heat exposures in the LEA as listed in paragraph f.
 - a) Initial temperature or heat index measurements will 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
 - 2) When temperatures are suspected to exceed those listed in sections 7 and 8, site administrators, department managers, and supervisors are responsible for heat and humidity measurements, as applicable, in their work areas.
 - a) Site administrators, department managers, and supervisors will be trained and instructed to check the extended weather forecast in advance.
 - b. Temperature, humidity, and heat index measurements will be taken as follows:

- 1) Temperature measurement instruments:
 - a. Use a heat stress monitor or thermometer that displays the environmental heat stress or temperature, or
 - b. Use a psychrometer to measure heat and humidity to be compared to the heat index calculated by using the heat index chart found in Appendix A.
- 2) Initial measurements will be taken when it is reasonable to suspect that the indoor temperature will exceed 82 degrees Fahrenheit where employees work and at times during the work shift when employee exposures are expected to be the greatest.
- 3) Measurements will be taken again when they are reasonably expected to be 10 degrees or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.
- 4) Measurements will be taken when an employee(s) request heat measurements or express concern regarding the indoor temperature at their work area.
- 5) Measurements will be recorded on Attachment 1, Temperature Record.
- c. Determining the Heat Index
 - 1) Determine the temperature.
 - a) The Weather Channel mobile application or Weather.gov (National Weather Service) have easy-to-find temperatures.
 - b) If the temperature is over 87 degrees Fahrenheit, finding the heat index is unnecessary.
 - 2) Find the humidity.
 - a) The Weather Channel mobile application – look under Today's Details.
 - b) Weather.gov –
 - (1) Type in zip code,
 - (2) Select Get Weather,
 - (3) Select Get Detailed Information.
 - 3) Using the chart in Appendix A:
 - a) Trace the temperature horizontally until it intersects with the humidity column.
 - b) The intersecting point is the Heat Index.
- d. Instruments used to measure the temperature or heat index will be used and maintained according to the manufacturers' recommendations.
- e. Exception: Vehicles with effective and functioning air conditioning.
- f. Areas of potential temperature over 82 degrees Fahrenheit
 - 1) Bus Barns and maintenance shops
 - 2) Career Technical Education classes

- a) Culinary
 - b) Metal casting
 - c) Welding and cutting
 - 3) Farm/garden greenhouses
 - 4) Maintenance shops
 - 5) Nutrition Services Kitchens
 - 6) Vehicles without effective and functioning air conditioning
 - a) Buses
 - b) Enclosed cabin construction equipment
 - c) Enclosed cabin landscaping equipment
 - d) Other LEA vehicles
 - 7) Warehouses
7. Indoor Temperatures exceeding 82 degrees Fahrenheit
- a. Access to Water
 - 1) Drinking water means water that is fresh, pure, suitably cool, and fit to drink.
 - 2) Frequent drinking of water will be encouraged.
 - 3) Drinking water will be provided to employees free of charge.
 - 4) Water will be located as close as practicable to areas where employees are working and in required cool-down areas.
 - 5) Where water is not plumbed, it will be provided in sufficient quantity at the beginning of the work shift or will be replenished during the shift to provide one quart per employee per hour during the shift.
 - 6) Restrooms are not acceptable sources of drinking water.
 - b. Cool-down areas
 - 1) The LEA will have and maintain one or more cool-down areas at all times while employees are present.
 - a) The cool-down area will be at least large enough to accommodate the number of employees on recovery or rest periods.
 - b) The cool-down area will be located as close as practicable to the areas where employees are working.
 - c) The temperature in indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit.

- 2) The LEA will allow and encourage employees to take a preventative cool-down rest in a cool-down area when employees feel the need to do so to protect themselves from overheating.
 - a) An individual employee who takes a preventative cool-down rest:
 - (1) Will be monitored and asked if they are experiencing symptoms of heat illness;
 - (2) Will be encouraged to remain in the cool-down area; and
 - (3) Will not be ordered back to work until any signs or symptoms of heat illness have abated, and in no event less than five minutes in addition to the time needed to access the cool-down area.
 - b) Preventative cool-down rest will be counted as hours worked, for which there will be no deduction from wages.
 - 3) 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 LEA will provide appropriate first aid or emergency response according to section 8.
 - c. Clothing that restricts heat removal
 - 1) Acclimatization procedures as outlined in section 9 will be followed.
 - d. High radiant heat area
 - 1) Acclimatization procedures as outlined in section 9 will be followed.
8. Indoor Temperatures or Heat Index exceeding 87 degrees Fahrenheit
- a. The LEA will use the following control measures:
 - 1) Engineering controls:
 - a) Air conditioning.
 - (1) Exception: LEA does not have air conditioning in the following locations:
[Auxiliary gymnasium at Moorpark High School.]
 - b) Cooling fans.
 - c) Natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index.
 - d) Local exhaust ventilation.
 - e) Insulation of hot surfaces.
 - 2) Administrative controls:
 - a) Acclimatization.
 - (1) Acclimatization procedures are outlined in section 9.
 - b) Rotating employees.

- c) Scheduling work earlier or later in the day, when it is cooler outdoors.
- d) Using work/rest schedules.
- e) Reducing work intensity or speed.
- f) Reducing work hours.
- 3) Personal heat-protective equipment:
 - a) water-cooled garments.
 - b) air-cooled garments.
 - c) cooling vests.
 - d) wetted over-garments.
- b. The selection of control measures will be based on the environmental risk factors for heat illness present in the work area.

9. Acclimatization

- a. Where no effective engineering controls are in use to control the effect of outdoor heat on indoor temperature, all employees will be closely observed by a supervisor or designee during a heat wave.
- b. Intensity and duration of work activity will be gradually increased over a period of 4-14 days to give employees time to adapt and become accustomed to working in the heat.
- c. An employee who has been newly assigned to any of the following will be closely observed by a supervisor or designee for the first 14 days of employment:
 - 1) In a work area where the temperature or heat index, whichever is greater, equals or exceeds 87 degrees Fahrenheit; or
 - 2) In a work area where the temperature equals or exceeds 82 degrees Fahrenheit for employees who wear clothing that restricts heat removal; or
 - 3) In a high radiant heat area where the temperature equals or exceeds 82 degrees Fahrenheit

10. Emergency Response

- a. Emergency medical services and/or first aid will be provided as quickly as possible if an employee suffers heat illness.
- b. One or more employees on each worksite is authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
- c. Supervisors will respond to signs and symptoms of possible heat illness, including but not limited to providing first aid measures and contacting emergency medical services
- d. Emergency Medical Services

- 1) Emergency Medical Services will be activated if any of the following symptoms are observed:
 - a) Hot, dry skin or profuse sweating
 - b) Very high body temperature
 - c) Confusion, altered mental status, slurred speech
 - d) Seizures
 - e) Loss of consciousness (coma)
 - 2) Emergency Medical Services calls:
 - a) Dial 911
 - b) Tell the operator the location of the emergency, including the street address and the specific location on the site.
 - c) The telephone number you are calling from
 - d) The nature of the emergency – heat illness
 - e) Signs and symptoms
 - f) Answer all questions to the best of your ability.
 - g) Do not hang up until the operator instructs you to do so or the operator has hung up.
 - h) Send someone to the designated emergency medical services access point to lead the responders to the victim(s).
 - e. First Aid will be provided for the following heat-related symptoms:
 - 1) Thirst
 - 2) Headache
 - 3) Nausea
 - 4) Dizziness
 - 5) Weakness
 - 6) Irritability
 - 7) Elevated body temperature
 - f. During and after provision of first aid, affected employees will not be left alone.
11. Training
- a. Employee training.
 - 1) environmental and personal risk factors for heat illness, including:
 - a) heat load on the body caused by exertion,
 - b) Clothing,

- c) Personal protective equipment
- 2) The LEA's Responsibilities, including:
 - a) Providing water,
 - b) Cool-down areas
 - c) Cool-down rest
 - d) Control measures, as applicable
 - e) Access to first aid
- 3) The importance of frequent consumption of small quantities of water,
- 4) The concept, importance, and methods of acclimatization pursuant to section 9 of this Plan.
- 5) The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness.
- 6) The importance of employees immediately reporting to the LEA, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- 7) The LEA's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- 8) The LEA's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency responder.
- 9) The LEA's procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders.
- b. Supervisor training.
 - 1) All employee training information.
 - 2) The procedures the supervisor is to follow to implement the applicable provisions of this Plan.
 - 3) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
 - 4) Where the work area is affected by outdoor temperatures, how to monitor weather reports and how to respond to hot weather advisories
- c. This training may be combined with applicable training required by the Heat Illness Prevention Plan for outdoor workers.

12. Recordkeeping

- a. All measurements of heat and/or humidity taken in connection with this Heat Illness Prevention Plan, for Indoor Work Areas will be retained in accordance with this section.
- b. Administrators, department managers, and supervisors will send heat and humidity measurements to the Heat Illness Prevention Plan administrator.
- c. Records of temperature, humidity, and heat index will be kept for the current year plus one full year.
- d. Training records will be kept for at least three (3) years following the date of the training.

Site

[illegible]