Lennox School District
Heat Illness Prevention Plan
(Cal/OSHA Title 8 Sections 3395 & 3396)

Responsibility

The Risk Manager and Maintenance & Operations Director have overall authority and responsibility for implementing the Heat Illness Prevention Plan for Lennox School District.

Site administrators, custodial supervisors, and department supervisors are responsible for implementing and maintaining these procedures at their assigned worksites.

All employees are responsible for following safe work practices, reporting symptoms of heat illness, and assisting in maintaining a safe work environment.

This plan is maintained at the District Office – Risk Management Department and is available to employees upon request.

Provision of Drinking Water

Fresh, clean drinking water will be available to employees exposed to heat at all work locations through water fountains, water dispensers, or bottled water for outdoor crews.

Supervisors will ensure water is clean and suitably cool at the beginning of each shift and throughout the day.

Outdoor workers such as custodians, groundskeepers, and maintenance staff performing outdoor work will have water available within close proximity to their work location.

Employees are encouraged to drink water frequently throughout the day, especially during hot weather conditions.

Access to Cooldown Areas (Indoor Work)

Employees working indoors will have access to cooldown areas when temperatures increase. Cooling areas may include air-conditioned break rooms, staff lounges, main office areas, or shaded outdoor spaces.

Employees may take preventative cooldown breaks of at least five minutes whenever they feel the need to do so. Supervisors will monitor employees taking cooldown breaks for signs of heat illness.

Access to Shade (Outdoor Work)

Employees working outdoors will have access to shade through building overhangs, covered lunch areas, trees, or portable shade structures when necessary.

Shade will be available when temperatures reach 80°F or higher. Employees are encouraged to take five-minute cooldown rest breaks whenever needed.

Monitoring Weather Conditions

Supervisors responsible for outdoor crews will monitor weather conditions using the National Weather Service, weather applications, or online forecasts.

If high temperatures are expected, supervisors may adjust work schedules, increase rest breaks, and schedule heavy work during cooler parts of the day.

High Heat Procedures (95°F or Higher)

When temperatures reach 95°F or higher, additional precautions will be implemented including increased communication between supervisors and workers, mandatory cooldown rest periods, more frequent water breaks, and increased observation for symptoms of heat illness.

Emergency Response

If an employee shows signs of heat illness, the employee will be moved to a cool or shaded area immediately and provided with drinking water. Supervisors will monitor the employee.

If severe symptoms occur, including confusion, vomiting, loss of consciousness, staggering, or irrational behavior, emergency services (911) will be called immediately.