

HEAT ILLNESS PREVENTION PROGRAM

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Staff Review:

Management/Supervisor: Rebekah Vieira Date: 08/13/2007

Safety Committee: Aaron Wall Date: 09/04/2007

General Manager: Steve Wickstrum Date: 08/31/2007

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1.0 PURPOSE

Employees and volunteers who work in outdoor places of employment or on job tasks in other areas at the time when the environmental risk factors for heat illness are present, are at risk for developing heat illnesses if they do not protect themselves appropriately. The objective of this program is employee awareness regarding heat illness symptoms, ways to prevent illness and what to do if symptoms occur. This written program is based on the [California Code of Regulations, Title 8 Section 3395](#).

2.0 APPLICABILITY

The Casitas Municipal Water District (Casitas) Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness and applies to all outdoor places of employment at those times when the environmental risk factors for heat illness are present.

- 2.1 It is the policy of Casitas that any employee or volunteer participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program.
- 2.2 To ensure that all employees and volunteers of Casitas are protected from heat illness while working on job tasks where environmental risk factors for heat illness are present and to establish the minimum requirement for working in this environment.

3.0 DEFINITIONS

- 3.1 **Acclimatization** - 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 fourteen days of regular work for about two hours per day in the heat;
- 3.2 **Employees** -full-time, part-time and temporary employees, volunteers, and contract workers under Casitas direct supervision;
- 3.3 **Environmental risk factors for heat illness** - working conditions that create the possibility that heat illness could occur, including air temperature relative humidity radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personnel protective equipment worn by employees;
- 3.4 **Heat Alert** – Heightened awareness including additional discussion with employees regarding heat illness when temperatures exceed 95 degrees or when a heat wave is likely to occur the following day or days;
- 3.5 **Heat Illness** - a serious medical condition resulting from the body's

- inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke;
- 3.6 **HeatWave** – any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days;
- 3.7 **Personal risk factors for heat illness** - factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat;
- 3.8 **Preventative recovery period** - period of time to recover from the heat in order to prevent heat illness;
- 3.9 **Shade** - blockage of direct sunlight. CMWD considers trucks with A/C running, pump stations, canopies, umbrellas, trees and other temporary structures or devices to be shade. One indicator that blockage is sufficient is when objects 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, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

4.0 RESPONSIBILITY

- 4.1 Managers/Supervisors are responsible for:
- 4.1.1 Identifying all employees and volunteers who are required to work outdoors where potential heat illness could occur and identifying the direct supervisor of the employees.
- 4.1.2 Assuring that adequate water and shade are available at a job site when the environmental risk factors for heat illness are present.
- 4.1.3 Ensuring that all affected employees and volunteers have received proper training on heat illness prevention.
- 4.1.4 Ensuring that the requirements in this document are followed.
- 4.1.5 Requesting emergency medical services in the event medical assistance is needed and contacting the Assistant to the General Manager and Safety Officer.
- 4.2 Employees are responsible for:
- 4.2.1 Complying with and implementing the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
- 4.2.2 Ensuring they have cool drinking water available at all times when the environmental risk factors for heat illness are present.
- 4.2.3 Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
- 4.2.4 Reporting heat related illness symptoms to the supervisor.
- 4.2.5 Initiating emergency medical services if unable to reach a supervisor with a serious risk that requires immediate medical attention.

- 4.3 Safety Officer is responsible for:
 - 4.3.1 Ensuring policy remains compliant with CCR Title 8 Section 3395 Heat Illness Prevention in Outdoor Places of Employment
 - 4.3.2 Ensure training is made available to staff

5.0 CRITERIA

The following basic requirements apply to all employees and volunteers while working where environmental risk factors for heat illness are present:

- 5.1 All employees and volunteers shall be identified who are required to work where environmental factors for heat illness are present.
- 5.2 Training shall be provided for all potentially impacted employees, volunteers, and supervisors working where environmental risk factors for heat illness are present. Training information shall include but not be limited to the topics listed in the training section of the written program.
- 5.3 Employees should schedule their work shift, when possible, to accomplish tasks in areas of high heat during the earlier part of the day, or more temperate part of the year to reduce heat exposure.
- 5.4 Employees should wear head gear that provides shade to their heads while working in the sun. Hard Hats must be worn if there is a risk of head injury during the job.
- 5.5 Cool drinking water in the quantity of one quart per hour shall be available at all times for each employee/volunteer for the duration of the entire shift while working outdoors in the heat. Supervisors shall remind employees and volunteers to drink frequently and this topic will be addressed at tailgate meetings.
- 5.6 When temperatures are below 80F, shade will be provided upon request by employees and volunteers.
- 5.7 When temperatures exceed 80F, employees and volunteers shall be provided a shaded area to prevent or recover from heat illness symptoms and where they can take their rest breaks. The importance of taking rest breaks and recognizing when a preventative recovery period is needed allowing employees/volunteers to cool shall be addressed at pre-deployment meetings.
- 5.8 Enough shade shall be provided or accessible to comfortably accommodate the number of employees working without physically contacting each other.
- 5.9 When temperatures are predicted to exceed 95F by the NOAA Weather Service, these steps must be followed
 - 5.9.1 A buddy system should be established at every feasible opportunity;
 - 5.9.2 When a sole employee is the only feasible solution, a communication system must be in place. Any employees working alone must be contacted **on a regular basis** to confirm health status;
 - 5.9.3 Employees working out of cell coverage during high heat days will provide the following information to a designated person

- 5.9.3.1 Location;
- 5.9.3.2 Expected Duration;
- 5.9.3.3 Notification by employee when returning to cell coverage area;
- 5.9.4 At the beginning of any week forecast to have temperatures above 95F, communication of expected high temperatures will be sent to employees
 - 5.9.4.1 The Safety Officer will review the forecast weekly and notify the employees
 - 5.9.4.2 Supervisors will ensure measures are taken to prevent heat related illnesses, including
 - 5.9.4.2.1 Verifying cooling equipment is available where needed;
 - 5.9.4.2.2 Adjusting schedules and work locations to limit work in hottest part of day, when feasible;
 - 5.9.4.2.3 Contacting Safety Officer to support in providing heat related assistance, when needed.
 - 5.9.5 During field work, employees should be observant of the heat- related conditions of co-workers, remind co-workers to cool down and to drink an adequate amount of water.
- 5.10 On days expected to exceed 110 degrees, afternoon work in the field should be cancelled and work should be confined to coastal areas or within/near CMWD structures, if feasible to do so;
- 5.11 In the event an employee/volunteer feels discomfort from the heat, a preventative recovery period will be made available to allow them to cool down and prevent the onset of heat illness. The recovery period shall be a minimum of 5 minutes or the amount of time for the symptoms to clear.
- 5.12 Any person showing signs of heat illness must be allowed to rest in the shade and be monitored regularly.
- 5.13 Any heat related illness must be reported to a supervisor and an Incident Report must be completed.

6.0 ACCLIMATIZATION

- 6.1 New employees or an employee who has been recently assigned to a new task that has a heat exposure shall be allowed to acclimatize.
- 6.2 Acclimatization is expected to be achieved in most people within 4 to 14 days of regular work involving at least 2 hours per day of work.
- 6.3 Supervisors shall closely observe employees during heat waves or employees with new positions working in above 80 degrees Fahrenheit
- 6.4 Water Park employees will be allowed entry into water features to reduce their core temperature during the acclimation process, in lieu of removal from outdoor area
 - 6.4.1 Each life guard will be indoors for 15 minutes each hour

7.0 EMERGENCY RESPONSE PROCEDURES

- 7.1 All employees are authorized to call emergency services should they judge that they, or a fellow employee, is suffering from a heat related illness.
- 7.2 Employees should take steps to prevent heat illness by providing basic first

- aid or calling for medical attention.
- 7.3 Employees must not allow fellow employees with signs or symptoms of heat illness to be left alone or sent home without offering onsite first aid or emergency medical services.
- 7.4 Management and the Safety Officer should be notified of situation as soon as practical.
- 7.5 Supervisors, employees, and volunteers shall carry a means of communication to ensure that emergency services (911) can be called. Verification of communication devices being functional should occur prior to each shift.

8.0 EMPLOYEE INFORMATION AND TRAINING

- 8.1 Levels of Training
 - 8.1.1 Training shall be provided for employees, volunteers, and their respective supervisors who are working on job tasks where environmental risk factors for heat illness are present.
 - 8.1.2 Employees/volunteers – all employees/volunteers working on job tasks where environmental risk factors for heat illness are present shall receive instruction before being assigned to work tasks. Training topics shall include the following:
 - 8.1.2.1 Environmental and personal risk factors for heat illness;
 - 8.1.2.2 Procedures for identifying, evaluation, and controlling exposures to the environmental and personal risk factors;
 - 8.1.2.3 Importance of water consumption;
 - 8.1.2.4 Importance of acclimatization;
 - 8.1.2.5 Different types, signs and symptoms of heat illness;
 - 8.1.2.6 Importance of immediately reporting symptoms or signs of heat illness in themselves or in coworkers to their supervisor; and
 - 8.1.2.7 Procedures for responding to symptoms of possible heat illness, including appropriate first aid and how emergency medical services will be contacted and provided should they become necessary.
 - 8.1.3 Supervisors/managers of affected employees and volunteers will receive training on the following topics prior to being assigned to supervise outdoor employees/volunteers:
 - 8.1.3.1 Information as detailed above in employee training requirements;
 - 8.1.3.2 Procedures the supervisor/manager shall follow to implement the provisions of this program; and
 - 8.1.3.3 Procedures the supervisor/manager shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
 - 8.1.4 Training will be provided on an annual basis prior to summer, upon new hire or when significant changes occur to the program or regulations.

9.0 COMPLIANCE

- 9.1 All training, audit and other records prepared in association with the Heat Illness Prevention Program will be managed in accordance with the requirement of the Casitas Injury and Illness Prevention Program.
- 9.2 Employees failing to follow the requirements of the CMWD Heat Illness Prevention Program are subject to disciplinary action in accordance with the CMWD Injury and Illness Prevention Program.

10.0 AUTHORITY

- 10.1 [California Code of Regulations, Title 8 Section 3395.](#)











REVIEW - HEAT ILLNESS PREVENTION PROGRAM - 2-24-22

Final Audit Report

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