

HEAT ILLNESS PREVENTION PROGRAM (outdoor and indoor)



San Luis Obispo County Office of Education
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HEAT ILLNESS PREVENTION PROGRAM

This program intends to ensure that all San Luis Obispo County Office of Education (SLOCOE) employees working in outdoor and indoor places or other areas when environmental risk factors for heat illness are present are protected from heat illness. Employees must know heat illness signs and symptoms, methods to prevent illness, and procedures to follow if symptoms occur. Any employee who works outdoors in the heat and all individuals who supervise these employees must comply with this program's procedures, the District Injury and Illness Prevention Program, and the applicable Cal/OSHA regulations.

I. AUTHORITY

Title 8 of the California Code of Regulations, Section 3395 and 3396.

II. SCOPE

This Program applies to supervisors and employees who work in outdoor and indoor areas in the District where they may be assigned work during those times when the environmental risk factors for heat illness are present and environmental conditions cannot be mitigated by engineering controls.

Positions/departments in the District that must adhere to this program include but are not limited to:

- Facilities/Maintenance
- Grounds
- Information Technology Services (work in high-heat spaces such as attics)
- Athletics (outdoor sports - seasonal)
- Indoor areas where temperatures up to or exceed 80 degrees (required is 82)

III. PROGRAM RESPONSIBILITIES

The following designated person(s) have the authority and responsibility for implementing the provisions of this Program at the District:

Hugo Bastidos, District Safety Coordinator, (805) 782-7257, hbastidos@slocoe.org

The person(s) mentioned above will ensure that managers and supervisors responsible for employees working in outdoor locations during warm conditions are properly trained in this program's aspects.

Managers and supervisors will:

- Ensure that outdoor employee work assignments are evaluated, and the components of this plan are implemented when the temperature exceeds 80° F.
- Ensure that initial and periodic training is provided to employees under their supervision and is consistent with the requirements of this Program and Cal/OSHA Heat Illness Prevention regulations.
- Monitor the current weather and forecast weather utilizing a source such as the National Weather Service forecast.
- Maintain employee training records.

Employees will:

- Comply with the requirements of this Program.
- Understand the responsibilities of both the District and employees in maintaining compliance with this plan.
- Take steps to mitigate any personal risk factors that may exist before working in a regulated hot environment.
- Immediately report unsafe working conditions to their manager or supervisor.
- Observe their fellow employees for signs and symptoms of heat-related illness and take quick action to ensure that rapid assistance is provided if applicable.

IV. TRAINING

Training will be provided each spring or early summer for employees working on job tasks where environmental risk factors for heat illness are present. Managers and supervisors will also be trained on their responsibilities under this Program and provided training materials and the latest information regarding regulations and heat illness prevention by the designated person(s).

Employee Training

Training topics include the:

- Requirement to complete SIPE's online training course entitled Heat Illness Prevention and exam or the equivalent.
- Environmental and personal risk factors for heat illness.
- Applicable provisions outlined in T8 CCR 3395 and 3396.
- District's procedures for complying with the requirements of T8 CCR 3395 and 3396.
- Importance of frequent consumption of small quantities of water when the work environment exceeds 80° F and employees are likely to be sweating more than usual in the performance of their duties.
- Concept, importance, and methods of acclimatization.
- Different types of heat illness and the common signs and symptoms of heat illness.
- Importance of immediately reporting to the District, directly or through the employee's supervisor, symptoms, or signs of heat illness in themselves or coworkers.
- District's procedures for responding to symptoms of possible heat illness, including appropriate first aid and how emergency medical services will be contacted should they become necessary.

Supervisor Training

Before assignment to the supervision of employees working in the heat, training on the following topics will be provided:

- All items contained in the Employee Training section
- The supervisor's procedure is to follow upon notification or noticing that an employee is exhibiting signs or symptoms consistent with possible heat illness, including emergency response procedure
- How to monitor weather reports to determine if dangerous conditions are or may be present

V. PROGRAM COMPLIANCE STRATEGY

All employee positions identified in the Scope section of this Program are required to work outdoors and other areas where environmental factors for heat illness may be present. Training will be provided for all employees working in conditions where environmental risk factors for heat illness can be present in addition to their supervisors. Training information will include, but not be limited to, the topics listed in this written Program's training section. All potentially impacted employees and their supervisors will be trained on the risks and prevention of heat illness, including recognizing signs and symptoms and how to respond when they appear.

Managers and supervisors will ensure that they know the most current and accurate meteorological information (ambient temperature and relative humidity) in the District's areas to assign employees to work. The manager or supervisor will implement the proper controls when local weather conditions are expected to induce heat illness among workers. Outdoor temperatures above 80° F require increased awareness on the part of supervisors and employees. When temperatures exceed 95° F, additional preventive measures will be taken. Temperatures above 105° F are considered dangerous, and additional precautions beyond what is outlined in this Program will be implemented.

At times when conditions are favorable for the onset of heat-related illness, the manager or supervisor shall implement the following worker protection controls:

- Before starting the work shift, managers or supervisors will meet with their employees (in-person or by other means) and review the work procedures to be used during the expected high heat period.
- Managers or supervisors will ensure that exposed employees have constant access to fresh, pure, suitably cool drinking water and provided free of charge. In most settings, water is obtained from nearby municipal water sources at each district site and available at all times. If employees are expected to conduct tasks where water is not plumbed, a sufficient water supply will be provided in insulated containers.
- Managers or supervisors or a designated person will encourage frequent drinking of water by employees.
- Managers or supervisors will ensure that employees assigned work outdoors and exposed to high environmental temperatures have quick and effective access to a rest area where shade is available or to a place where ventilation or cooling is provided for not less than 5 minutes. Employees generally have access to shade or cooling at all times during the work shift and will be encouraged to take frequent cool-down breaks. Portable shade canopies will be provided when employees are expected to work in areas where shade is not available and meteorological conditions are favorable to heat illness onset.
- Managers, supervisors, or a designated person will contact those employees via two-way radio, cell phone, or in-person working alone in high heat conditions regularly throughout the day to check on their physical condition. During extreme heat conditions, a buddy system will be used as an additional means of monitoring employees.
- The indoor temperature or heat index will be measured and recorded by Managers, assigned employees, and union representatives to ensure proper temperature reading and accurate monthly monitoring and record keeping. This will be done by physically reading the thermostats in each site building.

VI. PROCEDURES

Provision of Water

Employees shall have access to potable drinking water through District buildings. Where water is not plumbed or otherwise continuously supplied, it shall be available in sufficient quantity at the beginning of the work shift to provide at least one (1) quart per employee per hour for drinking for the entire shift.

- 5-Gallon coolers are available at the Maintenance warehouse, Special Education building, District Office, Winifred Pifer ELC, and Rancho El Chorro.
- Filtered drinking fountains are available at the Maintenance conference area, District Office, Loma Vista Community School, Chris Jespersen, and Rancho El Chorro.
- Emergency water bottles will be made available if electricity goes down.
- Supervisors shall remind employees to drink water frequently throughout the shift.
- Water is located as close as practicable to the employee.

Access to Shade

- When temperatures are expected to reach or exceed 80°F, shade will be available (i.e. pop up tents). Also, employees can utilize any District climate-controlled building.
- New and returning employees will be assisted in acclimating to heat, following OSHA's 20% rule; *On the first day, work no more than 20% of the shift's duration at full intensity in the heat. Increase the duration of time at full intensity by no more than 20% a day until workers are used to working in the heat."*
- Employees will be encouraged to wear appropriate apparel.
- If wearing a face covering, employees will be encouraged to change the face covering if it gets wet or solid.
- Enough shade will accommodate employees for recovery/rest and meal period.
- Employees suffering from heat illness or believing a preventative recovery period is needed shall be monitored and provided access to an area with a shade that is either open to the air or provided with adequate general ventilation or cooling for no less than five minutes. Such access to shade/ventilation shall be permitted at all times.
- The shade is located as close as practicable to employees.
- The shade is available when the temperature does not exceed 80°F, and the District will provide timely access to shade upon request by employee(s).
- For an employee taking a preventative cool-down rest in the shade, the District will encourage the employee to remain in the shade.

- The District will provide appropriate first aid or emergency response if the employee exhibits signs or reports symptoms while taking a cool-down rest.

High Heat

When temperatures are expected to reach or exceed 95°F or higher (high-heat conditions), employees should work in teams to monitor and observe each other for signs or symptoms of heat-related illness by checking in verbally with one another. Also, Supervisors shall do all the following:

- Ensure employees have a means of communication (voice, electronic (e.g., cell phones, radios)) to contact a Supervisor.
- Designate all employees to call for emergency services. If in doubt, call 9-1-1.
- Remind employees to drink throughout the day and to stay hydrated. Ensure that water containers are filled to capacity if working off site.
- Conduct a pre-shift meeting to review High Heat procedures, including taking cool-down rest when necessary in shade.
- Should an employee feel unusual discomfort from the heat, a preventative recovery period shall be offered to allow employees an opportunity to cool down and prevent the onset of heat illness. Immediate notification will be made to the supervisor in the case of an actual emergency. If in doubt, call 9-1-1.

Emergency Response

- Ensure employees have a means of communication (voice, electronic (e.g., cell phones, radios)) to contact a Supervisor or emergency services.
- Respond to signs/symptoms of Heat Illness will include the following:
 - The supervisor will take immediate action if they observe or employee reports of heat illness symptoms.
 - EMS/911 shall be contacted if symptoms indicate severe Heat Illness.
 - Employee(s) with heat illness symptoms will not be left alone and be provided emergency medical services, and if needed transporting employee(s) to a better EMS pick-up location.
 - Clear and precise directions will be provided to emergency medical services.
 - Supervisor will notify the district safety coordinator and workers' compensation specialist.

Acclimatization

A supervisor or designee shall closely observe an employee who has been newly assigned to a high heat area for the first 14 days of the employee's employment.

A supervisor or designee shall closely observe all employees during high heat. For purposes of this section only, "heatwave" means any day in which the predicted high temperature for the day will

be at least 80°F and at least 10°F higher than the average high daily temperature in the preceding five days.

Handling a Sick Employee

When an employee is showing signs or symptoms of heat-related illness:

1. Contact 9-1-1 if the person is not alert or seems confused
2. Move them out of the sun and into the shade or air-conditioned vehicle or district building, begin active cooling using fans and water, provide cool drinking water and contact the supervisor
3. Stay with the worker until help arrives

Employee and Supervisory Training

On an annual basis, before the onset of warm weather, employees and supervisors involved with outdoor work will receive training on the topics listed in this document's training section. Training will consist of tailgate meetings, reviewing training materials, and discussions. Documents used in this training include the District's:

- Heat Illness Prevention Program
- Title 8, Section 3395 and 3396, Cal/OSHA Guidance for Employers and Employees
- OSHA Quick Card, "Protecting Workers from Heat Stress"
- NIOSH Fast Facts, "Protecting Yourself from Heat Stress"
- SIPE provided staff training information as provided

VII. RECORDS

Records of training, including topics covered/material, will be kept for at least three years.