

# Santa Clarita Community College District



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# HEAT AND ILLNESS PREVENTION PROGRAM

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Revised

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## TABLE OF CONTENTS

INTRODUCTION.....	1
SCOPE .....	1
PURPOSE .....	1
POLICY .....	1
STATUTORY AUTHORITY.....	1
DEFINITIONS.....	2
RESPONSIBILITY .....	3
COMPLIANCE AND PROCEDURES.....	4
DOCUMENTATION .....	7
APPENDIX A – HEAT INDEX.....	8

## **INTRODUCTION**

On August 22, 2005, the Office of Administrative Law approved the California Occupational Safety and Health Standards Board's adoption of the California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395. The Office of Administrative Law formally adopted the revised, permanent regulation on July 27, 2006, making the regulation effective immediately. The regulations are meant to significantly reduce the severity and frequency of occupational heat-related illness in all outdoor places of employment.

## **SCOPE**

This Heat Illness Prevention Plan and emergency regulations apply to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present.

## **PURPOSE**

The Santa Clarita Community College District has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness. Employees that fall under this regulation could include, but are not limited to, maintenance, grounds, custodians, campus safety personnel, and physical education teachers.

## **POLICY**

It is the policy of the Santa Clarita Community College District that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan.

## **STATUTORY AUTHORITY**

- California Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395

## **DEFINITIONS**

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- Acclimatization means the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days.
- Environmental risk factors for heat illness means the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- Heat Illness means a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).
- Personal risk factors for heat illness includes factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise effect its physiological response to heat. The District shall not request any of the above personal information from an employee.
- Preventative Recovery Period means a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area.
- Shade means the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to District facilities and operations rests with the Director, Human Resources. General policies, which govern the activities and responsibilities of the Heat Illness Prevention Plan, are established under their (his or her) final authority.

It is the responsibility of the Director, Human Resources to develop procedures, which ensure effective compliance with the Heat Illness Prevention Plan.

It is the responsibility of the supervisor to identify all employees required to work outdoors where the environmental risk factors for heat illness are present.

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for providing appropriate preventative controls (water, shade, PPE, etc), and for evaluating employee compliance.

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

## PROCEDURES

### **1. Provisions of Water**

- a. At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to at least one (1) quart of potable drinking water per hour for the entire shift (at least two (2) gallons of potable water per person per eight-hour shift).
- b. Smaller quantities may be provided if the District has an effective procedure for replenishment that meets the above quantity and time requirements.
- c. The importance of frequently drinking water shall be conveyed and encouraged as described in the training section.

### **2. Access to Shade**

- a. Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed.
- b. The preventative recovery period shall be at least five (5) minutes.
- c. Water shall be made available in the shade/preventative recovery period area.

### **3. Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness**

- a. To identify if environmental risk factors are present, the District shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts that are adjusted to match worksite conditions.
- b. To evaluate if an environmental risk factor is present, the District shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The District shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade. If workers are wearing more than “light” clothing, the risk of heat illness shall be considered significant at a lower Heat Index.
- c. To control and reduce the exposure to environmental risk factors, the District shall utilize the following control measures (mark all that apply):

- Provide shade for work areas
- Schedule outdoor and/or vigorous work in the cooler hours of the day
- Schedule more breaks during the day
- Provide misters or other cooling devices

Other: \_\_\_\_\_

### **4. Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness**

- a. The District shall train employees on the factors that can affect their vulnerability to heat illness. These factors include an employee’s age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications that may alter the body’s ability to retain water or otherwise affect its physiological response to heat. The District shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized. An employer shall not request any of the above personal information from an employee.

**5. Reporting Symptoms or Signs of Heat Illness to the District**

- a. Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their supervisor immediately.

**6. Responding to Symptoms of Possible Heat Illness**

- a. It shall be the responsibility of the supervisor to respond to all reports and/or observations of heat illness symptoms and signs.

**7. Contacting Emergency Medical Services**

- a. When a sick employee is unable to communicate, it shall be the responsibility of the supervisor to contact emergency services when required, and to provide accurate and precise directions to the employee's location. This individual shall be immediately available to perform this function.

**8. Communication**

- a. The District shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift by radio contact. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.

**9. Training**

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The District shall ensure the effectiveness of the training by conducting training on a regular basis.

- a. Supervisory and non-supervisory employees shall be trained on:
  - i. Environmental and personal risk factors for heat illness;
  - ii. District procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness;
  - iii. Importance of frequent consumption of small amounts of water under extreme conditions;
  - iv. Acclimatization and its importance;
  - v. Types of heat illness and their symptoms, signs, and differences;
  - vi. Procedure of immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker, to their employer, and its importance;
  - vii. Procedures for the District to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed;
  - viii. Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them;
  - ix. Procedures on and how to provide clear and precise directions to emergency medical services.

- b. Supervisors shall be trained on:
  - i. All information included in subsection (3)(a) above

- ii. Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan
- iii. The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures



## **DOCUMENTATION**

Documentation of all aspects of this Heat Illness Prevention Plan shall be managed in accordance with the District's Injury and Illness Prevention Plan.

**APPENDIX A**

**HEAT INDEX CHART**

[https://www.osha.gov/SLTC/heatillness/heat\\_index/pdfs/all\\_in\\_one.pdf](https://www.osha.gov/SLTC/heatillness/heat_index/pdfs/all_in_one.pdf)