

**HEAT ILLNESS PREVENTION PLAN**

**FOR**

**CRAFTON HILLS COLLEGE**

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## 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 college 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, and transportation workers, custodians, security personnel, physical education teachers, and playground supervisors.

## POLICY

It is the policy of the San Bernardino 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 proposes 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 college 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 procedures of the Heat Illness Prevention Plan specific to college facilities and operations rests with Gloria Harrison, the college president. General procedures, which govern the activities and responsibilities of the Heat Illness Prevention Plan, are established under her final authority.

It is the responsibility of Charlie Ng, Vice President of Administrative Services to develop procedures, which ensure effective compliance with the Heat Illness Prevention Plan.

It is the responsibility of Renee Brunelle, the Vice Chancellor of Human Resources 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 college 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. Reducing the risk of Heat-related Illness (HI) and Responding to Possible Symptoms of HI**

- a. All employees will be trained prior to working outdoors
- b. Working hours will be modified to work during the cooler hours of the day, when possible
- c. When a modified work schedule is not possible, more water and rest breaks will be provided
- d. Supervisors will continually check all employees, and stay alert to the presence of heat-related symptoms
- e. The supervisor is responsible for responding to all reports and/or observations of heat illness symptoms and signs

### **4. Ensuring Emergency Medical Services are Provided Without Delay**

- a. Supervisors will carry a cell phone or radio to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift

### **5. Reporting Symptoms or Signs of Heat Illness**

- 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. Training**

- a. Supervisory and non-supervisory employees will be trained on the following

- i. The environmental and personal risk factors for heat illness
  - ii. The college's procedures for complying with the requirements of this standard
  - iii. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties
  - iv. The importance of acclimatization
  - v. The different types of heat illness and the common signs and symptoms of heat illness
  - vi. The importance to employees of immediately reporting to their supervisor symptoms or signs of heat illness in themselves, or in co-workers
  - vii. The college's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
  - viii. The college's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
  - ix. The college's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders
- b. Employee Training
- i. The information required to be provided by section 6.a above
  - ii. All employees will receive heat illness prevention training prior to working outdoors. Especially all newly hired employees.
  - iii. On hot days, and during a heat wave, supervisors will hold short tailgate meetings to review this important information with all workers.
  - iv. All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the college's procedures.
- c. Supervisors Training
- i. Supervisors will be trained prior to being assigned to supervise outdoor workers
  - ii. The information required to be provided by section 6.a above
  - iii. The procedures the supervisor is to follow to implement the applicable provisions in this section
  - iv. The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

- d. Employees of Primary or Secondary Employers Training
  - i. Primary (staffing companies, etc) and secondary employers will ensure that all employee's (including temporary) working outdoors are trained in heat illness prevention

### **RECORD KEEPING**

Record keeping for all aspects of this Heat Illness Prevention Plan shall be managed in accordance with the college's Injury and Illness Prevention Plan.