HEAT ILLNESS PREVENTION PROGRAM

August 2019

Conejo Valley USD

CVUSD

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Version 3.0

This program is in place to protect employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). We are committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Designation/Responsibilities
- Provision of water
- Access to shade
- Monitoring the weather
- Handling a heat wave
- High heat procedures
- Acclimatization
- Emergency response
- Handling sick employees
- Training

Designated Person or Persons

The following designated person or persons have authority and responsibility for implementing the provisions of this program.

Title	Phone Number
Risk Manager	805-498-4557 x7528
M&O Director	805-498-4557 x6571
M&O Supervisors	805-498-4557 x6573-6576
Principals at school sites	
Plant Managers at high school sites	

Provision of Water

Drinking water is available at all District facilities via a variety of means, including but not limited to, drinking fountains, sinks, hydration stations, bottled water, and containers.

☒ Drinking water containers will be available on site or on District vehicles, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.

☒ If working in a crew, disposable cups or individual drinking cups will be available and will be kept clean until used.

☒ To ensure effective replenishment, the water level of containers will be checked by the employee and/or supervisor periodically. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent.

☒ Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors and/or employees will visually examine the water and pour some on their skin to insure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

☒ Water containers will be located as close as practicable to the areas where employees are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water.

☒ All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are

used, they must be governmentally approved for potable drinking water systems, as shown on the manufactures label.

☒ Periodically, workers will be reminded of the availability of drinking water and of the importance of drinking water frequently. Written notices and/or brief 'tailgate' meetings may be conducted to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.

☒ For grounds and/or construction work, when the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-sift meetings before the commencement of work to encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. Employees will be reminded throughout the work shift to drink water.

☒ If working in a group/crew setting, individual water containers or bottled water provided to employees should be adequately identified to eliminate the possibility of drinking from a co-workers container or bottle.

Access to Shade

Shade is available at district sites, therefore one or more areas with shade will be available when the outdoor temperature in the work area exceeds 80° F. These areas will either be open to the air or provided with ventilation or cooling. Employees can also request additional shade when temperatures exceed or do not exceed 80° F. Each request will be evaluated by the employee's supervisor, and if needed, shade will be provided timely. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the site, shade may be available/provided by natural shade (e.g. trees), buildings and shops, shade structures, sides of buildings, vehicles with air conditioning, umbrellas, tents, and canopies.

☒ Shade structures will be present when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be evaluated promptly, when requested by an employee. If approved, a shade source will be provided and a location will be determined.

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

☒ Enough shade will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (If needed, employees may need to rotate in and out of meal periods, as with recovery and rest periods.)

☒ Employees will be informed of the location of shade and will be encouraged to take a five minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated. (see also the section on Emergency Response for additional information)

☒ If shade structures are provided, they will be relocated to follow along with the employees/crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal

period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

☒ In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.

☒ In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

Monitoring the Weather

When environmental risk factors create the possibility for heat illness, a supervisor and the employee should a monitor a one-week forecast for the temperature and humidity anticipated for work area. Weather information can be obtained via a variety of means, such as, but not limited to:

- the National Weather Service at www.weather.gov or www.nws.noaa.gov
- calling the local National Weather Service office for Los Angeles/Oxnard (805) 988-6610
- watching the Weather Channel TV network.

☒ The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet or by calling the National Weather Service phone numbers (see number below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

- California Dial-A-Forecast – Los Angeles (805) 988-6610 (#1)

☒ The forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

☒ The results of the weather monitoring will be taken into consideration to determine when it may be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

☒ A thermometer may be used to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented for grounds and construction work.

Handling a Heat Wave

For purposes of this section only, “heat wave” means 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.

☒ During a heat wave or heat spike, the work scheduled for the day will be evaluated. Determinations will be made as to whether the work can to be rescheduled, or altered, or if the work day/hour can be modified.

☒ During a heat wave or heat spike, employees will be reminded of heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

☒ For landscaping/ground work, employees will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat

High Heat Procedures are additional preventive measures for grounds and construction work that we will use when the temperature equals or exceeds 95 degrees Fahrenheit.

☒ Effective communication by voice, or direct observation, or buddy system, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone, radio or text messaging device, may be used for this purpose if reception in the area is reliable.

☒ Communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) should check-in throughout the day, since an employee in distress may not be able to summon help on his or her own.

☒ When the supervisor is not available, a designated alternate responsible person will be assigned, to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

☒ Employees will be reminded to drink plenty of water and take preventative cool-down rest break when needed.

Acclimatization

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee’s body hasn’t yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

☒ The weather will be monitored by a supervisor for sudden heat wave(s), or increases in temperatures to which employees haven’t been exposed to for several weeks or longer.

☒ During a heat wave or heat spike, the work scheduled for the day will be evaluated.

Examples of modifications of the work or work day may include rescheduling the work, altering work hours, etc.

☒ New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early- morning or evening).

☒ The supervisor, or the designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.

☒ New employees may be assigned a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

☒ During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.

☒ Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Emergency Response

☒ A facility map is available at each District site. Additional copies are available from the District Planning Department.

☒ Efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at a site to render first aid if necessary.

☒ All supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

☒ When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.

☒ During a heat wave or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

☒ Employees and supervisors training will include details of these written emergency procedures.

Handling a Sick Employee

☒ When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called.

☒ When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

☒ Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and

fan the victim).

Training

All affected employees are required to attend a health and safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness.

- ☒ Supervisors will be trained prior to being assigned to supervise other workers. Training will include our written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- ☒ Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
- ☒ Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
- ☒ Supervisors will be trained on how to track the weather (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
- ☒ All employees and supervisors will be trained prior to working outside. Training will include all aspects of our Heat Illness Prevention Plan including but not limited to; providing sufficient water, providing access to shade, high-heat procedures, emergency response procedure sand acclimatization contained in the written prevention procedures.
- ☒ Employees will be trained on the steps that will be followed for contacting emergency medical services.
- ☒ When the temperature is expected to exceed 80 degrees Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
- ☒ When working outdoors, new employees will be closely observed by a supervisor or designee for the first 14 days of their employment.

Revision Record

Revision	Changes	Date
1.0	Initial program	
2.0	New format, revised content	July 2014
2.1	Revised content due to change in standard	April 2015
3.0	Cal/OSHA model program	July 2015

Attachment A - Heat Illness Employee Training Handout

ORGANIZATION: Conejo Valley Unified School District DATE:

DEPARTMENT:

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation
The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

Written Heat Illness Prevention Program
We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from **Risk Management @ 805-498-4557 x7528 or http://www.conejousd.org/business/RiskMgmt.aspx.**

Work Environment and Conditions in Our Workplace
Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

Water
We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade
Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

High-Heat Procedures for Grounds and Construction Work
When the outside temperature reaches or exceed 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

Training
All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance or reporting symptoms to your supervisor, and how to get help in an emergency.

You can read the California heat illness prevention regulation for additional information on any specific program element at http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html.

Attachment B - Types of Heat Illness

Heat illness is 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.

Heat Stroke – Call 9-1-1
The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion – Call 9-1-1
Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Cramps
Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

Heat Rash
Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.