

HEAT ILLNESS PREVENTION PLAN

Table of Contents

1.	SCOPE AND APPLICATION:	1
2.	GENERAL REQUIREMENTS	1
2.1	PROCEDURES FOR PROVIDING WATER AND SHADE	1
2.2	PROCEDURES FOR WHEN TEMPERATURES REACH 95°F (HIGH HEAT PROCEDURES)	2
2.3	EMERGENCY MEDICAL PROCEDURES	3
2.4	ACCLIMATIZATION	3
3.	TRAINING	4
3.1	TRAINING REQUIREMENTS	4
APPENDIX A		5
DEFINITIONS		5
APPENDIX B		6
SIGNS AND SYMPTOMS OF HEAT RELATED ILLNESSES		6
HEAT EXHAUSTION		6
HEAT STROKE – MOST SERIOUS		6

1. SCOPE AND APPLICATION:

8 CCR 3395 (i) “Heat Illness Prevention Plan. The employer shall establish, implement, and maintain an effective heat illness prevention plan. The plan shall be in writing in both English and the language understood by the majority of the employees and shall be made available at the worksite.”

The City of Burlingame has air-conditioned facilities with running, potable water, however, there are times when the City of Burlingame employees must perform work outside. To ensure for their health and safety, and to comply with the requirements of 8 CCR §3395, this Heat Illness Prevention Plan has been implemented.

2. GENERAL REQUIREMENTS

2.1 PROCEDURES FOR PROVIDING WATER AND SHADE

8 CCR §3395 “(i) The Heat Illness Prevention Plan ... shall, at a minimum, contain: (1) Procedures for the provision of water and access to shade.”

The City of Burlingame employees have access to running, cool, potable water within the facilities, so that they can have at least one quart (four cups) of drinkable water per hour during their work shift, and an adequate supply of disposable cups. The water and cups are provided free of charge by the City of Burlingame. Employees are encouraged to bring and fill reusable water containers with clean cups or refillable bottles and/or have capped bottles of water with them in their trucks or with their equipment while working outside. Water coolers can be obtained from supervisors.

Employees may replenish watercoolers and/or their supply of water bottles at any time at City of Burlingame facilities. When working at a site with a Supervisor, the Supervisor is responsible to ensure that watercoolers are replenished at least every two to three hours.

The City of Burlingame will provide shade for employees, regardless of the temperature, during meals and other breaks. This shade includes air-conditioned buildings. Supervisors shall monitor the weather forecast from a reliable source such as NOAA. When not near a building and temperatures are at least 80 degrees Fahrenheit (F), at least one shaded area may be provided as close as practicable to the work area, so that the number of employees on rest and recovery time can sit comfortably without touching each other. If the shaded area is not open to the air, ventilation shall be provided.

Employees are encouraged to request a “cool-down preventative rest” in the shade and/or air conditioning at any time. Employees requesting the cool-down preventative rest will be monitored by their Supervisor to determine if they feel or show any

symptoms of heat-related illnesses. If the employee shows any signs or reports any symptoms of heat-related illnesses, they shall receive medical care to the level required.

Employees on the cooldown break that may have shown or reported signs or symptoms of any heat-related illness shall be encouraged to remain in cooled building or shade and shall not be ordered back to work until the signs and symptoms of heat-related illnesses have been alleviated. The cooldown break will last at least five minutes beyond the time it takes to reach the break area.

The City of Burlingame will ensure that any employee showing signs or symptoms of heat-related illnesses during their break will be given prompt and appropriate first aid and/or emergency medical care as required.

2.2 PROCEDURES FOR WHEN TEMPERATURES REACH 95°F (HIGH HEAT PROCEDURES)

8 CCR §1512 (e) “High-heat procedures. The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.”

When working outside, the following procedures will be put in place when temperatures reach or exceed 95 degrees Fahrenheit.

- Effective communication methods, such as talking, texting (if cell service is good), bullhorns, or two-way radios will be used for employees to contact supervisors when necessary and supervisors to check on employees.
- Supervisors will limit the number of employees they monitor for alertness and symptoms of heat illnesses to 20 or less and require a mandatory buddy system among employees. They will visually check on employees regularly.
- Employees required to work at remote pump stations will be in groups of two to four people. They will be required to check in regularly with their supervisor.
- Supervisors will remind employees every hour to drink plenty of water either verbally or by radio.
- One or more employee will be designated at each worksite as authorized to call for emergency medical services. Whenever the designated employee is absent, other employees would be allowed to call for emergency medical services.
- Supervisors shall hold daily pre-shift meeting, tailgate, and/or toolbox meeting to review heat illness prevention and to remind employees of their right to take a cool-down rest when necessary.
- Employees shall be given a preventative cool-down break of at least 10 minutes every two hours. This break may be taken in conjunction with other scheduled and/or requested breaks.
- When the workday extends beyond eight hours, the first preventative cool-down break shall be provided at the end of the eighth hour, and every two hours thereafter.

2.3 EMERGENCY MEDICAL PROCEDURES

8 CCR §3395 (f) *“Emergency Response Procedures. The employer shall implement effective emergency response procedures....”*

Emergency medical procedures will be immediately provided and used when the situation requires, including:

- If the illness is severe (heat stroke or severe heat exhaustion) an ambulance will be called immediately.
- Emergency phone numbers will be made available should a heat-related illness occur. The Central County Fire Department Communications Dispatch Center can be contacted from cell phones at 650-692-0313.
- Clear and concise directions to the site will be available to provide to the emergency dispatcher.
- If the situation is not severe, the supervisor will transport the ill worker to the nearest medical facility.
- An employee showing signs and symptoms of heat-related illnesses shall not be released without a trained first aider to accompany them, or they shall wait at the site under the observation of a trained first aid provider until the signs and symptoms have abated.

Additional emergency medical procedures may be found in the Injury and Illness Prevention Program, Emergency Action Plan and Emergency Medical Services Plan.

2.4 ACCLIMATIZATION

Acclimatization is when a body adapts to working in the heat. It occurs gradually when a person is exposed to it. For most people, this process takes four to 14 days of regular work in the heat of at least two hours per day. It may be affected by physical risk factors like age, any medications taken, the work to be done, personal protective equipment required for the job, and water and alcohol consumption.

During a heat wave, all employees shall be closely observed by a supervisor or senior employee to ensure that they have been properly acclimatized to the heat. New employees assigned to a location where there is high heat potential shall be closely observed for the first 14 days of employment.

3. TRAINING

8 CCR §3395 (h) (1) Employee training. Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

3.1 TRAINING REQUIREMENTS

The City of Burlingame will provide the following effective training to all their employees and supervisors/foremen in a language they can understand:

- The prevention of heat illnesses, including response to environmental and personal risk factors, workloads, and the use of PPE.
- The importance of acclimatization.
- The importance of drinking at least a quart of water per hour when it is hot.
- The signs and symptoms of the different types of heat illnesses with the appropriate first aid treatments and emergency response.
- The procedures to be followed if an employee believes they have a heat illness, the importance of reporting potential heat-related illnesses signs and symptoms, and the procedures for cool-down breaks.
- How and when to contact emergency services for severe heat-related illnesses, to include concise directions to the job site, and transporting the employee to a location where emergency medical services can reach the patient.

Supervisors and Foremen shall receive the following additional training:

- Supervisors and foremen will receive additional training in the proper procedures to monitor heat indexes, such as through weather.com or use of the OSHA heat index app, and weather reports.
- Supervisors and foremen will also be trained in the proper response to accessing medical treatment for serious heat illnesses.

APPENDIX A

DEFINITIONS

Acclimatization: The temporary adaptation of the body to work in the heat that occurs gradually as a person is exposed to it. Acclimatization peaks in most people within four to 14 days when working at least two hours per day in the heat.

Environmental Risk Factors for Heat Illness: Working conditions that can create the possibility for heat illness to 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 personal protective equipment worn by employees.

Heat Illness: A serious medical condition resulting from the body's inability to cope with the heat, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Personal Risk Factors for Heat Illness: The factors such as an individual's age, the 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.

Shade: The blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when the heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Temperature: The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade.

APPENDIX B

SIGNS AND SYMPTOMS OF HEAT RELATED ILLNESSES

Heat Exhaustion

Common Symptoms:

- Heavy sweating
- Extreme weakness or fatigue
- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing

Treatment:

- Move to a cool, shady place
- Remove heavy clothing
- Have patient drink fluids
- After they recover, encourage the patient to rest

If the employee does not appear to recover from the symptoms of Heat Exhaustion, notify the supervisor and contact EMS.

Heat Stroke – Most Serious

The primary and most common symptoms of heat stroke include the following:

- Hot, dry skin (no sweating)
- Mental confusion, delirium, hallucinations, irrational behavior or loss of consciousness
- Throbbing headache
- Slurred speech, convulsions - seizures
- Body temperature of 104° F or higher

Treatment

- Get help IMMEDIATELY
- Move to a cool place
- Remove outer clothing
- Soak body with water/fluid
- Place ice packs under the armpits
- Fan the patient to provide evaporation of moisture