

SECTION T

HEAT ILLNESS PREVENTION

1.0 Purpose

A Heat Illness Prevention Standard has been established to identify and control exposure to heat, which may be hazardous to district employees in their work environments, and to ensure appropriate precautions are taken to prevent heat illness.

2.0 Authorities

California Employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard, California Code of Regulations - Title 8, Subchapter 7. General Industry Safety Orders Group 2. Safe Practices and Personal Protection Article 10. Personal Safety Devices and Safeguards 3395. Heat Illness Prevention. These procedures have been created to assist the employer in crafting their heat illness prevention procedures, and to reduce the risk of work related heat illness among their employees.

3.0 Definitions

- 3.1 **Acclimatization** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- 3.2 **Heat Illness** means 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.
- 3.3 **Environmental risk factors for heat illness** means working conditions that create the possibility that heat illness could 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.
- 3.4 **Personal risk factors for heat illness** means factors such as an individual's age, 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.
- 3.5 **Preventative recovery period** means a period of time to recover from the heat in order to prevent heat illness.

3.6 **Shade** means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. 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 heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

4.0 Covered Employees

4.1 Santa Barbara SIPE Safety Office has identified the following categories of employees as having exposure to heat due to outdoor work. They are as follows:

- 4.1.1 Coaches
- 4.1.2 Grounds Workers
- 4.1.3 Maintenance Workers
- 4.1.4 Campus monitors/yard duty workers
- 4.1.5 Custodians
- 4.1.6 Viticulture

5.0 Responsibility

5.1 Risk management has the following responsibilities:

- 5.1.1 Maintaining a written program in compliance with current Federal and State regulations, including annual updates.
- 5.1.2 Coordinate, implement, conduct and monitor any training required by the regulations, including:
 - a. The environmental and personal risk factors for heat illness;
 - b. The employer's procedures for complying with the requirements of this standard;
 - c. The importance of frequent consumption of small quantities of water, up to four 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;
 - d. The importance of acclimatization;

- e. The different types of heat illness and the common signs and symptoms of heat illness;
- f. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- g. The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- h. The employer'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;
- i. The employer'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.

- 5.1.3 Providing all employees in the departments listed in section 4.0 with information about the program.
- 5.1.4 Assisting employees and supervisors in implementing the requirements of Santa Barbara SIPE Heat Illness Prevention Program.
- 5.1.5 Assisting sites and departments in identifying and implementing feasible engineering controls.
- 5.1.6 Maintaining records as required under the regulations.
- 5.1.7 Conduct facility audits to assess exposure in the workplace and use of engineering and administrative controls in order to ensure their effectiveness.

5.2 Department Managers and Supervisors will be responsible for:

- 5.2.1 Informing their staff of the location and availability of this written program, training materials, and information supplied to the district by the U.S. Department of Labor or Cal/OSHA.
- 5.2.2 Informing their staff of the equipment, operations or areas where there may be a concern.
- 5.2.3 Providing and ensuring their staff use engineering controls and/or wear appropriate clothing to prevent problems.

- 5.2.4 Provide materials and equipment to ensure fulfillment of their operational goals and objectives in a safe work environment.
- 5.2.5 Ensuring Risk Management is notified of a need to evaluate work conditions under this standard.
- 5.2.6 Maintaining records as required under the regulations.
- 5.3 The immediate supervisor (administrator or classified manager) is responsible for:
 - 5.3.1 Ensuring compliance with this standard by meeting with the employee involved and applying counseling and progressive discipline in accordance with established district policy and procedures.
 - 5.3.2 Ensure employees listed in Section 4.0 complete the Heat Illness Prevention online training module annually.
- 5.4 Employees are responsible for:
 - 5.4.1 Notifying their supervisor and or Risk Management of the need to evaluate work conditions that may cause issue.
 - 5.4.2 Using engineering controls or wearing appropriate clothing to prevent issue in compliance with Safety Operating Procedures (SOPs), postings, instruction or training received.
 - 5.4.3 Maintain physical fitness in order to meet the physical demands of his/her job.

6.0 Components of Standard

- 6.1 The elements reflected within this Heat Illness Prevention guide are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:
 - 6.1.1 Provision of water - Water is a key preventive measure to minimize the risk of heat related illness. Water will be available for all outdoor activities.
 - 6.1.2 Access to shade - Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.
 - 6.1.2.1 When outdoor temperature exceeds 80 degrees fahrenheit, shade must be available or provide employees with ventilation or cooling.

6.1.2.2 Employees shall be allowed and encouraged to take a cool down rest no less than five minutes, no more than 15 minutes when they feel the need to do so to protect themselves from overheating.

6.1.3 Written procedures - Written procedures help reduce the risk of heat related illnesses, and ensure that emergency assistance is provided without delay.

7.0 Training

7.1 Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.

7.2 All employees will receive heat illness prevention training prior to working outdoors.

7.3 Heat illness prevention training is available on-line via sipeonlinetraining.com.

8.0 Recordkeeping

8.1 All medical information obtained under this policy will be treated in accordance with the Confidentiality of Medical Information Act (Civil Code Sections 56-56.37), and the General Industry Safety Orders, Section 3204. Medical information will be kept in separate files from personnel records and shall be available for inspection by an employee upon request.

9.0 Reporting

9.1 “WHISTLEBLOWER” PROTECTION: California Labor Code Section 6310 prohibits employers from firing or discriminating against any worker because the worker has informed their employer, or filed a complaint with Cal/OSHA, about unsafe or unhealthy working conditions. Employees have a right to inform their employer or file a complaint with Cal/OSHA when unsafe conditions exist at their workplace, and this right is assured to them under the California Occupational Safety and Health Act of 1973.

10.0 Contractors

10.1 Contractors shall maintain and enforce an Injury and Illness Prevention Program as required by State law, and in signing any contractual agreement with the district, makes the following certification:

“Contractor is aware of the provisions of California Labor Code, Division 5, and of the California Code of Regulations, Title 8, and shall maintain an active comprehensive Injury and Illness Prevention Plan (IIPP) - including applicable standards (e.g., ergonomic, haz-com) in accordance with such provisions before commencing the performance of the contractual agreement. The IIPP shall be available upon request.

11.0 Heat Index

The heat index is an accurate measure of how hot it really feels when relative humidity is added to the actual air temperature. The chart is based upon shady and light wind conditions. Strong winds combined with hot dry air can also be extremely hazardous.

