

Heat Illness Prevention Plan

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Policy Statement

The District has developed this Heat Illness Prevention Plan (HIPP) 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, Sections 3395 and 3396. The plan is designed to educate employees and their managers 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.

Authority

Title 8 of the California Code of Regulations, Sections 3395 & 3396.

Scope

This program applies to employees and managers working in outdoor/indoor places of employment during times when the risk factors for heat illness are present.

Definitions

Acclimatization: The 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 (2) hours per day in the heat.

Administrative Control: means a method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Examples of administrative controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to acclimatizing employees, rotating employees, scheduling work earlier or later in the day, using work/rest schedules, reducing work intensity or speed, reducing work hours, changing required work clothing, and using relief employees.

Clothing that restricts heat removal: means full-body clothing covering the arms, legs, and torso that is any of the following: waterproof; or designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or designed to protect the wearer or the work process from contamination

Cool-down area: means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. A cool-down area does not include a location where: Environmental risk factors defeat the purpose of allowing the body to cool; or Employees are exposed to unsafe or unhealthy conditions; or Employees are deterred or discouraged from accessing or using the cool-down area.

Engineering Control: means a method of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Examples of engineering controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: isolation of hot processes, isolation of employees from sources of heat, air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, local exhaust ventilation, shielding from a radiant heat source, and insulation of hot surfaces.

Environmental Risk Factors for Heat Illness: 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.

Globe temperature: means the temperature measured by a globe thermometer, which consists of a thermometer sensor in the center of a six-inch (6in) diameter hollow copper sphere painted on the outside with a matte black finish, or equivalent. The globe thermometer may not be shielded from direct exposure to radiant heat while the globe temperature is being measured.

Heat Illness: 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 Index: means a measure of heat stress developed by the National Weather Services (NWS) for outdoor environments that takes into account the dry bulb temperature and the relative humidity. For purposes of this section, the heat index refers to conditions in indoor work areas. Radiant heat is not included in the heat index. The required NWS heat index chart (2019) is in Appendix A to section 3396.

Heat Wave: means any day in which the predicted high outdoor temperature for the day will be at least 80°F and at least ten (10) degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five (5) days, for the purpose of this section only.

High Radiant Heat Area: means a work area where the globe temperature is at least five (5) degrees Fahrenheit greater than the temperature.

High Radiant Heat Source: means any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area five (5) degrees Fahrenheit or greater than the dry bulb temperature of the cool-down area.

Indoor: refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. EXCEPTION: Indoor does not refer to a shaded area and is used exclusively as a source of shade for employees.

Personal Heat-protective Equipment means equipment worn to protect the user against heat illness. Examples of personal heat-protective equipment that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to water-cooled garments, air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing, and supplied-air personal cooling systems.

Personal Risk Factors for Heat Illness: Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affects the body's water retention or other physiological responses to heat.

Preventative Cool-down rest: means a rest taken in a cool-down area to prevent overheating.

Preventative Recovery Period: A period of time, at least five (5) minutes, used to recover from the heat in order to prevent further heat illness.

Radiant Heat: means heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

Relative Humidity: means the amount of moisture in the air relative to the amount that would be present if the air were saturated.

Shade: Blockage of direct sunlight; and 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.

Shielding: a physical barrier between radiant heat sources and employees that reduces the transmission of radiant heat.

Temperature: the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer freely exposed to the air without considering humidity or radiant heat, to measure the temperature in the immediate area where employees are located.

Roles and Responsibilities

Campus Leadership

It is the responsibility of the Campus President and the Vice President of Administrative Services (Campus Site Safety Officer) to ensure compliance of the HIPP at their respective campus. This includes:

- 1. Overall implementation and maintenance of the HIPP.
- 2. Evaluation of resource needs for the effective implementation of the HIPP.
- 3. Suspension of work activities that may jeopardize employee health and safety regarding heat injuries.
- 4. Directing changes in work practices in order to improve health and safety and audit field work facilities and field activities in order to evaluate the effectiveness and/or compliance with required HIPP safe work procedures.
- 5. Distribution of the HIPP to the campus community, including administrators, managers, and academic deans.
- 6. Ensuring that all affected employees are adequately trained.

Safety & Risk Management Department

It is the responsibility of the Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administration and the Environmental Health and Safety Administrator (District Worksites Site Safety Officer) to ensure compliance of the HIPP at District worksites. This includes:

- 1. Conducting or assist in conducting periodic inspections to ensure compliance in collaboration with the Campus Site Safety Officer.
- 2. Initiating hazard mitigation, while coordinating with the appropriate Program Administrator.
- 3. Conducting accident investigation in collaboration with the Office of Human Resources.
- 4. Collaborating with the appropriate Program Administrator and managers to ensure employees follow mandated safety and health procedures.
- 5. Facilitating or coordinating training for all SBCCD employees, ensuring managers are familiar with the health and safety hazards to which employees under their immediate direction may be exposed, as well as applicable laws, regulations, and SBCCD safety rules and policies.
- 6. Monitoring compliance with the California Code of Regulations, Title 8 (CCR T8).

Managers

It is the responsibility of all managers to:

- 1. Ensure adequate water and shade are available at a job site when the environmental risk factors for heat illness are present.
- 2. Identify all employees who are required to work outdoors, or indoors where potential heat illness could occur, and identify the manager of the employees.
- 3. Communicate with and/or observe employees for signs of heat-related illness and take quick action to ensure immediate assistance is provided when necessary.
- 4. Dial 911 to request emergency medical services in the event that medical assistance is required. The SBCCD Police Department will assist directing emergency medical services to the work site.
- 5. Make active and/or passive (shading, etc.) cooling equipment available to employees that may require its use.
- 6. Ensure that initial and periodic training is provided to employees under their supervision and that the training is consistent with the requirements put forth in this HIPP.
- 7. Ensure that the requirements in this program are followed.

Employees

It is the responsibility of all employees to:

- 1. Comply with the provisions of the HIPP, as described in this document and in related training modules/sessions.
- 2. Complete all assigned trainings related to Heat Illness Prevention.
- 3. Immediately report any observed hazardous working conditions related to heat illness prevention to your manager and take any necessary steps to mitigate personal risk factors that may exist prior to beginning work in a regulated high temperature or humid environment.
- 4. Be familiar with the signs and symptoms of heat related illness.

- 5. Be familiar with shaded areas in your designated work area and throughout your worksite.
- 6. Report heat related illness symptoms to the manager or dial 911 for emergencies.

Program Elements

Access to Water

- 1. Fresh, pure, suitably cool water will be provided at work free of charge. Drinking water is provided at water fountains and bottle refill stations throughout the District.
- 2. Managers will ensure that the water is fresh, pure, and suitably cool. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.
- 3. Employees will be reminded and encouraged to frequently consume small quantities of water throughout their shift. Managers will lead by example and remind employees throughout the work shift to drink water.
- 4. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested waters (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.
- 5. For outdoor work locations, when temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Managers will lead by example and remind employees throughout the work shift to drink water.

Access to Cool-down Areas for Indoor Places of Employment

- Cool-down areas(s) will be located at designated areas close to the work area. The temperature in the indoor cooldown areas will be maintained at less than 82 degrees Fahrenheit by engineering controls such as air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, and/or local exhaust ventilation.
- 2. The cool-down area(s) will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. The manager will ensure there are enough seats in the cool-down area to accommodate employees.
- 3. Employees will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. An employee who takes a preventative cooldown rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If an employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least five (5) minutes, in addition to the time needed to access the cool-down area.

Access to Shade for Outdoor Places of Employment

 Shade will be as close as practicable to the employees when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. Usually this will mean that shade must be reachable within a two and a half (2 ¹/₂) minute walk, but in no case more than one quarter (1/4) mile or a five (5) minute walk away, whichever is shorter. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Trees, canopies, umbrellas, and other temporary structures or devices may be used to provide shade. Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

- 2. 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 employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate employees in and out of breaks, including meal periods, and recovery and rest periods, if the number of employees in the crew is higher than the number that can fit comfortably under the shade.
- 3. Employees will be informed of the location of the shade and will be encouraged to take a five (5) minute cool-down rest in the shade. Such access will be permitted at all times. An employee who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than five (5) minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.
- 4. Managers are responsible to ensure that employees working outdoors have access to a shaded area.
- 5. Before trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees throughout the workday, as the shade moves.
- 6. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection, such as utilizing existing permanent structures.

Temperature Assessment for Indoor Places of Employment

- 1. A thermometer or indoor air quality meter capable of measuring temperature will be used to monitor temperature or heat index in high-temperature indoor places of employment. For each high-temperature indoor place of employment, the Safety & Risk Management Department will determine the locations where temperature measurements will be made that will be representative of worker exposure. Monitoring instruments will be maintained according to the manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in the Appendix.
- The temperature or heat index will be measured and recorded by the Safety & Risk Management Department. Employees and/or their union representatives will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index.
- Records of the temperature or heat index measurements, whichever value is greater, will be retained for one (1) year or until the next measurements are taken, whichever is later, and made available at the Safety & Risk Management Department to employees or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
- 4. Initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when employees' exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
- 5. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and at times during the work shift when employees' exposures are expected to be the greatest.
- 6. Employees and/or their union representatives will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace.

Monitoring the Weather for Outdoor Places of Employment

- The manager will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet https://www.weather.gov/, calling the National Weather Service phone numbers (805-988-6610), utilizing reliable smartphone weather applications, 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 advanced planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.
- 2. Prior to each workday, the manager will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it may be necessary to make modifications to the work schedule (e.g., 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).
- 3. The managers will monitor the weather throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

Control Measures for Indoor Places of Employment

- 1. Control measures will be implemented when either of the following occurs:
 - a. Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
 - b. Indoor temperature is 82 degrees Fahrenheit or higher, and employees are either wearing clothing that restricts heat removal or working in an area with high radiant heat.
- 2. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for employees working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat protective equipment will be provided.
- 3. One or more of the following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
 - a. Cooling fans or air conditioning.
 - b. Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index.
 - c. Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms).
 - d. Reflective shields to block radiant heat.
 - e. Insulating/isolating heat sources from workers, or isolating workers from the heat source.
 - f. Elimination of steam leaks.
 - g. Cooled seats or benches.
 - h. Evaporative coolers.
 - i. Dehumidifiers.
- 4. One or more of the following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:
 - a. Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. For newly hired employees and unacclimatized existing employees, gradually increase shift length over the first one to two weeks.

- b. Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
- c. Schedule work at cooler periods or times a day, such as early morning or late afternoon.
- d. Rotate job functions among employees to help minimize exertion and heat exposure. If employees must be in proximity to heat sources, mark them clearly, so they are aware of hazards.
- e. Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
- 5. One or more of the following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:
 - a. Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
 - b. Supplied air personal cooling systems.
 - c. Insulated suits.
 - d. Heat-reflective clothing.
 - e. Infrared reflecting face shields.

High Heat Procedures for Outdoor Places of Employment

High-Heat Procedures are additional preventive measures that are used when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

- 1. Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or other methods will be maintained so that employees at the worksite can contact a manager when necessary. If the manager or designated responsible person is unable to be near the employees (to observe them or communicate with them), then cell phones, text, or two-way radio will be used for this purpose.
- 2. Frequent and proactive communication will be maintained with employees working by themselves or in smaller groups by cell phone, text, or two-way radio to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since a worker in distress may not be able to summon help on their own.
- 3. Effective communication and/or direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. A responsible person will be designated to communicate and/or observe and look for signs and symptoms of heat illness. If the manager, designated responsible person, or any employee reports any signs or symptoms of heat illness in any worker, the manager or designated responsible person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures). Employees will be reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed. The manager will remind employees to drink water.
- 4. Pre-shift meetings will be held and documented before the commencement of work to review the high-heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

For employees employed in Landscape, the following shall also apply:

- 5. When the temperature equals or exceeds 95 degrees Fahrenheit, employees will be provided one 10-minute "preventative cool-down rest period" every two (2) hours. During the first eight hours of a shift, the cool-down periods may be provided at the same time as the scheduled rest periods already required by Industrial Welfare Commission Order No. 14.
- 6. Employees working longer than eight hours will be provided with an additional 10-minute cool-down rest period every two hours. For example, if the shift extends beyond eight hours, an additional rest period will be taken at the end of the eighth hour of work. If the shift extends beyond ten (10) hours, another rest period will be taken at the end of the 10th hour, and so on.

7. All employees will be required to take the cool-down rest periods. Merely offering the opportunity for a break is not enough.

Handling a Heat Wave for Outdoor Places of Employment

- 1. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five (5) days.
- 2. During a heat wave, all employees will be closely observed by a designated responsible person. The designated responsible person will visually observe employees and maintain regular communication with employees about how they are feeling and any symptoms they may be experiencing.
- 3. During a heat wave or heat spike, the workday may be cut short or rescheduled (e.g., conducted at night or during cooler hours). If schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- 4. During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures.
- 5. Each employee 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.

Acclimatization

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and employees risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the employees 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. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to.

- 1. The weather will be monitored daily. The manager will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven't been exposed for several weeks or longer.
- 2. New employees and those who have been newly assigned to a high-heat area will be closely observed by the manager or designee for the first 14 days. The manager or designee will maintain close visual observation and regular communication with employees about how they are feeling and any symptoms they may be experiencing.
- 3. The intensity of the work will be lessened during a two-week break-in period by using procedures 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). Steps taken to lessen the intensity of the workload for new employees will be documented.
- 4. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when an employee wears clothing that restricts heat removal or when an employee works in a high radiant heat area.
- 5. Employees and managers will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

Handling a Sick Employee

- 1. When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or manager will evaluate the sick employee and determine whether resting in the shade or cool-down area(s) and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade or cool-down area(s), as their condition could take a turn for the worse.
- 2. When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or manager is available at the site, emergency service providers will be immediately called by another employee.
- 3. Follow the emergency procedures below if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (e.g., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). If the employee exhibits any of these severe symptoms we will not let a sick employee go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.
- 4. If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

Emergency Procedures

- 1. Dial 911 to request emergency medical services in the event that medical assistance is required. SBCCD Police Department first responders are trained in first aid/CPR/AED and will direct emergency medical services to the work site.
- 2. Effective communication will be ensured by voice, direct observation, mandatory buddy system, or electronic means, such as cell phone, text, or two-way radio, and will be maintained so that employee can contact a manager when necessary. If the manager is unable to be near the workers (to observe them or communicate with them), then communication methods including cell phone, text, or two-way radio may be used for this purpose.
- 3. Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services. Manager will designate another manager or lead to ensure prompt communication in the case of language barriers.
- 4. To ensure that emergency medical services can be called, all managers will have access to or carry communication devices, such as cell phone, text, or landline phones. These communication devices will be checked prior to each shift to ensure that they are functional.
- 5. When an employee shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- 6. During a heat wave, heat spike, or hot temperatures, employees will be reminded and encouraged to immediately report to their manager any signs or symptoms they are experiencing.
- 7. Employees and managers will be trained in these written procedures for emergency response.

Employee and Manager Training

1. To be effective, training must be understood by employees. Therefore, it must be given in a manner the employees understand. Training records will be maintained and will include the date of the training, who performed the training,

who attended the training, and the subject(s) covered. Training records will be maintained by Safety & Risk Management Department.

- 2. Managers will be trained prior to being assigned to supervise other employees. Training will include written procedures, and the steps managers will follow when workers exhibit symptoms consistent with heat illness.
- 3. Managers and employees will be trained as it is the employer's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
- 4. Managers and employees will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
- 5. Managers will be trained on how to track the weather at the job site (by monitoring predicted temperature or heat index highs). Managers will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- 6. All employees and managers will be trained prior to working. Training will include all aspects of implementing SBCCD's written procedures, including access to sufficient water and shade or cool-down area(s), cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Employees and managers will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.
- 7. In addition to initial training, employees will be retrained annually.

Appendix

National Weather Service Heat Index

	NWS	Не	at Ir	ndex		Temperature (°F)											
		80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
	40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
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	80	84	89	94	100	106	113	121	129								
Re	85	85	90	96	102	110	117	126	135								
	90	86	91	98	105	113	122	131								nc	AR
	95	86	93	100	108	117	127										- X
	100	87	95	103	112	121	132									1	Sec.
	Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity																
Caution						E E	treme	Cautio	n		— (Danger		E)	dreme	Dange	er