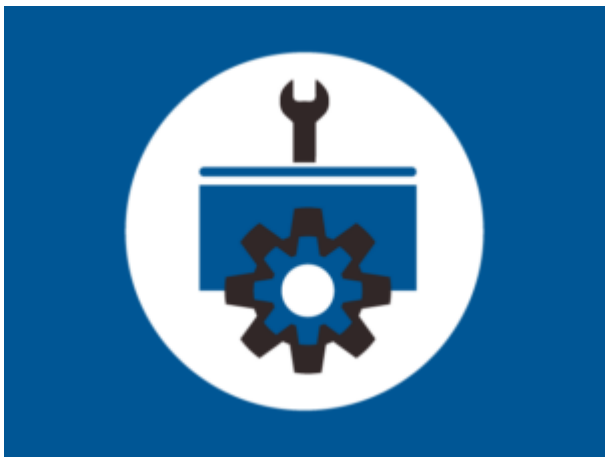
Heat Illness Prevention Plan



I. Overview and Objectives

This Heat Illness Prevention Plan (HIPP) applies to employees of **[Your Company Name]**, who work in outdoor areas of employment or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

Based on the Code of Regulations Proposed State Standard, Title 8, and Section 3395*, this standard applies to all outdoor places of employment, with the following industries being subject to all provisions of the standard:

- Agriculture**
- Construction
- Landscaping
- Oil & Gas Extraction
- Transportation or delivery of agricultural products, construction materials or other heavy materials unless operating an air-conditioned vehicle that does not include loading or unloading.

II. Scope

The **[Your Company Name]** HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for and auditing processes are incorporated to strengthen the plan’s success.

III. Policy

It is the policy of **[Your Company Name]** that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this HIPP will be made available at each job site in both English and the language understood by the majority of employees.

** Please note: This document is provided as an informational template for you to use in creating your own Heat Illness Prevention Plan, and should not be construed as providing any legal advice or a guarantee that this template will meet all of the requirements of the regulations. If you have questions regarding the regulations*

mentioned, or any amendments, you should contact your attorney.

*** Effective May 1, 2015, there are additional High Heat Procedures for Agricultural employers.*

IV. Water

[Your Company Name] will provide fresh, pure and suitable cool water, free of charge, as close as practicable to areas where employees are located. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin.

When employees are working in large areas water will be placed in several locations. **[Your Company Name]** will also place water in designated shade areas and near restrooms.

[Your Company Name] will ensure that 1 quart of water per person per hour is available at the start of the shift and will have a water replenishment system (including designated responsibility) in place.

[Your Company Name] encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.

V. Procedures for Monitoring the Weather

Supervisors will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (http://www.nws.noaa.gov/), by calling the National Weather Service phone numbers (see CA numbers 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. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.

In addition to advance weather monitoring, supervisors shall utilize one of the aforementioned weather services to review the day’s forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the worksite throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.

California Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3051
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

VI. Shade

[Your Company Name] will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or

cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time.

[Your Company Name] will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down periods.

[Your Company Name] will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

[Your Company Name] policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

VII. High Heat Procedures

[Your Company Name] will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
- If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
- Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
- Other effective observation such as periodic checks.
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- **[Your Company Name]** will designate 1 or more employees to call for emergency medical procedures, and will allow any employees to call for emergency services when a designated person is not available.
- **[Your Company Name]** will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

For Agricultural Employers the following conditions apply:

- When temperatures reach 95 degrees or above, **[Your Company Name]** will ensure that an employee takes a minimum 10-minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
- When the work day extends beyond 8-hours, **[Your Company Name]** will provide an additional preventive cool-down period at the conclusion of the 8th hour of work. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- **[Your Company Name]** will provide a pre-shift meeting during periods of high heat to remind employees:

1. Of the company’s high heat procedures.
2. To drink plenty of water.
3. Of their right to take cool-down periods when necessary.

VIII. Training

[Your Company Name] will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

- An explanation of the employer’s responsibility to provide shade, water, cool-down periods, and access to first aid, as well as the employee’s right to exercise their rights without fear of retaliation.
- Environmental and personal risk factors for heat illness.
- The signs and symptoms of heat illness.
- The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
- Importance of frequent consumption of water.
- Importance of acclimatization.
- **[Your Company Name]** response plan to a case of possible heat illness.
- Supervisor and employee responsibilities.
- Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
- Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

IX. Emergency Response Procedures

All supervisors and management personnel of **[Your Company Name]** are required to take immediate action if an employee exhibits signs or symptoms off heat illness. Emergency response procedures will include but not be limited to the following actions:

- Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
- Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, **[Your Company Name]** will develop alternative means of summoning emergency medical services.
- Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
- Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
- Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
- If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
- In emergency events – clear and precise directions to work site will be provided to emergency responders.
- In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and

lead them to the work site.

X. Acclimatization

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- **[Your Company Name]** will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher that the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.
- **[Your Company Name]** will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

XI. Heat Illness Prevention Plan Audit

[Your Company Name], as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.
- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.