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# HEAT ILLNESS PREVENTION PROGRAM- HIPP OUTDOOR

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## **Summary**

It is our policy to ensure that all our employees are protected from heat illness while working on job tasks where environmental risks for heat illness are present, to establish requirements for working in this environment, to ensure employee awareness regarding heat illness symptoms, ways to prevent illness, and what to do if symptoms occur.

## **Responsibilities**

### ***Responsible Person*** (Rory Hayes)

- Preparing and maintaining these guidelines.
- Assist in providing training to all potentially impacted employees and their manager/foreman on the risk and prevention of heat illness as outlined.
- Our manager/foreman are responsible for enforcing in their work area.

### ***Manager/Foreman***

- Identify all employees who are required to work outdoors where potential heat illness could occur and identify the manager/foreman of the employees.
- Assure that adequate water and shade are available on the job and assign an employee to carry this out.
- Ensure that all affected employees have received proper training and the requirements in this document are followed.
- Respond to heat illness without delay: provide first aid and emergency services by contacting 911 to request emergency medical services in the event medical assistance is required.
- Closely supervise new employees for the first 14 days and observe all employees for alertness and signs or symptoms of heat illness.
- Remind and encourage workers to frequently drink water and use shade.
- Always maintain effective communication with your crew (by voice, observation, or electronic means.)
- Know what procedures to follow when a worker exhibits signs and symptoms of heat illness.
- Ensure that enough bottled water is readily available for use. Specify that the water and shade be located as close as possible to the workers.
- Ensure that the water is fresh, pure, and suitably cool. Do not leave in direct sun or enclosed vehicle, and make sure container(s) are clearly marked.
- Make sure employees have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it must be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. (You may begin the shift with smaller quantities of water if you have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour.)

### ***Employees***

- Comply with the provisions of our program.
- Ensure you drink water throughout the workday and utilize the shade as needed.
- Drink at least one quart or more over the course of an hour especially when the work environment is hot, and you may be sweating more than usual as you work.
- Monitor your own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration.
- Start work well hydrated.
- Do not wait for thirst before drinking water.

- Report heat related symptoms to your manager/foreman immediately.
- Avoid getting sunburned.
- Wear proper clothing: Light colored; Light weight; Natural fibers; Cooling vest may be helpful in some cases.
- Use a “Buddy System” to keep an eye on co-workers for symptoms of heat illness especially in temperatures over 80 degrees and for new employees.
- Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided with appropriate first aid or emergency response.

## **Training**

It is important for all workers, supervisors and foremen to be fully trained before they are assigned to work in locations where they are at risk for heat illness. It is critical that employees, supervisors and foremen are trained to recognize and report heat illness symptoms early before a more serious medical condition arises.

### ***Employees***

Training in the following topics, as well as any other topics that could reasonably be anticipated to result in exposure to the risk of heat illness, shall be provided to each manager/foreman and non-managerial employees before employees begin work.

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- The employer’s procedures for complying with the requirements of this program.
- The importance of frequent consumption of small quantities of water, up to 4 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.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance of immediately reporting to Rory Hayes directly or through your manager/foreman symptoms, or signs of heat illness in yourselves, or in co-workers.
- Know our procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- 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.
- 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. These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

### ***Manager/Foreman Training***

Prior to supervising employees performing work that should be anticipated to result in exposure to the risk of heat illness; effective training on the following topics shall be provided:

- The information outlined under employee training.
- The procedures to follow to implement our program.
- The procedures to follow when an employee exhibits symptoms consistent with possible heat illness including emergency response procedures.

- How to monitor weather reports and how to respond to hot weather advisories during high heat (85 degrees or higher). Make sure you remind employees to drink more water and use the shade areas more frequently.

**Reminder to manager/foreman on training** - communicate information in a language and by a method understandable to all employees. Make sure that employees understand the information given to them. Information should be specific to employees, manager/foreman actual work conditions and activities. Remind employees daily and during the weekly tailgate meetings. Make sure you review the English/Spanish handout.

## **Records**

All training and other records generated in association with this program shall be documented in accordance with our IIPP (Injury and Illness Prevention Program).

## **Risk Factors**

Heat illness results from a combination of environmental and personal risk factors described below. Environmental factors are working conditions that create the possibility that heat illness could occur. They include:

- High temperature and/or humidity.
- Direct exposure to the sun or heat sources.
- Limited air movement.
- Physical exertion and duration.
- Protective clothing and protective equipment worn by employees.

## **Personal Factors**

Personal factors affect how well some individual deals with excess heat. They include:

- Age, weight, and physical condition.
- Acclimation to working in the heat.
- Consumption of water, alcohol, and caffeine.
- Use of medications that affect tolerance to heat.

## **Reduce the Risk**

Reduce the risk of heat illness by taking these precautions:

### ***Recognize the hazard***

- There are no absolute temperature cutoffs below which work in heat ceases to be a risk. With heavy work conducted in high humidity, or if workers are wearing protective clothing, even working at 70°F can present a risk.

### ***Provide an ample supply of clean, cool drinking water***

- Manager/foreman will encourage employees to drink plenty of water. Employees working outdoors in heat need to drink three to four glasses of water per hour. For an eight-hour day, provide two or more gallons per person.

### ***Provide a shaded area***

- For breaks and relief from the sun. Perform work in the shade when possible. Otherwise, provide a shaded area with good air circulation. When temperatures reach 80 degrees or higher shade will be available prior to the start of the day and will be as close as possible to the work area.

***Encourage employees***

- To take a cool-down rest in the shade, for a period of no less than 5 minutes at a time. The amount of shade present must accommodate all employees on recovery or rest periods, and those taking meal periods. Maintain one or more areas with shade. Permit access to shade at all times. Locate the shade structure as close as practicable to the areas where employees are working.

***Allow workers time to acclimate***

- Gradually adjust to working in heat. Acclimation is especially important for those returning to work after a long absence or illness or recently arriving from a cooler climate. Starting with about two hours' work per day, allow four to 10 days of progressively increasing work time for very hot conditions.

***Ensure that workers take rest breaks***

- Breaks in a cooler, shaded area allows the body to cool and dissipate the internal heat load. Rest breaks are also an opportunity to drink water.

***Use the buddy system. Assign each employee another employee***

- Keep an eye on that worker to recognize early signs or heat illness especially in high heat areas (over 95 degrees).

***Summon emergency medical services immediately***

- When you suspect even initial symptoms of heat illness. Get help even if the person protests. Never leave an employee unattended who displays symptoms of serious heat illness without a medical assessment.

**Note:** In remote or temporary work areas, make sure you have communication means and knowledge of how to guide emergency services to your location.

## **Common Symptoms and Signs**

**Common early symptoms and signs of heat illness include:**

- Headaches, dizziness, or lightheadedness.
- Muscle cramps.
- Unusual fatigue or weakness.

**Progression to more serious illness can be rapid and can include:**

- Unusual behavior, irritability, or mental confusion.
- Nausea or vomiting.
- Rapid pulse.
- Excessive sweating or hot, dry skin.
- Seizures or fits.
- Fainting or loss of consciousness.

**What to do when heat illness occurs:**

- Move the person to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide drinking water or an electrolyte beverage such as Gatorade.
- Fan and mist the person with water.

## **Heat Illness – Emergency Response Procedures**

**Pre-Emergency steps:**

- Every employee in the field has access to a phone or cell phone at all times.

- Review site addresses with all employees so everyone can direct emergency response teams.
- Review nearest emergency medical facility with employee if applicable.
- Review the symptoms of heat illness and make sure they understand employees who show they have these signs are never left alone or sent home without medical authorization.

**If an employee suffers a heat related illness or symptoms, he/she is to be transported to a local medical facility immediately except in extreme emergencies then the following steps will be taken:**

- Call 911 immediately.
- Move the victim to a cool location and begin cooling measures, including.
  - Loosen clothing.
  - Pour water over the head and body if possible.
  - Provide water or sports type drink type drink for heat stressed worker to drink slowly, but steadily.
  - Talk calmly to the individual until medical service arrives.
- Position personnel at the site entrance to guide emergency personnel to the location of the injured workers.
- Notify the designated company medical facility in that area so they will be prepared. Report the employee's name, type of symptoms and company name.
- Certified first aid/CPR personnel will administer basic life-saving measures to the extent possible until professional help arrives or until the transported employee is at the hospital/medical center.
- Call Rory Hayes immediately to report this exposure.
- Before the employee is allowed to return to work following medical treatment for heat-related incidents, the medical provider must release the employee in writing to return to work.

## **Extra Measures During Heat Waves**

### ***Extra Vigilance***

During a heat wave, it is necessary to be extra vigilant. Your communication system and "buddy system" are especially important, based on the environmental conditions present and the condition of your employees, you can quickly make the appropriate buddy adjustments and put the changes into place before problems arise or become serious. In a heat wave:

- Do not allow employees to work alone.
- Designate person(s) to closely monitor and frequently report on employees' physical and mental condition.
- Have our manager/foreman and employees watch each other very closely using your "buddy sign system" and encourage them to communicate how they are feeling on a frequent basis.
- Account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.
- High-heat procedures (which are triggered at 95 degrees) shall ensure "effective" observation and monitoring, including a mandatory buddy system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every two hour.

### ***Additional Water Consumption***

- Encourage employees to drink small quantities of water more frequently (i.e., in addition to the four 8-ounce glasses of water, or a total of one quart per hour) throughout the entire work shift to prevent dehydration.

- Have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are dependable.
- Ensure that employees replace lost salts and minerals from the added fluid loss.
- Encourage employees to consult with their doctor on salt and mineral replacement.
- Encourage workers to also drink water before and after work.

### **Additional Cooling Measures**

Remember that shade is adequate only when it completely blocks the direct sunlight and allows the body to cool. Shade is not adequate when it does not allow the body to cool. In a heat wave, air temperatures in the shade may still be extremely high and not allow the body to cool. During a heat wave, you may need to use other alternative cooling measures in addition to shade, (e.g., allowing employees to spend time in air-conditioned places or having them spray themselves with water.)

### **Additional and/or Longer Rest Breaks**

During a heat wave, it is especially important to permit employees the freedom to interrupt work activities to take rest breaks and allow the body to cool.

**During a heat wave (over 80 degrees) you need to allow employees to take more frequent and longer breaks.**

### **Remember to provide areas for employees to take their breaks which are:**

- Readily accessible.
- Open to the air and ventilated or cooled, or in shaded areas.
- Near sufficient supplies of drinking water.

### **Changing Work Scheduling and Assignments**

During a heat wave, you may need to put into place one or more of the following additional measures:

- Start the work shift even earlier in the day or later in the evening.
- Split-up work shifts to avoid work during the hottest part of the day.
- Cut work shifts short or stop work altogether.
- Reduce the severity of work by 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.)



Posters

## Two types of heat illness:

### Heat Exhaustion



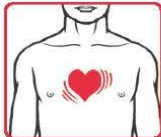
Dizziness



Headache



Sweaty skin



Fast heart beat



Nausea, vomiting



Weakness



Cramps



### Heat Stroke



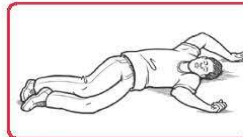
Red, hot, dry skin



High temperature



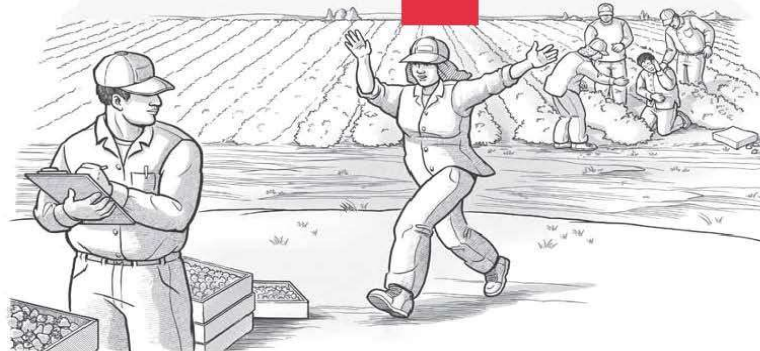
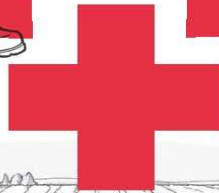
Confusion



Fainting



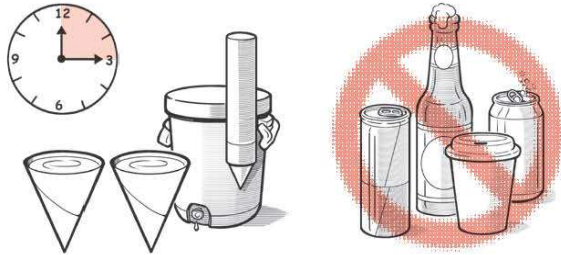
Convulsions



***Heat kills – get help right away!***

# Stay safe and healthy!

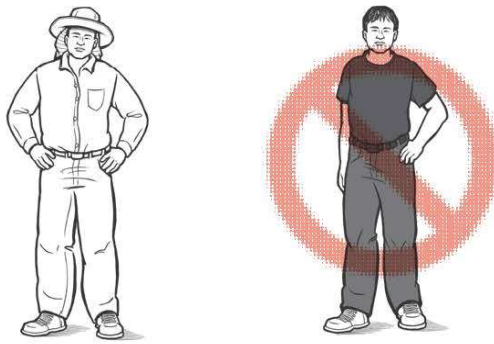
Drink water even if you aren't thirsty –  
every 15 minutes



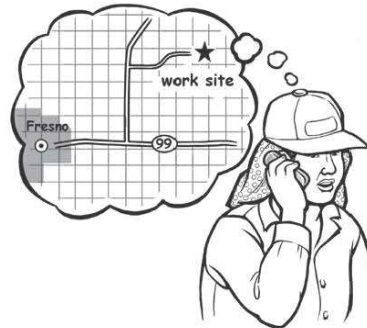
Watch out for each other



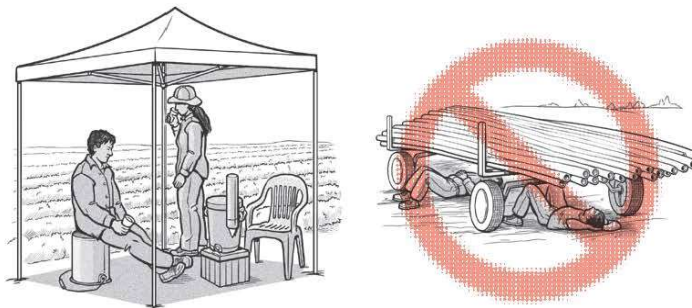
Wear a hat and light-colored clothing



Know where you are working  
in case you need to call 911



Rest in the shade



## Dos tipos de enfermedades por calor:

### Agotamiento



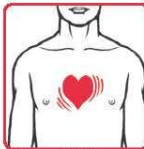
Mareos



Dolor de cabeza



Mucho sudor



Pulso rápido



Nauseas y vómitos



Debilidad



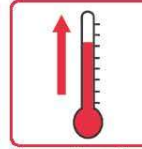
Calambres



### Insolación



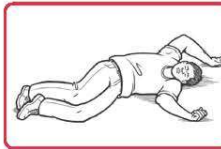
Piel colorada,  
caliente y seca



Temperatura alta



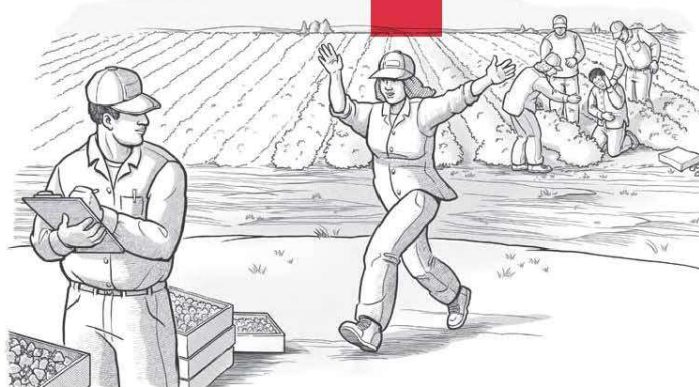
Desorientación



Desmayo



Convulsiones



***El calor mata – ¡Consiga ayuda de inmediato!***

# ¡Manténgase seguro y sano!

**Tome agua aunque no tenga sed – cada 15 minutos**



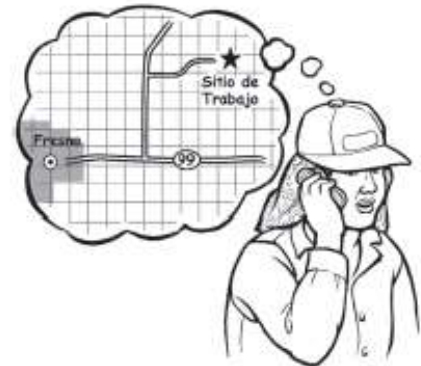
**Esté pendiente de sus compañeros**



**Use sombrero y ropa ligera de colores claros**



**Sepa dónde está trabajando por si necesita llamar al 911**



**Descanse en la sombra**

