

HEAT ILLNESS PREVENTION PROGRAM





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I. Policy

HEAT ILLNESS PREVENTION PROGRAM

It is the policy of *Mission Springs Water District* to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness and applies to all outdoor places of employment and other work environments when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program.

II. Purpose

This program is to ensure the health and safety of Mission Springs Water District's employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace. The program follows the requirements of California Code of Regulations State Standard, Title 8, Chapter 4, Section 3395 - Heat Illness Prevention, and Title 8, Sections 1512, 1524, 3203, and 3400.

III. Scope

Employees who work in outdoor places of employment, or who work in other environments where environmental risk factors for heat illness are present, are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses, by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

IV. Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two-hours per day in the heat. (See XII. Acclimatization Procedures for details).

"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.

"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.

"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.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. 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. 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 vehicle sitting in the sun does not provide acceptable shade to a person inside it, unless the vehicle is running with air conditioning on.

V. Responsibility

A. Managers and Supervisors are responsible for:

1. Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur and identify the supervisor of the employee.
2. Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
3. Ensuring that all affected employees are trained on heat illness prevention.
4. Ensuring that the requirements in this document are followed.

B. Affected employees are responsible for:

1. Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
2. Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
4. Reporting heat related illness symptoms to the supervisor.

VI. PROCEDURES

- All employees shall be trained prior to working outdoors.
- Working hours can be modified to work during the cooler hours of the day, when possible.
- When a modified-shorter work shift is not possible, more water and rest breaks shall be provided.
- Supervisors or designee will continuously monitor all employees and stay alert to the presence of heat related symptoms.
- Co-workers will use a "buddy" system to watch each other closely for discomfort or symptoms of heat illness.
- Supervisors and co-workers are encouraged to never discount any signs or symptoms they are experiencing and will immediately report them.
- Supervisors or designee will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the

- worksite prior to each shift.
- Every morning, supervisor will remind workers about the address and directions to the worksite and emergency procedures.

VII. PROGRAM REQUIREMENTS

A. Water Consumption and Availability

Water is a key preventative measure to minimize the risk of heat related illnesses.

8 CCR 3395 (c) requires employees to have access to drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. When the supply of water is not plumbed or otherwise continuously supplied, **water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per hour for drinking the entire shift.** Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift, as needed, to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

Water is required to be "fresh, pure, suitably cool" and located as close as practicable to where employees are working.

During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort. When the temperature exceeds 90 degrees F, ice is required to be added.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, employees should consume at least two 500ml or two cups of water before beginning work.

Ice, water and drinking water containers will be provided by Mission Springs Water District.

Procedures for Providing Potable Water:

- Each work vehicle will have 1 drinking water container on board (3 gallons for single employee or 5 gallons for 2 employees). These containers will be filled with ice and drinking water at the start of the shift by the employees assigned to that vehicle, so that at least 2 quarts per employee are available at the start of the shift. Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to employees and will be kept clean until used.
- As part of ***Mission Springs Water District's Effective Replenishment Procedures***, the drinking water containers will be checked throughout the shift and more frequently when the temperature exceeds 90 degrees F. When the water level within a container drops below 50%, water containers will be refilled with cool water. Supervisors or designee will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- When the temperature exceeds 90 degrees F, the ice content will be checked more frequently, so that when necessary, it can be re-supplied.

- Drinking water containers will be placed as close as practicable to the work areas where the employees are working so that workers can have drinking water readily accessible
- All employees will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the District).
- The District will reimburse employees for any cost incurred for them to fill up their water containers as needed for the purchase of water and/or drinking water supplies.
- The supervisor or designee will remind employees to drink water frequently. When the temperature exceeds or is expected to exceed 90 degrees F, the supervisor or designee will hold a brief 'tailgate' meeting each morning, to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- When the temperature equals or exceeds 95 degrees F or during a heat wave, the [supervisor or designee] will increase the number of water breaks and will remind workers throughout the work shift to drink water.
- During employee training, the importance of frequent drinking of water will be stressed.

B. Shade/Rest Breaks

CCR Title 8, Section 3395 (d) requires employees who may be suffering from a heat related illness and believe a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air, or provided with ventilation, or cooling. This cooling period should be no less than 5-minutes.

Such access to shade shall be permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade, if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

Shade is required to be provided when the predicted temperature equals or exceeds 80 degrees F dry bulb temperature. Shade needs to be large enough to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

Procedures for Providing Shade and Recovery Periods:

- Each work vehicle will bring a shade structure to the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, and either chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- The employees will ensure that the shade structures are opened and placed as close as practical to the workers, when the temperature equals 80 degrees F. When the temperature is below 80 degrees F, the shade structures will be brought to the site, but will be opened and set in place upon worker(s) request. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on.
- The supervisor or designee will encourage employees to take a 5 minute cool-down rest in the shade, when they feel the need to do so to protect themselves from overheating.

- In situations where trees or other vegetation are used to provide shade (such as in orchards), the supervisor or designee will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.
- In situations where it is not safe to provide shade (example: winds of more than 40 mph), the supervisor or designee will document how this determination was made, and what steps will be taken to provide shade upon request.
- For situations where it is not safe or feasible to provide shade, the supervisor or designee will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- 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 appropriate first aid or emergency response.

C. Identification/Weather

Procedures for Monitoring the Weather:

- Two weeks in advance (or with as many days in advance as possible), the employer or superintendent will go on the internet (www.nws.noaa.gov), call the National Weather Service phone numbers (see CA numbers below), or check the Weather Channel TV Network, to view the extended weather forecast in order to plan in advance the work schedule, know whether a heat wave is expected, and if additional schedule modifications will be necessary. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

Los Angeles 805-988-6610(#1)

San Diego 858-297-2107(#1)

- Prior to each workday, the supervisor or designee will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness, for instance whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses such as heat stroke. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
- Prior to each workday, the supervisor or designee will be responsible for monitoring the weather (using www.nws.noaa.gov or with the aid of a simple thermometer) at the worksite. This critical weather information will be taken into consideration, to determine when it will be necessary to make modifications to the work schedule (such as 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).
- The supervisor or designee will be responsible for using a thermometer at the jobsite and checking the temperature every 60 minutes to monitor for sudden increases in temperature, to ensure that once the temperature equals 80 degrees F, the shade structures are opened and accessible to the workers, and to make certain that once the

temperature equals or exceeds 95 degrees F, additional preventive measures such as the High Heat Procedures are implemented.

D. High Heat/Heat Wave

- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday may be cut short (example: 12 p.m.), will be rescheduled (example: conducted at night or during cooler hours) or if possible cease for the day.
- If schedule modifications are not possible and workers have to work during a heat wave, the supervisor or designee will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures, and review the weather forecast with the workers. In addition, the supervisor or designee will institute alternative preventive measures such as provide workers with an increased number of water and rest breaks every [2 hours], supervise workers to ensure that they do stop work and take these breaks, and observe closely all workers for signs and symptoms of heat illness.
- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), and the start of the workday, the supervisor or designee will hold a tailgate meeting with the workers to review the company heat illness prevention procedures, the weather forecast, and emergency response.
- The supervisor or designee will assign each employee a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High Heat Procedures:

High Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees F.

- The supervisor or designee will ensure that effective communication by voice, observation, or electronic means is maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor or designee is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. A mandatory “buddy” system will be in place.
- The supervisor or designee will observe employees for alertness and signs and symptoms of heat illness.
- The supervisor or designee will remind employees throughout the work shift to drink plenty of water.
- During high heat, employees will be provided with a minimum 10-minute cool-down period every 2-hours.
- The supervisor or designee will closely supervise a new employee or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.

E. Acclimatization

Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress, significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

Procedures for Acclimatization:

- Mission Springs Water District** will monitor the weather and in particular be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven't been exposed to for several weeks or longer. A heat wave is defined as at least 80 degrees F.
- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday will be cut short (example: 12 p.m.), will be rescheduled (example conducted at night or during cooler hours), or if possible cease for the day.
- For new employees, the supervisor or designee will try to find ways to lessen the intensity of the employees work during a two-week break-in period (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.
- The supervisor or designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- The supervisor or designee will assign new employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, the supervisor or designee will observe all employees closely (or maintain frequent communication via phone or radio) and be on the lookout for possible symptoms of heat illness. For the purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees F and at least ten degrees F higher than the average high daily temperature in the preceding five days.
- Mission Springs Water District's** training for employees and supervisors will include the importance of acclimatization, how it is developed, and how these company procedures address it.

F. Emergency Procedures

The Emergency Procedures Guide shall be followed for those employees who are experiencing life threatening conditions as a result of a heat related illness. An appropriate number of employees per work location shall be trained to render first aid as required by 8 CCR 3400 or 1512.

See Appendix B, Heat Illness Action Plan, for signs and symptoms details

Additional Procedures for Emergency Response:

- Prior to assigning a crew to a particular worksite, the supervisor or designee will provide workers and the foreman a map, along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site, to avoid a delay of emergency medical services.
- Prior to assigning a crew to a particular worksite, the supervisor or designee will ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
- Prior to the start of the shift, the supervisor or designee will determine if a language barrier is present at the site and take steps (such as assigning the responsibility to call emergency medical services to the foreman, or an English speaking worker), to ensure that emergency medical services can be immediately called in the event of an emergency.
- All lead workers and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift.
- When an employee is showing symptoms of possible heat illness, supervisor or designee will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots, or undeveloped areas, the supervisor or designee will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- Mission Springs Water District's*** training for employees and supervisors will include every detail of these written emergency procedures.

Handling a Sick Employee:

- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers will need to be called. Do not leave a sick worker alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call emergency service providers.
- Call emergency service providers immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker, place in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital!
- If an employee does not look OK and displays signs or symptoms of severe heat illness

(loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20-minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim, and request Air Ambulance.

VIII. Employee and Supervisor Training

Training is the most important component of the *Mission Springs Water District's* Heat Illness Prevention Program and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce the risk of heat related illness, and to assist with obtaining emergency assistance without delay.

A. Training Requirements

Training in the following topics shall be provided to all supervisory and non-supervisory employees [8 CCR 3395 (e) (1)]:

1. The environmental and personal risk factors for heat illness.
2. The procedures for complying with the requirements of this standard.
3. 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
4. The importance of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. 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.
7. The procedures for responding to the symptoms if possible heat illness, including how emergency medical services will be provided if necessary.
8. The 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.
9. The 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.
10. Supervisors will also be trained to recognize the dangers of heat illnesses. The training requirements are included, but not limited to topics listed under the training section of this program.

B. Levels of Training

Training shall be provided for employees and supervisors working at locations where environmental risk factors for heat illness are present, as well as training for their respective supervisors.

Employees

Before being assigned to a task where environmental factors are present for heat-related illnesses, employees shall be trained in the following areas:

1. Environmental and personal risk factors for heat illness

2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
3. The importance of pre/post work hydration and frequent consumption of small quantities of water, up to 4 cups per hour, under extreme conditions of work and heat.
4. Importance of acclimatization.
5. Different types, signs, and symptoms of heat illness.
6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in coworkers to their supervisor.
7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.
8. Steps to be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, and the importance of making visual contact with the emergency responders at the nearest road or landmark to direct them to the workplace.
9. When the temperature is expected to exceed 80 degrees Fahrenheit, short (tailgate) meeting will be held to review the weather report, to reinforce Heat Illness Prevention with all workers, to provide reminders to drink water frequently, to inform employees that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

Supervisors of Affected Employees

Supervisors or their designees are required to provide training on the following topics:

1. Information as detailed above in employee training requirements.
2. Procedures the supervisor shall follow to implement the provisions of this program.
3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Supervisors will be trained on the following:

1. Their responsibility to provide water, shade, cool-down rests and access to first aid as well as employees' right to exercise their rights under this standard without retaliation.
2. In appropriate first aid or emergency responses to different types of heat illness and that heat illness may progress quickly from mild symptoms to serious and life threatening illness.
3. On how to track the weather at the job site and how weather information will be used to modify work schedules, to increase the number of water and rest breaks, or cease work early if necessary.

APPENDIX A

EMERGENCY RESPONSE GUIDE

Company Name: Mission Springs Water District

Facility Location: 66575 Second Street, Desert Hot Springs, CA 92240

1. Persons responsible for emergency planning and information are:

- Brian Macy, Assistant General Manager
- Danny Friend, Director of Operations
- Arturo Ceja, Director of Finance and Accounting
- Bassam Alzammar Safety Officer
- Jeff Nutter, Field Operations Superintendent
- Don Mathein, Field Operations Supervisor
- Chad Finch, Water Production Supervisor
- Lee Boyer, Chief Plant Operator

2. The following is a list of potential emergencies and their locations:

Horton Wastewater Treatment Facility
MSWD Corporate Yard
MSWD Main Headquarters – 66575 Second Street, Desert Hot Springs, CA
MSWD District – all streets/facilities involving water and wastewater services.

3. Reporting emergencies:

Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. If neither is immediately available, report to:

Medical Assistance:	911
Fire Department:	911 or (760) 329-5123
Police:	911 or (760) 329-2904

If using a cell phone, dial the seven-digit number. Only dial 911 if you are calling from a landline.

4. The alarm system or method(s) used to alert employees of an emergency is/are:

2-way radio and cell phones

5. Fire evacuation and emergency procedures:

1. Do not use elevators
2. Evacuate quickly – without running – to the nearest exit specified in safety training or in the posted facility diagram. Use an alternate route if the nearest one is blocked.
3. Identify of the employee(s) who remain to operate critical plant operations before they evacuate.
4. Proceed to the assembly area and stay there until accounted for and authorized to leave the premises.
5. Until authorized, do not return to the workplace.

6. Earthquake or civil disturbance procedures:

1. Remain calm. Do not attempt to evacuate.
2. Find shelter under a desk or sturdy table. A doorway may provide some shelter if a piece of furniture is not immediately available.
3. Avoid places where objects may fall from overhead storage or near outside walls and windows.
4. Follow instructions from responsible persons.
5. If an earthquake, once building stops shaking, follow evacuation route(s) quickly. Do not use elevators. Once outside, stay away from buildings, trees and electrical lines.

7. First aid and medical emergencies:

1. The following person(s) are designated and trained first aid providers:
 - Brian Macy, Assistant General Manager
 - Danny Friend, Director of Operations
 - Arturo Ceja, Director of Finance and Accounting
 - Bassam Alzammar, Safety Officer
 - Jeff Nutter, Field Operations Superintendent
 - Don Mathein, Field Services Supervisor
 - Chad Finch, Water Production Supervisor
 - Lee Boyer, Chief Plant Operator
2. In the event of a medical emergency, request medical assistance by calling the number listed above for reporting emergencies, while the designated first-aid provider or other employee attends to the victim.
3. Do not provide medical attention unless you are trained and have the necessary supplies available.
4. Avoid contact with blood, body fluids or other potentially infectious material by using protective equipment and safe practices. Any exposure must be promptly reported to the employer.
5. First aid kit(s) are available at the following locations:
 - Administration Bldg. – Across from the Human Resources Office and downstairs break room.
 - Yard -Employee breakroom, Maintenance building, Inventory Warehouse.

- Treatment Plant – Wastewater Lab.
- Engineering Annex Building – Kitchen area and front office
- District Vehicles

6. First-aid posters are by the first aid kits. Employees should familiarize themselves with this information:

- Office – First Aid Skills cards by first aid kit across from Human Resources Office
- Yard -Just Symptoms of Heat Exhaustion poster, No first aid posters
- Treatment Plant - By front door

8. Evacuation route and assembly area map:

Evacuation route(s) and assembly area(s) maps are posted at the locations listed below. At least two alternate evacuation routes and assembly areas are included. Employees should become familiar with all evacuation route(s) and assembly area(s).

- Corporate Yard Breakroom - next to the south door
- Horton Lab – Next to front door
- Administration Bldg. - Upper Level
- West hallway – outside the Director of Operations office
- West hallway outside General Managers Office
- East hallway - outside copy room
- East hallway - customer service area
- Administration Bldg. - Lower Level next to back door

APPENDIX B

HEAT ILLNESS EMERGENCY ACTION PLAN

A copy of this procedure must be on location while working in the field.

Drink water frequently.

Avoid soda, alcohol, and coffee.

Have shade available at all times and establish rest breaks.

Have sufficient water on site at all times. If water supply is low, the employee will stop work and go to shaded area until water is on site.

Signs and Symptoms

Heat Illness Symptoms:	Visible Warning Signs:	Early Warning Signs:
Dehydration Dizziness Cramps Exhaustion Stroke Rash	High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness	Cramps Lack of Stamina Headache General Discomfort Dehydration

Report all heat related illnesses to your supervisor.

In case of emergency call 911.

Know your location and be able to direct emergency medical personnel in the event of an emergency.

Time is critical when responding to heat illnesses, so the following emergency facilities have been identified.

Hospital: Eisenhower Medical Center, 39000 Bob Hope Drive, Rancho Mirage, CA 92270-3221



APPENDIX C

HEAT ILLNESS PREVENTION QUESTIONNAIRE For All Cal/OSHA Programmed Inspections

Inspection Number _____ Date of Inspection _____ SIC/NACIS Code _____
 Name of Establishment _____
 Site Location _____
 Regular Hours Worked by Employees: _____

Describe the nature of the work, working conditions and hot process or source of heat, affecting workers:

Are employees paid piece rate? _____ Does employer have a written IIPP? _____

Does the employer’s IIPP identify heat illness as a safety and health hazard? _____

Has the employer evaluated working conditions of its site and identified the areas where the risk of heat illness is present? _____

Does the employer’s IIPP list corrective measures that will be used to address the risk of heat illnesses?

What were the indoor environmental conditions (temperature, % RH) on the day of the inspection?

Does the employer monitor or measure indoor environmental conditions (temperature, % RH)? If yes, describe:

Did the CSHO measure or monitor indoor environmental conditions (temperature, % RH)? If so, how:

ACCESS TO DRINKING WATER

Does the site have plumbed potable drinking water available? _____
 If plumbed water is not available, describe how drinking water is provided to workers? _____

Are employees allowed to take water breaks as needed? _____

Please describe any barriers present at the worksite that impede frequent access to drinking water (i.e. unsanitary conditions, location problems (not near their station), routine procedural issues (can’t abandon their station), foul smelling/tasting or other applicable circumstances): _____

Are employees trained in the need to drink water often? _____



ACCESS TO COOLED OR AIR CONDITIONED AREAS

Are workers provided with cooled rooms or air conditioned areas during their breaks or lunch? If yes, describe:

Was access to shade or cooled area provided at all times? _____

Are employees required to wear PPE (respirator, overalls, Tyvek suit, etc.)? If yes, describe:

REST BREAKS AND LUNCH BREAKS

Do workers take their lunch or rest breaks in cooler areas or air conditioned rooms and away from the sources of heat? _____

Do workers routinely take scheduled lunch and rest breaks? If yes, describe length and frequency of breaks:

ACCLIMATIZATION

How long had this employee worked for this employer? _____

Does the employer have an acclimatization procedure or protocol? If yes, describe:

EMERGENCY RESPONSE

Describe, in detail, the employer’s written procedures (in place) for addressing emergency medical response? If none, were any instructions given for response during emergency situations? _____

If procedures are in place:

Is/are the supervisor(s) aware of employer’s emergency procedures? _____

Is/are the employee(s) aware of the employer’s emergency procedures? _____

TRAINING

Has training been provided to workers on heat illness prevention? _____

Has training been provided to supervisors? _____

Was training provided in a manner that employees could understand? _____

What language was used? _____

Describe the type of training provided and elements included (i.e., signs and symptoms, emergency procedures, etc.):
