

Heat Illness Prevention Policy**1.3.5****PURPOSE**

To provide a safe and healthful working environment and protect employees from heat related illnesses when those employees are exposed to temperature extremes, radiant heat, humidity, or limited air movement while working.

SCOPE OF APPLICATION

The City's Heat Illness Prevention Policy applies to all outdoor places of employment at those times when the environmental risk factors for heat illness are present.

Additionally, it also applies to indoor areas where risk of heat illness has been identified and evaluated.

AUTHORITY

[Cal/OSHA Title 8, Section 3395: Heat Illness Prevention in Outdoor Places of Employment.](#)

POLICY

It is the policy of the City of San José to comply with the requirements Cal/OSHA Title 8, Section 3395: Heat Illness Prevention in Outdoor Places of Employment. This standard requires employers in California to train workers regarding the hazards of working in heat and heat related illness. The standard also requires the City of San José (City) to develop a written plan that informs employees, supervisors, and managers of the regulatory requirements the City must adhere to related to heat related illness prevention.

The primary goal of the City's Heat Illness Prevention Policy is employee safety. The training and operational elements found in this Policy will provide employees, managers and supervisors the tools necessary to anticipate environmental conditions that contribute to heat related illness, recognize when work assignments place employees at risk and what job instructions need to be communicated to employees regarding the prevention of heat related illness.

This Policy is consistent with the requirements of the City's Injury and Illness Prevention Program (IIPP), and nothing in this Policy supersedes or nullifies the requirements found in the City's IIPP.

DEFINITIONS

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

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“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 cool-down rest period” means a period of time to recover from the heat in order to prevent heat illness.

“Shade” means blockage of direct sunlight. 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. 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.

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

RESPONSIBILITIES

City Health & Safety Policy is responsible for:

- Preparing and maintaining a written program which complies with the requirements of applicable Cal/OSHA standards.
- Assisting with providing training to all potentially impacted employees and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.

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Directors, Managers, and Supervisors are responsible for:

- Identifying all employees who are required to work outdoors where potential heat illness could occur and identifying the supervisor of those employees.
- Ensuring that employees have access to fresh, pure, suitably cool drinking water as close as practicable to the areas where employees are working.
- Ensuring that adequate shade is available at a job site when the environmental risk factors for heat illness are present.
- Ensuring that all affected employees and their supervisors have received proper training on heat illness prevention.
- Requesting emergency medical services in the event medical assistance is required.
- Ensuring that the requirements in this Policy are followed.

Affected employees are responsible for:

- Complying with the provisions of the Heat Illness Prevention Policy.
- Ensuring they are aware they have access to drinking water available at all times when the environmental risk factors for heat illness are present.
- Ensuring they have are aware they have access to adequate shade to prevent or recover from heat related symptoms.
- Reporting heat related illness symptoms to the supervisor or another management employee.

PROCEDURES

- Provision of water.
 - Employees shall have access to potable drinking water that is fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall 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. Supervisors 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. Employees shall be reminded of the importance of frequent consumption of small quantities of water, up to

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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.

- Access to shade.
 - Shade shall be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the supervisor shall maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.
 - When the outdoor temperature in the work area does not exceed 80 degrees Fahrenheit supervisors shall either provide shade or provide timely access to shade upon an employee's request.
 - The supervisor or crew leader will ensure that the shade structures are relocated to follow along with the crew and ensure they are as close as practical to the employees.
 - Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest shall:
 - be monitored and asked if he or she is experiencing symptoms of heat illness;
 - be encouraged to remain in the shade; and
 - not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.
 - If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, the supervisor shall provide appropriate first aid or emergency response.

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MONITORING THE WEATHER

- Two weeks in advance (or with as many days in advance as possible), the supervisor or crew leader will 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 any time there is a potential for heat illness based on the weather forecast. Extended weather forecasts can be viewed at the National Weather Service website www.weather.gov.
- Prior to each workday, the supervisor or crew leader 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. 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 during cooler hours of the day, increasing the number of water and rest breaks, etc.).
- The supervisor or crew leader will be responsible for checking the temperature to monitor for sudden increases in temperature, to ensure that adequate shade is accessible to the workers if temperature exceeds 80 degrees and to make certain that additional High Heat Procedures are implemented if the temperature equals or exceeds 95 degrees.

HIGH HEAT PROCEDURES

When temperatures reach 95 degrees or above, all Departments that have employees who are required to work outdoors where potential heat illness could occur shall implement High Heat Procedures. See Appendix A for High Heat Procedures.

ACCLIMATIZATION

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section, "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 days.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

EMPLOYEE TRAINING

- Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

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- 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 City's procedures for complying with the requirements of this standard, including, but not limited to, the City's responsibility to provide water, shade, cool-down rests, and access to first aid, as well as the employees' right to exercise their rights under this Policy without retaliation.
 - 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 concept, importance, and methods of acclimatization.
 - The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and that heat illness may progress quickly from mild symptoms to serious and life threatening illness.
 - 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.
 - The City's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
 - The City'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 City's procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite 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.
- Supervisor training. Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the supervisor:
 - All information required to be provided to the employee (listed above).

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- The procedures the supervisor is to follow to implement the applicable provisions in this section.
- The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to hot weather.

EMERGENCY RESPONSE PROCEDURES

- Prior to assigning a crew to a particular worksite, the supervisor or crew leader will provide workers and the foreman a map along with clear and precise directions (such as addresses, streets or road names, distinguishing features and distances to major roads) of the site, to avoid a delay of emergency medical services.
- All 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 crew leader 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 lots or undeveloped areas, the supervisor or crew leader 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 vest or flashlights in order to direct emergency personnel to the location of the worksite.
- 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.
- The City of San Jose's training for employees and supervisors will include these Emergency Response Procedures.

HANDLING AN EMPLOYEE WITH HEAT ILLNESS

- If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness.

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- 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 severe heat illness, including, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions. Call emergency service providers if an employee with signs or symptoms of heat illness 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).

Approved:

/s/ Jennifer Schembri
Director of Employee Relations
Director of Human Resources

June 3, 2019
Date

Approved for posting:

/s/ Jennifer Maguire
Assistant City Manager

June 3, 2019
Date

Heat Illness Prevention Policy**1.3.5**APPENDIX A
HIGH HEAT PROCEDURES

All Departments that have employees who are required to work outdoors when the temperature equals or exceeds 95 degrees Fahrenheit shall implement High Heat Procedures. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose.
- The supervisor or crew leader shall observe employees for alertness and signs or symptoms of heat illness. The supervisor or crew leader shall ensure effective employee observation/monitoring by implementing one or more of the following:
 - Supervisor or designee observation of 20 or fewer employees, or
 - Mandatory buddy system, or
 - Regular communication with sole employee, such as by radio or cellular phone, or
 - Other effective means of observation.
- The supervisor or crew leader shall designate one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.
- Reminding employees throughout the work shift to drink plenty of water.
- The supervisor or crew leader shall conduct pre-shift meetings 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.