

# Combined Heat Illness Prevention Program

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# HEAT ILLNESS PREVENTION PROGRAM

## Responsibility

Human resources manager has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

All workers are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

This plan is maintained on the Standard Operating Procedures (SOP) Website Portal and can be accessed electronically at all worksites. It is available to workers or their representatives upon request.

## Provision of Water

Potable water shall be provided at no cost to all employees. Water must be fresh, pure, and suitably cool, and must be available at locations as close as possible to the employees' work and cool-down areas. All workers, whether they work individually or in smaller crews, will have access to drinking water. Shasta Head Start Child Development, Inc. will provide water fit to drink, or potable, and free from odors that would discourage our employees from drinking the water.

**Water is a key preventive measure to minimize the risk of heat related illnesses. Shasta Head Start Child Development, Inc. has identified the following steps/procedures that the designated person(s) must follow when providing water.**

- For our outdoor/playground work environment, drinking fountains with cool potable water is available.
- For indoor work areas, sinks with disposable cups or drinking fountains are available.
- Shasta Head Start Child Development, Inc. will make sure clean cups are available to workers.
- Shasta Head Start operates a licensed childcare center under California Community Care Licensing Title 22 and strictly follows regulations requiring interior temperature below 82-degree Fahrenheit. If outside temperatures are (exceeding 95 degrees Fahrenheit) staff and children are to remain indoors. If indoor temperatures cannot be held at 82 degrees Fahrenheit at any of Shasta Head Start facilities licensed or not, staff will be sent home.

## Shade Procedures

The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods, so 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 their meal period who remain onsite.

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat-related illnesses. **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.**

- ☒ Shasta Head Start Child Development, Inc. will provide shade through access to indoor air-conditioned facilities. Shasta Head Start operates a licensed childcare center under California Community Care Licensing Title 22 and strictly follows regulations requiring interior temperature below 82-degree Fahrenheit. If outside temperatures are (exceeding 95 degrees Fahrenheit) staff and children are to remain indoors. If indoor temperatures cannot be held at 82 degrees Fahrenheit at any of Shasta Head Start facilities licensed or not, staff will be sent home.

## Acclimatization Procedures

Your body needs time to adapt when temperatures rise suddenly. You risk heat illness by not taking it easy when a heat wave strikes, or when starting a new job that exposes you to heat to which your body is not yet accustomed. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

- ☒ New employees will be observed when assigned to a high heat area for the first 14 days.

## Emergency Response

Shasta Head Start Child Development, Inc. has identified the following person(s) responsible for responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.

- ☒ Prior to assigning an employee to a worksite, the human resource training and development specialist will provide employees with the address of the facility where they will report to work.
- ☒ All of Shasta Head Start Child Development, Inc. worksites are equipped with a first aid kit and a staff member certified in first aid and CPR. New staff members will be provided with a worksite orientation by the site supervisor. This orientation will include the location of emergency policies and first aid materials and other vital site information.
- ☒ All of Shasta Head Start Child Development, Inc. employees must be fluent in English Language.
- ☒ All staff have access to phones and emergency directories in case of an emergency.
- ☒ When an employee is showing symptoms of possible heat illness, site supervisor or designated staff will take the necessary steps immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). If necessary, they will transport the employee to a place where an emergency medical provider can reach them. Under no circumstances will the affected employee be left unattended.

## Employee and Supervisor Training

Shasta Head Start Child Development, Inc. require all employees to complete and new employee checklist as soon as they arrive at their worksite. See “Employee Checklist for Success.” Employees will be trained on the following:

- 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.
  - Shasta Head Start procedures for providing water, shade and/or cool down area(s), cool-down rests, and access to first aid, as well as the employees’ right to exercise their rights under this standard 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 sweat 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. Additionally, that heat illness may progress quickly from mild symptoms to a serious, life-threatening illness.
  - The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, signs or symptoms of heat illness in themselves or coworkers.
  - Shasta Head Start procedures when responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
  - Shasta Head Start procedures when contacting emergency medical services, and if necessary, for transporting employees to a point where an emergency medical service provider can reach them.
  - Shasta Head Start procedures when 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. Shasta Head Start has designated Site Supervisor/Head Teacher to be available to ensure emergency procedures are invoked when appropriate.
- Supervisor trainings shall be provided prior to supervisors supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness.**
- The training topics for supervisory and non-supervisory employees highlighted above.
  - The procedures the supervisor is to follow to implement the applicable provisions highlighted above.
  - 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 heat index, weather reports and how to respond to hot weather advisories.

## Monitoring Weather

As temperatures increase and other environmental factors change throughout the workday, employees’ physical and mental state can also rapidly change into a serious medical condition. Therefore, it is important to stay alert to the weather. Shasta Head Start Child Development, Inc. will monitor predicted weather temperatures in advance (by television, radio, or Internet) to know when the temperature will probably exceed 95 degrees.

- ☒ Teachers and site supervisors will check the weather before going outside. If the weather is inclement or outside temperatures exceed 95 degrees Fahrenheit, staff are to stay indoors or remain in a shaded area close to the indoors and immediately retreat inside to the air-conditioned space if uncomfortable.

## Indoor Temperature Assessment

- ☒ An outside thermometer will be used to monitor temperature outside and the indoor air conditioning thermostat will be used to monitor indoor temperatures