

# ILLNESS AND INJURY PREVENTION PROGRAM



## CITY OF CORNING 2017/2018

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# POLICY STATEMENT

We all recognize the necessity for getting the job done. We've all also heard the slogan "Safety First" or words to that effect. While morality and ethics tell us that safety is very important, common sense tells us that without performance and production there is no need for safety. No function of our job is so critical as to require a compromise of safety. In order for the City of Corning to fulfill its safety goal, we will strive to provide a place of employment free from recognized hazards and with the safest practical working practices.

In the City of Corning, the consideration of worker safety, and the safety of the general public, bears as high a priority as the decision to commit funds or complete a task. It is our desire to provide not only a safe work environment, and comply with all Federal, State and District Safety Regulations, but also to create an atmosphere that promotes safety.

***An Employee has the right and duty to refuse to perform a task with more than a reasonable level of risk until appropriate risk control measures have been instituted.***

# COMMUNICATION

The City of Corning believes in active, continuing communication between management and employees. Employees are encouraged to communicate with their supervisors at any time. Communications must also flow:

**Vertically** (Employee to Management - Management to Employee)

**Horizontally** (Department to Department)

The following system of communication is designed to facilitate a continuous flow of safety and health information between Management and Staff:

1. All Employees are encouraged to inform their Supervisor, the Risk Manager or Designee, of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions. The Employee is encouraged to document such information.
2. New Employee Orientation will include a review of the City's IIPP (Illness and Injury Prevention Plan) and a discussion of "Policy and Procedures" that the Employee is expected to follow.
3. From time to time, the City will post and/or distribute written safety notifications. Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the Supervisor.
4. Each Department within the City will schedule "Employee Meetings" when safety is freely and openly discussed by all present. Such meetings will be frequently scheduled and announced to all Employees, so that maximum participation can occur.
5. Management will communicate frequently with Employees on matters of "Employee Health and Safety". This communication takes many forms, including but not limited to the following:
  - ✦ Meetings
  - ✦ Training programs
  - ✦ Postings
  - ✦ Letters or newsletters
  - ✦ Suggestion systems that encourage anonymous contributions and publicize management's responses.

Management will maintain a record of activities that can be considered part of two-way communication.

# DOCUMENTATION

“If it isn’t documented, it didn’t happen.” The importance of record keeping cannot be overstated. Believe it or not, the simple act of writing something down as it happens can ultimately determine whether our safety plan is a success or failure.

No operation can be successful without record keeping that enables the City to learn from past experience and make corrections for future operations. In addition, the IIPP Regulation requires records to be kept of the steps taken to establish and maintain the City’s Injury and Illness Prevention Program.

The Risk Manager or designee shall keep records of inspections, which may include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and action taken to correct these identified unsafe conditions and work practices.

Each Department Head or Designee shall keep documentation of the Safety and Health Training attended by each Employee. This may include Employees name or other identifier, training dates, type(s) of training, and training providers.

The Risk Manager will maintain an updated copy of the City’s IIPP.

# TRAINING

Training is essential to maximizing the skills and knowledge of Employees. It is the key to productivity.

The City has a duty to include safety as an integral part of employee training. Employees need to work safely as well as productively and efficiently. The Supervisor is the essential link in ensuring the proper outcome.

Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing Employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job. With this in mind, training will be conducted with the following considerations:

## **Supervisors:**

Department Heads and Supervisors will determine training topics and needs of Supervisors - these include human relations, trainer skills, production/process skills, and familiarization with hazards and risks faced by employees.

Supervisors who recognize their own need for training are encouraged to submit a direct request for training in any area in which they feel deficient.

## **Employees:**

Supervisors are expected to assess training needs of all Employees under their direction. They are to train those they supervise in general workplace safety and give them specific instructions regarding hazards unique to any job assignment, to the extent that such information was not already covered in other training.

The City recognizes that continuing Safety and Health Training is needed for:

1. Employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the Employees under the Supervisor's direction.
2. Whenever new substances, processes, procedures or equipment pose a new hazard. Whenever the department head, supervisor, Risk Manager or designee becomes aware of a previously unrecognized hazard.
3. All Employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

# RESPONSIBILITY FOR SAFETY

The responsibility for safety belongs to everyone, and accountability rests as follows:

## **City Council:**

The City Council holds the City Manager responsible for Safety and Risk Control in the City's facilities and operations. In order to achieve this, the City Council will periodically, at the recommendation of the City Manager, review, modify if necessary, and approve the "City of Corning Illness and Injury Prevention Plan."

## **City Manager:**

The City Manager will:

1. Provide direction for the Risk Control Program, following consultation with Department Heads and appoint a Management Employee as Risk Manager.
2. Review significant losses, and make suggestions on recommended improvements in safety programs.
3. Hold personnel accountable for safety and loss control.
4. Monitor the effectiveness of the Program.
5. Approve program additions.
6. Discuss risk control activities regularly.
7. Provide direction to Department Managers and appointed Safety Personnel.
8. Act as liaison between the day-to-day operations of the safety program and the Council/Board.
9. Be involved in Safety Program changes and Program implementation.
10. Review significant accident investigations and make any necessary recommendations.
11. Hold each Department Manager accountable for safety and risk control.

## **Risk Management Officer:**

The role of the appointed Risk Manager Officer is to administer, design, and maintain the City of Corning's Safety and Health Program. To do this, the Risk Management Officer is charged with the following:

- Responsible for oversight of the Risk Control Program.
- Design and implement the Safety Program to target losses, exposures to loss, and compliance with applicable government standards.
- Monitor the effectiveness of the Program and make recommendations for change.
- Conduct or use someone else to conduct Employee and Supervisory Safety Training.
- Make recommendations to eliminate, control or engineer unsafe conditions out of the work environment.
- Conduct periodic safety inspections of all facilities.
- Participate and be involved in accident investigations.

- Design, implement and participate in safety committees as appropriate.
- Design additional programs to increase the completeness of City of Corning's loss control efforts.

In the absence of the Risk Management Officer, his/her immediate Supervisor shall assume the duties.

### **Department Head:**

These managers will:

- Be responsible for the safety of their individual Departments.
- Develop general and specific safety guidelines for their Department with help from the appointed Safety Officer.
- Actively participate in accident investigations.
- Participate in safety committees as appropriate.
- Ensure that unsafe conditions and practices are corrected and documented.

### **Supervisor:**

Supervisors are responsible for the safety of their personnel, and will:

- Conduct and document appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct and document safety inspections of their work areas.
- Ensure that their personnel know, understand and follow established safety guidelines.
- Correct and document unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.
- Contribute to the continued success of the safety program.

### **Employees:**

Employees are responsible for following all written and verbal safety instructions and will:

- Report all injuries no matter how minor to their Supervisors.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices whenever appropriate.
- Notify a Supervisor in the event of an observed unsafe condition or practice.
- Perform only authorized jobs.
- Actively contribute to the success of the overall Safety Program.



# DISCIPLINARY PROCEDURES

We take safety so seriously that failure to follow this Program and safety directions will result in progressive disciplinary action up to and including discharge.

Management is responsible for ensuring that City Safety and Health Policies and Procedures are clearly communicated and understood by all Employees. Managers and Supervisors are expected to enforce the rules fairly and uniformly. All Employees are responsible for using safe work practices, following all directives, policies and procedures and for assisting in maintaining a safe work environment.

As part of an Employee's regular performance review, the Employee may be evaluated on his/her compliance with safe work practices.

Employees that make a significant contribution to the maintenance of a safe workplace as determined by the Risk Manager will receive written acknowledgment that is to be maintained in the Employee's Personnel File.

Employees that are unaware of correct safety and health procedures will be trained or retrained.

Employees that deliberately fail to follow safe work practices and/or procedures, or who violate the City's safety rules or directives, will be subject to disciplinary action up to and including termination.

Compliance with the City's Safety Policies and Procedures is expected from all Employees. If safety or health violations are noted, every effort will be taken to ensure future compliance. Compliance measures, if needed, will be progressive and directed toward correcting inappropriate employee behavior. Compliance measures generally consist of the following four step process within the "Skelly" guidelines for progressive discipline:

1. Should a safety and health violation be noted, the Supervisor is to informally discuss the behavior with the Employee—stating the potential dangerous result and outlining the correct procedure—then to retrain the Employee to ensure understanding. The incident shall be documented in the Employee's file.
2. A second violation shall generate a formal written warning to the Employee. The incident should be documented in the Employee's file.
3. A third violation is grounds for disciplinary action, including Employee suspension.
4. A fourth violation can result in Employee termination.

A serious, negligent or intentional violation of Safety Policies or Procedures can result in imposition of any disciplinary action deemed appropriate by the City.

# HAZARD IDENTIFICATION

Hazard identification and correction is a major part of every effective IIPP Program. The City's Hazard Control Procedure is:

- Identify hazards that exist or have developed in the workplace;
- Describe how to correct those hazards;
- Correct the hazards and initiate steps to prevent their recurrence.

Whenever an unsafe or unhealthy condition, practice or procedure is observed, discovered or reported, the Department Head, Supervisor or Designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard.

Employees will be informed of the hazard, and interim protective measures taken until the hazard is corrected. Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation. Along with each inspection/investigation, the Risk Manager or Designee shall evaluate the severity of the hazard identified, and if it cannot be abated immediately, suggest priority for corrective action.

The Risk Manager will provide for an annual inspection of all City facilities and work places to identify unsafe work conditions and/or practices. Each Department Head (Designee) or Safety Representative shall conduct inspections of their areas of responsibility and work sites on a calendar year quarterly basis to identify unsafe conditions and/or practices. A written report of the quarterly inspections shall be submitted to the Risk Manager. Hazard/Safety Inspections may also be conducted anytime deemed appropriate by the Risk Manager or Department Heads.

Each Supervisor is responsible for promptly reporting to his or her Department Head or Designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment is introduced which may pose a safety risk. The Supervisor's Report should include an evaluation of the potential hazard(s), training and/or other steps to be taken to provide abatement solutions for any potential hazard(s).

Hazard and Safety Inspections shall be documented.

# HAZARD ABATEMENT

It is the City's intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

## **Meetings:**

Actions to be discussed and taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards, modifying equipment
- Employee training
- Posting warning notices

Whenever corrective action involves multiple steps, or cannot be completed promptly, an action plan needs to be developed. While corrective action is in progress, necessary precautions are to be taken to protect or remove Employees from exposure to the hazard. Employees may not enter an imminent hazard area without appropriate protective equipment and training.

# ACCIDENT INVESTIGATION

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences - not to assign blame. The object of the investigation is fact finding, not fault finding. A thorough and properly completed accident investigation is necessary to obtain facts.

The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

The majority of accidents do not cause injury or illness, yet may result in property damage and/or lost time. Such mishaps may indicate an unsafe act, faulty procedure or hidden hazard.

Investigations of these occurrences are conducted at the discretion of the Supervisor, Department Head, Risk Manager or Designee. When an investigation is conducted, the facts, findings and recommendations shall be fully documented.

The occurrence of an occupational injury and/or illness precipitates a document called "***Employer's Report of Injury***". **This report is completed by the injured employee's Supervisor.** **The original copy of the report is to be forwarded to the office of the City Clerk/Personnel within 24 hours of the occurrence. Incidents involving fatalities, serious injuries or serious illnesses shall immediately be reported to the nearest office of the Division of Occupational Safety & Health (CCR Title 8, Section 342).**

Upon report of serious injury/illness, the appropriate Department Head and Risk Manager shall conduct an investigation which shall consist of determining the facts of the incident including but not limited to the following:

1. What was the injured person doing at the time of the accident?
2. What tools or equipment were involved, if any?
3. Where did the accident occur (be specific, including location, area, or job site)?
4. What was happening around the work area (external influences)?
5. Did the injured person know what the hazard was?
6. Was the injured person trained to do the job?
7. What contributed to this accident, i.e., another work group, defective tool, faulty equipment?
8. Was more than one person involved? If so, who and how?
9. Were there any witnesses? If so, who are they and what did they say?
10. Was the accident preventable in your opinion?
11. Based on the answers received in the investigation, make recommendations to prevent recurrence. Recommendations must be action oriented. "Be more careful" is not satisfactory.



## **Heat Illness Prevention Program**



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**Purpose**

This program is in place to protect all employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). Our program has been updated to reflect the new requirements adopted in 2015.

We are committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training

**Outdoor Work Environments and Conditions**

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat:

All positions within the Public Works Department	Volunteer Firefighters
Police Officers	Administrative Services Officers
Police Sergeants	Building Official
Police Chief	Community Service Officer
Fire Chief	

**Weather Monitoring**

Weather Forecast

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor 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. 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.

Weather information will be obtained by accessing the National Weather Service at [www.forecastweather.gov](http://www.forecastweather.gov). Work schedules will be planned in advance, based on the forecast.



Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

*Weather monitoring prior to workday during times of risk*

Prior to each workday, the supervisor will be responsible for monitoring the weather using [www.forecastweather.gov](http://www.forecastweather.gov) or with the aid of a simple thermometer at the worksite. This 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).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor 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 will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. The supervisor will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

The supervisor will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds **80° F**, access to shade will be made available to employees. Once the temperature **equals or exceeds 95° F**, additional preventive measures such as the high-heat procedures are implemented.

**Employee Acclimatization**

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. *Cal/OSHA* defines a heat wave as "any day in which the predicted high temperature will be at least 80°F AND at least 10°F higher than the average daily high in the preceding five days."

When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to reduce exposure. At a minimum the work schedule will be modified from Memorial Day to Labor Day to 6:00 AM -2:30 PM to avoid the hottest part of the day. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. The supervisor will:

- Stay alert to the presence of heat-related symptoms
- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

## **Providing Water**

The supervisor will provide access to suitably cool (below ambient but not ice cold) potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will encourage employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water will be placed as close as practical to where employees are working.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift, in containers that keep the water suitably cool, so each employee has access to one quart of water or more per hour.

## **Access to Shade**

When the outdoor temperature in the work area **exceeds 80° F**, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will be available in the rest area so that employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (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), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a "preventive cool-down rest" in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if they are experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have stopped.

If employees work in small groups the supervisor will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

### **High-Heat Procedures (95° F)**

During periods of high heat, when the outdoor temperature **equals or exceeds 95° F**, it is crucial that employees be monitored for early signs and symptoms of heat illness. Supervisors will be available so employees at the work site can contact them. If a cell phone or two-way radio is used, reception must be validated.

Supervisors will remind employees to drink plenty of water throughout the work shift and take rest/recovery breaks when needed. In addition, the supervisor will make sure employees are monitored by implementing one or more of the following:

- Direct supervision and monitoring of employees
- Assign a buddy system where employees are paired up and stay in contact with each other throughout the day and directed to immediately report any signs or symptoms of heat illness to the supervisor
- Contact employees who work alone on a frequent basis to ensure the employee is ok.

## **Emergency Response Procedures**

When an employee displays possible signs of heat illness (refer to appendix A for a list of heat illness symptoms) a supervisor will:

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have 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 clearly communicate the location to emergency medical services. The supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them.

Prior to assigning a crew to a particular worksite, the supervisor 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
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site
- Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

## **Supervisor and Employee Training**

### Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- 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
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water

- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific 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
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

## **Appendix A**

### **Heat Illness Employee Training Handout**

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

#### **Overview of Heat Illness Prevention Regulation**

The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

#### **Written Heat Illness Prevention Program**

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your supervisor.

#### **Work Environment and Conditions in Our Workplace**

Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

#### **Water**

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

#### **Shade**

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

#### **High-Heat Procedures**

When the outside temperature reaches or exceeds 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

#### **Training**

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

#### **Types of Heat Illness**

Heat illness is 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.

**Heat Stroke**

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

**Heat Exhaustion**

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

**Heat Syncope**

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

**Heat Cramps**

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

**Heat Rash**

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

**Sunburn**

Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

Additional training resources are available at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.