

COUNTY OF VENTURA	2012 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1H
Policy: GSA	8/6/2012	HEAT ILLNESS PREVENTION PROGRAM
Forms; N/A		

1.0 POLICY

It is policy of the General Services Agency (GSA) to take every reasonable action to protect the health and safety of our employees. These actions are implemented through the Agency's Injury and Illness Prevention Program (IIPP) and other occupational health and safety programs.

The GSA Heat Illness Prevention Program (HIPP) addresses the conditions of outdoor work that includes sun exposure for the employees. Employees shall be informed about the dangers of heat illness and will be trained in the precautions to take to prevent it.

The primary objective of this HIPP is to establish a program that reduces the risk of heat illness, which also complies with the requirements specified in California Regulations Title 8, Section 3395 (T8 CCR 3395).

2.0 PURPOSE

Outdoor employment exposes employees to the risk of heat illness. The purpose of this program is to improve the detection, treatment, and prevention of occupational illness and disease and to support workers' right to know. It is further intended to ensure that employees have the information necessary for them to know when they may be at risk for heat illness. This program is also intended to ensure that managers and supervisors provide their employees with training on how to avoid heat illness and what to do if they do become affected by it.

2.1 Heat Illness Overview

- a. Heat illness includes heat cramps, fainting, heat exhaustion, and heatstroke. Workers have died or suffered serious health problems from these conditions. Heat illness can be prevented.

- b. Early Symptoms
 - a. Fatigue
 - b. Heavy sweating
 - c. Headache
 - d. Cramps
 - e. Dizziness
 - f. High pulse rate
 - g. Nausea/ vomiting
- c. Life-threatening symptoms
 - a. High-body temperature
 - b. Red, hot, dry skin
 - c. Confusion
 - d. Convulsions
 - e. Fainting

3.0 PROVISION OF WATER

- 3.1 Water is a key preventive measure to minimize the risk of heat related illnesses.
- 3.2 Employees shall have access to potable drinking. Where 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 employee per hour for drinking for 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.
- 3.3 To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:
 - a. The Landscape Department has a filtered water dispenser at the landscape shop. All new employees are informed of location and importance of drinking lots of water at the beginning of each work shift. Workers are encouraged to drink water throughout the day.
 - b. The Crew Leader or Lead person has been trained to instruct new workers at the beginning of each shift.
- 3.4 To encourage frequent drinking of potable water, all GSA employees working outdoors are trained in Heat Illness Prevention and informed of the importance of drinking potable water on a frequent basis.

4.0 ACCESS TO SHADE

- 4.1 Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.
- 4.2 Employees who are suffering from heat illness or believing 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 for a period of no less than five minutes. Such access to shade shall be permitted at all times. Cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if it can be demonstrated that these measures are at least as effective in allowing employees to cool.

- 4.3 To ensure access to shade at all times, the following steps will be taken:
- a. At the beginning of each shift new employees are informed of the location of water, importance of drinking water frequently and the location of areas in the shop where they can cool down and take a break. The Crew Leader or Lead Person is trained to inform all workers.
 - b. Water is available at the shop, cups are available. A cool ventilated shop is available for breaks provided whenever an employee may need it.
- 4.4 To ensure that employees have access to a preventative recovery period, all new employees are shown the areas used for recovery if necessary.

5.0 WRITTEN PROCEDURES

- 5.1 Written procedures help reduce the risk of heat related illnesses and ensure that emergency assistance is provided without delay.
- 5.2 The HIPP procedures shall be made available to employees. These include:
- a. Procedures for complying with the requirements of this standard.
 - b. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
 - c. Procedures for contacting emergency medical services, and if necessary, for transporting employees to an emergency medical service provider.
 - d. Procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- 5.3 To reduce the risk of heat-related illness (HI) and respond to possible symptoms of HI, the following steps will be taken:
- a. Crew Leaders and Lead Persons have been trained in how to recognize symptoms of Heat Related Illness and how to respond.
 - b. Crew Leaders and Lead Persons have cell phones to call emergency medical services or 911.
- 5.4 To ensure that emergency medical services are provided without delay, the following steps will be taken. The procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided, should they become necessary, are:

- a. Crew Lead or Lead Person will have employee rest in cool shady area or air conditioned truck and call 911 for emergency services. If employee is experiencing mild symptoms, lead person may escort individual to Employee Health Services on campus or hospital emergency as necessary.

5.5 The procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency service provider are:

- a. Same as above.
- b. Lead Person will give precise description of location for emergency service provider.

6.0 TRAINING

6.1 Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.

6.2 Employee training: training in the following topics shall be provided to all supervisory and non-supervisory employees:

- a. The environmental and personal risk factors for heat illness.
- b. The employer's procedures for complying with the requirements of this standard.
- c. 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.
- d. The importance of acclimatization.
- e. The different types of heat illness and the common signs and symptoms of heat illness.
- f. 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.
- g. The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- h. The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- i. The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

6.3 Supervisor training: prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- a. The information required to be provided by section 6.2 above

- b. The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures
- 6.4 To ensure employees are trained, all new employees working outdoors will receive initial training. Supervisors will provide annual re-fresher training prior to the warm weather season.