

HOW TO IMPLEMENT YOUR HEAT ILLNESS PREVENTION PLAN

- Fill in your company name, address, contact person for the heat illness prevention program and the date implemented.

PROVISION OF WATER

- Determine the procedures your company will use to make sure employees have access to sufficient quantities of water. Include procedures for replenishment of water and how you will encourage employees to drink water frequently. The sample program includes examples of possible procedures; check off your company's procedures and write in additional procedures in the spaces provided. *
- Train supervisors on how water should be obtained for each site, include information about containers to be used, where to get the water, when to replenish the water and specifically how much water will be required at the site. You may choose to use the enclosed jobsite compliance worksheet as an aid to supervisors in the field.
- Tell your employees where they can obtain water at each location.
- If your procedures include having short tailgate meetings to remind employees to drink water, conduct these meetings and document them properly. You may use the enclosed Safety Meeting Report form.

ACCESS TO SHADE

- Determine the steps your company will take to ensure that access to shade is available to employees who need to take a preventative recovery period at all times.
- The sample program includes examples of possible measures – check off your company's procedures and write in additional procedures in the spaces provided.*
- Train supervisors about their responsibilities to provide shade. Include information on where available shade is located and if other means of shade should be used (such as umbrellas or canopies) where to place the portable devices at the site. Document this training – you may choose to use the Employee Training Record enclosed.
- Train employees about the importance of rest breaks and the location of shade at your worksite. If your procedures include conducting tailgate meetings on this topic document these meetings. You may choose to use the Safety Meeting Report enclosed.

WRITTEN PROCEDURES

- The sample program includes examples of how your company can reduce the risk of heat illness and how supervisors/employees should respond to symptoms of heat illness. In the spaces provided check the boxes and include additional company specific procedures. *
- Check the boxes that apply to your emergency procedures. Write in your company's procedures for how to ensure emergency medical services are able to respond without delay. This may include procedures for contacting emergency services, who should make the call, how to provide clear directions to the site and ensure emergency services are able to find the site quickly.

TRAINING

- The sample program includes example procedures to ensure employees are trained – check off your company’s procedures and write in additional procedures in the spaces provided.
- Train all employees, including supervisors on the following:
 - The environmental and personal risk factors for heat illness;
 - The employer’s procedures for complying with the requirements of this standard;
 - The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and the employees are likely to be sweating more than usual in the performance of their duties;
 - The importance of acclimatization;
 - The different types of heat illness and the common signs and symptoms of heat 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 employer’s procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
 - 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.
 - 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.

Note: T8 CCR 3203 (a) (3) requires that communication for employees shall be in a form readily understandable by all affected employees.

- Train supervisors on the following:
 - The information required to be provided by section (e) (1) above
 - 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 symptoms consistent with possible heat illness, including emergency response procedures.

RECORDKEEPING

- Make sure all safety meetings and trainings are documented. Appropriate forms for documenting your efforts are enclosed.

* The sample employer procedures for the Heat Illness Prevention Plan are available from Armstrong & Associates Insurance Services in a word document format for your convenience. Contact your Agent or a Safety Department representative for more information.