Heat Illness Prevention Plan for
The Kashia Elementary School District

Responsibility

The Kashia Elementary School District Superintendent 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 in English and can be provided in Spanish if needed. It is maintained at our worksite at the Kashia Elementary School District and can be accessed electronically at *www.kashiaesd.org*. It is available to workers or their representatives upon request. See also the Kashia Elementary School District Comprehensive School Safety Plan for information on preventing heat illness.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to workers free of charge. It is provided on-site through cooled water fountains outside, sinks inside, and water bottles (when available).

2. Supervisors will ensure that the water is fresh, pure, and suitably cool. Water available on-site through sinks/water fountains is visually inspected on a regular basis and tested by an outside company on a regular basis. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.

3. The water will be located at two cooled water fountains outside, and in sinks in the classroom/district office. Water bottles, when available, are located in the district office kitchen.

4. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift through periodic reminders during staff meetings, via e-mail, and during staff work days at the start of each school year.

5. All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

Procedures for Access to Cool-Down Areas for **Indoor Places of Employment**

Cool-down areas(s) will be located in the classrooms, district office, and on the north side of the building when outside. The Kashia Elementary school site is uniquely situated under redwood trees, keeping it cooler than many school sites. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by regular monitoring of the heating/cooling system.

The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. To ensure this, we maintain an adequate number of adult-sized chairs in the classroom and district office.

1. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

Procedures for Temperature Assessment for **Indoor Places of Employment**

A thermostat and/or thermometer will be used throughout the workplace to monitor temperature or heat index. The heat index scale is referenced in the Comprehensive School Safety Plan. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396. The locations for the temperature measurements will be in the classroom/district office.

The temperature or heat index will be monitored by site administration.

Procedures for Control Measures **for Indoor Places of Employment:**

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
    - Wearing clothing that restricts heat removal or
    - Working in an area with high radiant heat.

1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
    - Cooling fans or air conditioning – there is an air conditioner in the classroom.
    - Increased natural ventilation, such as open windows and doors when the outdoor temperature

or heat index is lower than the indoor temperature and heat index

3. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

    - Modify activities, e.g. outside recess/physical education, to times of the day when the temperature is cooler or schedule shorter sessions, especially during heat waves. 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.
    - Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
    - Schedule activities such as physical education as appropriate at cooler periods or times of day, such as early morning or late afternoon. Group games along the north side of the building can be implemented instead of using play equipment on the south side on hot days.
    - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

4. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:

    - Supplied air personal cooling systems

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to.

1. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.

2. Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

1. Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by providing all employees with training in the school safety plan, which includes procedures for contacting emergency services. Phone numbers for emergency services are also posted on the office wall in the kitchen.

2. Effective communication will be ensured by voice, direct observation, a buddy systems when appropriate, or cell

phone) and will be maintained so that workers can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then cell phones may be used for this purpose.

3. Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services.

4. To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices, such as cell phones. These communication devices will be checked prior to each shift to ensure that they are functional.

5. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.

6. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

7. Workers and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker:

1. When a worker displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in a shaded or cool-down area, e.g. in the building or along the north side of the building when outside; and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone as their condition could take a turn for the worse.

2. When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be immediately called by another worker on duty.

3. Emergency service providers will be called immediately if a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is en route, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

4. If a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

Procedures for Worker and Supervisor Training:

To be effective, training must be understood by workers. Therefore, it must be given in a language and vocabulary the workers understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered. Training records will be maintained in the district office.

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when workers exhibit symptoms consistent with heat illness.

2. Supervisors and workers will be trained as it is the site administrator's responsibility to provide water, access to

cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.

3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.

4. Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature or heat index highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

5. All workers and supervisors will be trained prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water and shaded areas for cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Workers and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.

6. In addition to initial training, workers will be retrained annually.

7. Workers will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, how to transport ill workers to a point where they can be reached by an emergency responder, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite, if necessary.

8. When the temperature is expected to exceed 80 degrees Fahrenheit, short "tailgate" meetings will be held to review the weather report, reinforce heat illness prevention with all workers, provide reminders to drink water frequently, remind them where shaded/cool areas exist on-site; e.g. on the north side of the building and under redwood trees. and remind them to be on the lookout for signs and symptoms of heat illness.

9. New workers will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.