

## **CORCORAN UNIFIED SCHOOL DISTRICT ~ HEAT ILLNESS PREVENTION PLAN**

### **Overview and Objectives**

This Heat Illness Prevention Plan (HIPP) has important information for all employees who work in outdoor areas or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

*Based on the Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395, this standard applies to all outdoor places of employment.*

### **Scope**

The CORCORAN UNIFIED SCHOOL DISTRICT HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for and auditing processes are incorporated to strengthen the plan's success.

### **Policy**

It is the policy of CORCORAN UNIFIED SCHOOL DISTRICT that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this HIPP will be made available at each job site in both English and the language understood by the majority of employees.

### **Water**

Water is provided through the school water system, which is supplied by the City of Corcoran water system. Water is provided free at several locations throughout campus. The water system is able to provide much more than the one quart per hour required.

CORCORAN UNIFIED SCHOOL DISTRICT allows employees to drink water as frequently as needed. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where water is available. Static water containers are not generally used, but if they are, employees may report low water levels, as well as warm or dirty water containers, to supervisors.

### **Procedures for Monitoring the Weather**

Supervisors are trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked at <http://www.nws.noaa.gov/>, or by calling the National Weather Service phone numbers (Hanford: 559-584-8047), or by checking the Weather Channel or local TV Network. Work schedules will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advanced weather monitoring will take place between the months of May and September (scheduled on the Administrative Secretary and Maintenance Supervisor calendar- currently via Google calendar); with additional advance monitoring conducted as needed during the remainder of the year.

## **Shade**

CORCORAN UNIFIED SCHOOL DISTRICT will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time. Sufficient shade is available in all outdoor locations. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Although employees who work outside are generally required to stand for their duty period, CORCORAN UNIFIED SCHOOL DISTRICT will provide chairs if needed, and ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another if needed. The shaded areas exist throughout the work area. Employees may take meals outdoors, if they wish, but are not required to do so. Indoor, cooled rooms are available and can accommodate the number of employees on meal break and those seeking cool-down periods.

CORCORAN UNIFIED SCHOOL DISTRICT will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

CORCORAN UNIFIED SCHOOL DISTRICT policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

## **High Heat Procedures**

CORCORAN UNIFIED SCHOOL DISTRICT will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- Employee and student outdoor activity will be limited to spans of less than 30 minutes.
- Inclement weather ("Rainy Day") schedules, as per the Staff Handbook, may be implemented
- Employees who work outside shall have access to shade and water and be available for checks by radio
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- CORCORAN UNIFIED SCHOOL DISTRICT will designate 1 or more employees (the school nurse and any supervisor) to call for emergency medical procedures, and allows any employees to call for emergency services when a designated person is not available.
- CORCORAN UNIFIED SCHOOL DISTRICT will closely supervise new employees who are scheduled to work outside for more than 45 minutes at a time for the first 14 days of employment, unless the new employee indicates at the time of hire that he or she have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

- When temperatures reach 95 degrees or above, and employees are working outside for up to 2 hours, CORCORAN UNIFIED SCHOOL DISTRICT will ensure that employees takes a minimum 10-minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.
- If the work day extends beyond 8-hours, CORCORAN UNIFIED SCHOOL DISTRICT will provide an additional preventive cool-down period at the conclusion of the 8th hour of work for employees who have been working outside for up to 2 hours. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- CORCORAN UNIFIED SCHOOL DISTRICT will provide a pre-shift meeting during periods of high heat to remind employees who are working outside for up to 1 hour at a time:
  1. Of the District's high heat procedures,
  2. To drink plenty of water, stay in the shaded areas of campus, and
  3. Of their right to take cool-down periods when necessary

### **Training**

CORCORAN UNIFIED SCHOOL DISTRICT will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
2. Environmental and personal risk factors for heat illness.
3. The signs and symptoms of heat illness.
4. The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. CORCORAN UNIFIED SCHOOL DISTRICT response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

### **Emergency Response Procedures**

All supervisors and management personnel of CORCORAN UNIFIED SCHOOL DISTRICT are required to take immediate action if an employee exhibits signs or symptoms of heat illness. Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, CORCORAN UNIFIED SCHOOL DISTRICT will develop alternative means of summoning emergency medical services.

3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

### **Acclimatization**

New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at less than 2 hours a day, for between 4 to 14 days.

CORCORAN UNIFIED SCHOOL DISTRICT will also monitor employees during a heat wave. "Heat wave" being defined as any day the predicted temperature is at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. No employees work solos, so monitoring can be done by either the supervisor or by use of the buddy system.

CORCORAN UNIFIED SCHOOL DISTRICT will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers

### **Heat Illness Prevention Plan Audit**

CORCORAN UNIFIED SCHOOL DISTRICT, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

1. Ensuring that suitably fresh and cool water is routinely provided in the required mounts.
2. Ensuring sufficient shade is routinely made available.
3. Verifying that the required supervisor and employee training has been completed.
4. A review of the effectiveness of emergency response procedures.
5. Ensuring that employees are acclimatized as required.
6. Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

The Heat Illness Prevention Standard, Title 8, California Code of Regulations, Section 3395, requires all employers with outdoor worksites to take the following steps to prevent heat illness:

<b>Steps</b>	<b>Monitoring</b>
<ol style="list-style-type: none"> <li>1. Provide heat illness prevention training to all employees, including supervisors.</li> <li>2. Provide a continual supply of fresh water so that each employee can drink at least one quart per hour, and encourage them to do so.</li> <li>3. Provide access to shade for at least five minutes of rest when an employee believes he or she needs a preventative recovery period. They should not wait until they feel sick to do so.</li> <li>4. Develop and implement written procedures for complying with the Standard.</li> <li>5. Limit heat exposure of new employees for 14 days until acclimatized</li> </ol>	<ul style="list-style-type: none"> <li>• Annual training</li> <li>• Water fountains and the fill station on campus</li> <li>• Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available. All employees working outside carry two way radios/Annual training</li> <li>• This HIP Plan/Annual training</li> <li>• Annual training</li> </ul>

These steps alone can greatly reduce the risk of outdoor workers developing heat illness.

Specific Procedures for CORCORAN UNIFIED SCHOOL DISTRICT Sites:

High heat conditions exist when the temperature is at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.

No non-maintenance staff is assigned outside for more than 30 minutes in high heat conditions.

Employees are not assigned to static spots and are free to, and are encouraged to station themselves in shaded areas when available. There is shade available throughout campus and indoor, cooled rooms available for breaks.

Water fountains are located in several locations around campus. There is a water filling station in the cafeteria. Employees are free to visit water fountains and carry personal drink containers during the course of their work day. Employee movement is not restricted, allowing for visits to water fountains or filling stations as needed. All drinking water is obtained from the water system connected to the City of Hanford's water system.

All employees who work outdoors are required to carry two-way radios and remain available for contact at all times during the work day.

Inclement weather procedures will be implemented during high heat conditions.

## **TRAINING**

*Supervisors will use this outline for training staff, or ensure that the training method used covers the topics within it.*

- I. EMPLOYER'S RESPONSIBILITY
  - a. The District responsibility is to provide shade, water, cool-down periods, and access to first aid
  - b. Employee has the right to exercise their rights without fear of retaliation.
  
- II. RISK FACTORS FOR HEAT ILLNESS
  - a. Environmental factors
    - i. Temperature
    - ii. Humidity
    - iii. Other sources
  - b. Personal factors
    - i. Overall health
    - ii. Body composition
    - iii. Clothing
      1. Protective
      2. Possible to exacerbate heat
  
- III. KCOE Procedures for compliance
- IV. Water consumption
  - a. Up to 4 cups (32 ounces) per hour in hot conditions or when sweating
  
- V. Acclimatization
  - a. New employees working outside in high heat conditions
  - b. 14 days- limit heat exposure
  
- VI. Heat Illnesses
  - a. Heat Rash
    - i. Heat rash is a skin irritation (also known as prickly heat) caused by excessive sweating during hot, humid weather. It is likely to occur where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. Sweat ducts become plugged, which eventually leads to a rash. It is manifested as red papules and usually appears in areas of restrictive clothing. It can occur at any age but is most common in young children.
  - b. Heat Syncope (Fainting)
    - i. In heat syncope, the brain does not receive enough oxygen because the blood pools in the extremities. Workers not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.
  - c. Heat Cramps
    - i. Heat cramps are usually caused by strenuous activity in a hot environment. Painful spasms of the muscles are caused when workers drink large quantities of water, but fail to replace their body's electrolyte loss. Cramps can be caused by both too much or too little salt in the system. The muscles most susceptible are those that become tired from performing the energetic activity. Cramps may occur during or after work hours.

- d. Heat Stroke
  - i. Heat stroke is a medical emergency. It occurs when the body's system of temperature regulation fails, sweating becomes inadequate and the body's core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the victim receives quick and appropriate treatment, death or permanent disability can occur.
- e. Heat Exhaustion
  - i. Heat exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. If not properly treated, heat exhaustion may rapidly progress to heat stroke.
- VII. Reporting signs and symptoms & responses
  - a. Mandatory two-way radio use for employees working outside
  - b. Reporting immediately
    - i. Self
    - ii. Co-workers
- VIII. CORCORAN UNIFIED SCHOOL DISTRICT response procedures
  - a. Emergency medical services
    - i. School nurse or other trained staff
    - ii. 911 is always an option, no repercussions
    - iii. Campus access for emergency responders
    - iv. Directions to the School Site
      - 1. Say: "Location Name"
      - 2. Say "Advise of nearest cross streets"
      - 3. Say "Location Address"
      - 4. Say "Contact Phone Number"
      - 5. Recruit staff to watch for emergency vehicles
- IX. Supervisor training
  - a. All standard employee training (I-VII above)
  - b. Procedures for implementation
  - c. Procedures for response to heat related illness incident
  - d. Monitoring weather reports
- X. District monitoring procedures
  - a. Annual training
  - b. Monitoring the weather: SOP from May 1 - September 30, also as needed
  - c. Schedules for monitoring work environments considered "at risk"
  - d. Pre-shift meeting schedules

Checklist for Employees and Supervisors

- Ensure proper hydration by drinking more fluids before, during and after exposure to heat.
- Don't wait until you're thirsty to drink.
- Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.

- Avoid very cold drinks – cool (50°–60°) fluid is ideal.
- Eat light meals – avoid hot and heavy meals.
- Wear lightweight, light-colored, loose-fitting clothing.
- Take frequent rest breaks in a cool shaded area.
- Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF 15 or higher.
- Avoid overexertion – slow down and avoid strenuous activity.
- Become familiar with the early warning signs and symptoms of the various heat-related illnesses.