



Fowler Unified School District

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INJURY AND ILLNESS PREVENTION PROGRAM

Injury and Illness Prevention Program (IIPP) for Fowler Unified School District.

SAFETY POLICY

It is the policy of our District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be mindful of safety at all times. In compliance with California law, and to promote the concept of a safe workplace, the District maintains this Injury and Illness Prevention Program.

RESPONSIBILITY

The Director of Human Resources, as the IIPP administrator, has the authority and the responsibility for implementing and maintaining this Injury and Illness Prevention Program.

The responsibilities of our IIPP Administrator(s) include:

- Preparing and updating our District's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a District-wide Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, and general safety concerns

Principals, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each school site, on the District website, or in the office of the IIPP administrator.

EMPLOYEE COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes:

- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A labor/management safety committee

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate hazards in our school sites will be performed by:

- Fresno County Schools Self-Funding Authority's Safety Specialist/Inspector
- Principals
- Human Resources Department

Periodic inspections are performed according to the following schedule:

1. When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
2. When new, previously unidentified hazards are recognized;
3. Accident, injury, and/or exposure investigations; and
4. Whenever workplace conditions warrant an inspection.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our District:

Area	Inspection Frequency
Administration and Offices	Semi-annually
Athletic Facilities	Semi-annually
Classrooms	Semi-annually
Industrial Arts Classrooms	Semi-annually
Performing Arts Classrooms and Stages	Semi-annually
Science Classrooms, Labs, and Storage	Semi-annually
Food Services / Child Nutrition	Semi-annually
Maintenance	Semi-annually
Transportation	Semi-annually
Warehouse	Semi-annually

In addition to this IIPP, the District maintains the following programs/plans:

- Emergency action plan or Standardized Emergency Management System (SEMS) plan,
- Bloodborne Pathogens Exposure Control Plan
- Asbestos
- Lead

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by: the principal, manager, supervisor or authorized designee.

Assistance may be provided by the IIPP Administrator.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the scene as soon as possible;
2. Interviewing injured workers and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause of the accident/exposure;
5. Taking corrective action to prevent the accidental exposure from reoccurring; and
6. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Hazard correction is implemented through:

- Training and instruction
- Direct, verbal or written, communication with employees
- Work orders

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
2. To all workers given new job assignments for which training has not previously provided;
3. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the District is made aware of a new or previously unrecognized hazard;
5. To supervisors to familiarize them with the safety and health hazards to which workers, under their immediate direction and control may be exposed; and
6. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.

5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy:

Category 1.

The following records will be maintained for the period indicated, at a minimum:

The written IIPP	Indefinitely
OSHA Log 300 Forms	5 Years
OSHA Form 300A	5 Years
Inspection Forms.....	3 Years
Injury/Illness/Incident Investigation Forms	Duration of Employment
Employee Training Forms	
Personnel Records.....	Duration of Employment
Training Attendance Logs.....	3 Years
Records Relating to Employee Communication and Enforcement	
Safety Meeting Attendance Logs	3 Years
Employee Safety Suggestion/Hazard Report and Responses	3 Years
Medical and Exposure Records Subject to the Access Standard	Duration of Employment Plus 30 Years
All other Safety Records other than those Subject to the Access Standard	3 Years

X Category 2.

We are a local governmental entity (school district) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

The master copy of this IIPP can be found in the Facilities, Maintenance, and Operations Office.

Other copies of the IIPP can be found at each school site with the School Administrative Assistant.

LABOR/MANAGEMENT SAFETY COMMITTEE

Our District has elected to use a labor/management safety committee to comply with the communication requirements. The committee:

1. Meets regularly, but not less than quarterly;
2. Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review upon request. The committee meeting records shall be maintained for at least three (3) years;
3. Reviews results of the periodic, scheduled worksite inspections;
4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
6. Submits recommendations to assist in the evaluation of employee safety suggestions; and

PROGRAM MAINTENANCE

The IIPP Administrator will periodically review this IIPP. This person shall verify effective implementation of each element of the Program, make any changes needed and communicate program status and changes made to management and to affected employees.

COVID-19 ADDENDUM

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Fowler Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, Fowler Unified School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How Does It Spread?

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/ guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

If an Employee is Sick

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Fowler Unified School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

Fowler Unified School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants.

Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.
- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Fowler Unified School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.
- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

Compliance

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

HEAT ILLNESS PREVENTION PLAN
FOR
FOWLER UNIFIED SCHOOL DISTRICT

Heat Illness Prevention Plan

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INTRODUCTION

Fowler Unified School District has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness.

RESPONSIBILITY

It is the policy of Fowler Unified School District that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan. The Heat Illness Prevention Plan applies to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present. All employees of the Fowler Unified School District fall under this regulation. The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to Fowler Unified School District rests with the Director of Human Resources.

- **Supervisors**

Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received.

- **Employees**

Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

DEFINITIONS

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- **Acclimatization** - the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days.
- **Environmental risk factors for heat illness** - the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- **Heat Illness** - a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).

- **High-Heat Procedure** – is required for five industries when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The industries specified under this modification are: 1) Agriculture, 2) Construction, 3) Landscaping, 4) Oil and Gas extraction, 5) Transportation or Delivery of agricultural products, construction material or other heavy materials.
- **Personal risk factors for heat illness** - includes factors such as an employee’s age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body’s ability to retain water or otherwise effect its physiological response to heat. The District shall not request any of the above personal information from an employee.
- **Preventative Recovery Period** - a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area and shall not be ordered back to work until any signs or symptoms of heat illness have abated.
- **Shade** - the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.
- **Shade Requirements** – must be adequate to accommodate the number of the employees on the shift at any time when temperatures exceed 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee’s request.

PROCEDURES

- **Provisions of Water**
 - At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to suitably cool, fresh, pure drinking water.
 - The importance of frequently drinking water shall be conveyed and encouraged as described in the training section and available in the quantity of at least 1 quart per employee per hour.
- **Access to Shade**
 - When temperature does not exceed 80 degrees F, provide shade or timely access to shade upon request.
 - Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed in a manner that does not deter or discourage access or use.
 - The preventative recovery period shall be at least five (5) minutes in the shade or until symptoms have abated whichever is greater.
 - An employee taking a rest period shall be monitored and asked if he or she is experiencing symptoms of heat illness.
 - If an employee exhibits symptoms or makes a report of heat illness during a cool down period then appropriate first aid or emergency response shall be rendered.
 - Water shall be made available in the shade/preventative recovery period area.

- Where temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate the number of employees on recovery, rest, or meal periods.

- **Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness**

- To identify if environmental risk factors are present, the District shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts.
- To evaluate if an environmental risk factor is present, the District shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The District shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade.
- To control and reduce the exposure to environmental risk factors, the District shall provide shade for work areas and schedule outdoor and/or vigorous work in the cooler hours of the day.

- **Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness**

The District shall train employees on the factors that can affect their vulnerability to heat illness. The District shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized.

- Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their supervisor immediately.
- It shall be the responsibility of each supervisor to respond to all reports and/or observations of heat illness symptoms and signs.
- When a sick employee is unable to communicate, it shall be the responsibility of the supervisor (or designee) to contact emergency services when required, and to provide accurate and precise directions to the employee's location.
- The District shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- Communication between the Supervisor and their crew is of the utmost importance.

High Heat Procedures

The following provisions go into effect when temperatures reach 95 degrees or above.

- Supervisors shall implement the following on High Heat days:
 - Effective employee observation/monitoring shall be achieved by implementing one of the following, supervised/designee observation of crews of 20 or less, mandatory buddy system, regular communication by cellular phone or radio or other effective means of observation.
 - One or more employees in each work area shall be designated to call for emergency medical services if an employee exhibits elevated Heat Illness symptoms.
 - Employees shall be reminded throughout the shift to drink plenty of water.

- A pre-shift meeting prior to the commencement of work shall be conducted to review high heat procedures and encourage employees to drink plenty of water.
- Pre-shift meetings before the commencement of work to review high heat procedures, the need to drink plenty of water and be informed of their right to take a cool-down rest period when necessary.

Emergency Response Procedures

- Effective communication by voice, observation or electronic means is maintained so that employees at a work site can contact a supervisor or emergency medical services when necessary.
- If a supervisor observes or an employee reports any signs or symptoms of heat illness with any employee the supervisor shall take immediate action commensurate with the severity of the illness.
- If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions) the employer must implement emergency response procedures.
- An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with procedures.
- If deemed necessary the supervisor or buddy shall contact emergency medical services and transport the employee to a location where they can be reached by an emergency medical provider.
- In the event of emergency clear and precise directions shall be given to the emergency responders.

Acclimatization

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee’s employment.

Training

Training shall be administered to all employees and their supervisors who fall under the scope of this plan. The District shall ensure the effectiveness of the training by conducting regular follow-up and “tailgate” meetings.

- Supervisory and non-supervisory employees shall be trained on:
 - Environmental and personal risk factors for heat illness.
 - District procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness.
 - Importance of frequent consumption of small amounts of water under extreme conditions

- The employer's responsibility to provide, water, shade, cool-down rests, and access to first aid, as well as the employee's right to exercise their rights under this standard without retaliation.
- Acclimatization and its importance.
- The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
- Procedure of immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker and its importance.
- Procedures to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed.
- Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them.
- Procedures on and how to provide clear and precise directions to emergency medical services.
- Supervisors shall be trained on:
 - All information included in Training subsection above.
 - Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan.
 - The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures.

HEAT ILLNESS INDEX AND SIGNS/SYMPTOMS/TREATMENT QUICK REFERENCE ON THE FOLLOWING PAGE.

APPENDIX A
HEAT INDEX CHART

NOAA's National Weather Service
Heat Index
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- | | | | |
|---|--|---|---|
| Caution
- Fatigue possible. | Extreme Caution
- Sunstroke, muscle cramps, sunstroke and/or heat exhaustion | Danger
- Sunstroke, cramps, sunstroke and/or heat exhaustion possible. highly likely. | Extreme Danger
- Heat stroke or and/or heat |
|---|--|---|---|

Heat Illness Signs/Symptoms/Treatment <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>

Heat Cramps: Strong, involuntary muscle spasms usually in calves, thighs, shoulders or back

Treatment: Rest in cool place, drink water/electrolytes

Heat Syncope: Faint or light headed feeling/actual fainting spell

Treatment: Rest in cool/shaded place, drink water/electrolytes

Heat Exhaustion: Dehydration, fatigue, dizziness/nausea, pale moist skin, temperature elevation

Treatment: Rest in cool/shaded place, drink water/electrolytes/non-caffeinated fluids

Heat Stroke: Mental confusion, fainting, seizures, hot/dry/red skin

(sweating has stopped)

Treatment: Call 911 *immediately*, soak clothing with cool water, move victim to cool/shaded area