

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****HEAT ILLNESS PREVENTION PLAN**

Kern County Superintendent of Schools (KCSOS) is committed to the protection of its employees and the prevention of heat-related illness. For this purpose, the following Heat Illness Prevention Plan was developed outlining guidelines and procedures aimed at reducing the risk of heat related illness and properly responding when heat related illness occurs.

HEAT ILLNESS

Prolonged or intense exposure to hot temperatures can cause heat-related illnesses such as heat exhaustion, heat cramps, and heat stroke, which can interfere with both physical strength and mental capacity, leading, in some cases, to serious danger.

By reducing excessive exposure to high temperatures and taking precautionary steps, most heat-related illnesses can be avoided. Employees with essential job duties that involve working in hot or humid environments are most at risk. With prompt treatment, most people recover completely from heat-related illness. However, heat illnesses like heat stroke can be deadly if not properly managed. Education, safety precautions, and communication can all reduce the likelihood of heat-related emergencies.

AUTHORITY AND RESPONSIBILITY

HR Director or his or her designee is responsible for:

- Identifying all job classifications required to work primarily outdoors where the environmental risk factors for heat illness are present.
- Providing training applicable to employees working in identified job classifications on basic heat illness prevention, signs and symptoms of heat illness, and emergency response procedures, including High Heat Procedure training to those impacted.
- Maintaining and updating the list of all impacted job classifications and providing it upon request.
- Maintaining training records per CalOSHA standards.
- Providing training and compliance assistance to supervisors of identified job classifications and evaluating suggestions and improvements to this plan annually or more frequently if needed.

Supervisors or designees are responsible for:

- Staying aware of the most current and accurate meteorological information (ambient temperature and relative humidity) in areas where employees will be assigned to work outdoors.
- Encouraging employees through various forms of communication to utilize free potable water sources available to all KCSOS employees to fill personal water jugs and/or work truck water containers as needed to maintain sufficient levels of drinkable water throughout the workday (i.e. at least one quart per hour of work per employee.)
- Ensuring employees have access to hazard-free shaded areas available at job sites when the environmental risk factors for heat illness are present for breaks and preventative cool-down rest periods. Informing employees to utilize air-conditioned buildings or vehicles in lieu of shade if none is available at a jobsite.
- Alerting and directing emergency medical services (EMS) immediately if required, or, if EMS is not required, offering medical treatment through the established workers' compensation process.
- Coordinating immediate in-person monitoring of an employee experiencing signs and symptoms of heat illness in a cool, shaded area with access to potable water while EMS is on its way, while non-emergency care is being coordinated, or while first aid is being rendered. Ensuring that the affected employee is offered medical treatment.
- Collecting employee reports of illness and injury, completing supervisor reports of illness and injury, and sending both reports to the Human Resources Specialist if a heat illness event occurs.
- Ensuring communication devices like radios are working properly before each shift if applicable, keeping lines of communication open with employees who are working in the heat, and being aware of where employees are located while on the job.
- Ensuring that all of the requirements in this plan are followed.

Employees are responsible for:

- Understanding that immediate responsibility for heat illness prevention and safety rests with each individual employee.
- Following established work procedures and safety guidelines for each area, as well as those defined by this plan.
- Carrying, refilling, and drinking adequate amounts of potable water by utilizing drinking water available at KCSOS facilities in the amount of one quart per hour per employee.

- Utilizing hazard-free shade or air-conditioned buildings or vehicles for breaks, preventative cool-down periods, and meal breaks when the temperature is above 80 degrees Fahrenheit.
- Recognizing signs and symptoms of heat illness and taking appropriate action as defined by annual training.
- Reporting unsafe conditions immediately to supervisors, Human Resources, or by visiting the KCSOS Occupational Health and Safety website to make an anonymous report.
- Staying in communication with coworkers and supervisors as needed while working in the heat. In the event of an emergency, use communication devices to contact EMS and report to supervisors and coworkers that assistance is needed.
- Reporting unplanned work location changes to supervisor immediately.
- Reporting any heat illness event to supervisor and completing employee injury reports as required.
- Calling for EMS and following emergency procedures when needed.

DRINKING WATER

Water is a key preventative measure in minimizing the risk of heat illnesses. Potable water is available and accessible to all KCSOS employees. All employees are responsible for drinking water regularly and staying properly hydrated. All employees are responsible for keeping personal water jugs and/or work truck water containers free of contamination and at sufficient levels defined as at least one quart per hour per employee, by using the potable drinking water sources provided by KCSOS.

In accordance with CalOSHA standards, the following procedures are in place for employees working in identified job classifications:

- When temperatures are predicted to be above 80 degrees Fahrenheit, supervisors (or designees) of employees working in identified job classifications shall encourage and remind employees through various forms of communication to fill personal water jugs and water containers to capacity with water while present at KCSOS worksites.
- Employees utilizing water containers on work trucks are responsible for keeping them full of water and reporting low water levels or contaminated water to supervisors while out in the field.
- Employees should consume water regularly throughout the day, on breaks and meal periods, and may also take preventative cool-down rest periods to drink water.

ACCESS TO SHADE

Shade is available and easily accessible at most KCSOS worksites and employees are required to utilize hazard-free shaded areas for break, meal, and preventative recovery periods when the temperature is above 80 degrees Fahrenheit. When shade is not readily available, employees must utilize air-conditioned vehicles or buildings for break, meal, and preventative recovery periods. If employees are scheduled to work at a site with no access to shade nor an air-conditioned vehicle, supervisors will make arrangements to provide shade through other means, like providing a pop-up to be carried on a work truck for employees to deploy when needed.

When temperatures are predicted to be above 80 degrees Fahrenheit, supervisors (or designees) shall remind employees through various forms of communication about the importance of rest breaks and ensure employees are aware of shaded locations at worksites.

COOL-DOWN AREAS (INDOOR)

Cool down areas will be located at KCSOS worksite, where employees are subject to indoor heat conditions. These areas will be kept below 82 degrees Fahrenheit whenever possible.

Employees will be told where the cool-down area is and are encouraged to use it anytime they feel they need a break from the heat. An employee taking a break to prevent overheating needs to notify a supervisor so that they can be monitored. If someone does show signs of heat illness, first aid or emergency care will be provided right away.

CONTROL MEASURES (INDOOR)

The following steps will be taken to protect employees from adverse heat conditions if the temperature or heat index inside reaches 87 degrees Fahrenheit or higher, or if the temperature reaches 82 degrees Fahrenheit or higher and employees are either wearing clothing that makes it harder for their body to cool down or are working in areas with radiant heat (like near hot equipment).

KCSOS will first implement engineering controls to make the workplace cooler using things like fans, air conditioning, shade, or other equipment. If that's not sufficient, then administrative controls, such as adjusting work practices, changing schedules, rotating staff, or adding more rest breaks will be implemented.

If neither of those steps can fully reduce the risk, we will provide employees with protective gear or other tools to help them stay safe from heat illness.

TEMPERATURE ASSESSMENT FOR INDOOR PLACES PROCEDURES

In lieu of complying with measuring temperature and heat index, KCSOS may assume a work area is subject to one or more of the conditions listed and begin implementing engineering controls followed by administrative controls. Engineering controls are methods that remove or reduce hazardous conditions or create a barrier between the employee and the hazard. Administrative controls limit exposure to a hazard by adjustment of work procedures, practices, or schedules.

PROCEDURES

- All employees will be provided the Heat Illness Prevention Policy upon hire.
- Employees working in identified job classifications with job duties that include regular exposure to the heat above 80 degrees Fahrenheit will receive annual heat illness prevention training.
- New employees in identified job classifications will receive training upon hire if assigned work includes immediate and regular exposure to heat above 80 degrees Fahrenheit.
- Supervisors (or designees) of employees in identified job classifications will do the following:
 - Receive annual training on how to recognize symptoms of heat related illness, how to monitor weather and identify periods of heat waves, and the need to inform assigned employees of this information.
 - Be aware of work locations of assigned employees in the course of the work day in order to respond quickly to a heat-related event and properly direct EMS to affected employee if needed.
 - Monitor assigned employees for signs and symptoms of heat related illnesses during acclimatization periods and heat waves through frequent communication through radios where applicable and by utilizing the buddy system.
 - Keep open lines of communication and ensure that employees have effective means of contacting EMS if needed.
 - Review emergency procedures with employees periodically in addition to annual training, including reminding employees to be aware of worksite addresses and/or clear and precise directions to worksite to properly inform emergency personnel if needed.

EMERGENCY RESPONSE PROCEDURES

When there is significant risk of heat illness present, all employees shall adhere to the following emergency response procedures:

- Employees shall inform supervisor or designee about unplanned location changes to ensure supervisor (or designee) is aware of employee location.
- 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 (or designee) immediately. In the event of an emergency (i.e. employee incoherent, showing signs of heat stroke, or unconscious), employees are to first contact EMS and alert supervisor

(or designee) second.

- Upon a report of heat illness signs or symptoms, the supervisor (or designee) will take immediate action including involving other employees to evaluate the severity of the illness and monitor the employee in a cool, shaded place with access to drinking water. The supervisor (or designee) shall offer first aid, medical care through the workers' compensation process, or EMS when needed.
- If an employee exhibits signs of heat stroke, the first person to recognize these symptoms shall call EMS immediately. All employees are authorized to contact EMS in the event of an emergency. The supervisor should be notified as soon as it is reasonable.

ACCLIMATIZATION

- All identified job classifications shall be closely monitored by a supervisor (or designee) during a heat wave which is defined by 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. This should be accomplished by utilizing frequent varying forms of communication, designee supervision, or the buddy system.
- The supervisor (or designee) will monitor newly hired employees working in the heat closely during the first 14 days through frequent varying forms communication, designee supervision, or the buddy system with reminders to take preventative measures to avoid heat illness.

HIGH HEAT PROCEDURES

Any employees, including supervisors, working in or overseeing job classifications that are subject to high heat procedures as defined by CalOSHA, will be provided additional training specific to extreme heat (95 degrees Fahrenheit or above).

When the temperature equals or exceeds high heat levels of 95 degrees Fahrenheit or above, the following procedures will apply to identified job classifications. The supervisor (or designee) will:

1. Hold pre-shift meetings if feasible to review high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest periods in shade when necessary.
2. Ensure effective communication by voice, observation, and electronic means with employees is maintained throughout shifts. This includes the use of the buddy system or designee observation, and frequent communication through various means.
3. Ensure employees are observed for signs and symptoms of heat illness through various methods, including, but not limited to, the buddy system and/or regular communication with radios or cellphones.

4. Remind employees throughout the work shift to drink plenty of water, refill jugs and water containers, and take breaks in the shade.
5. Ensure that all employees understand that they are authorized to call EMS when needed.

TRAINING

Heat Illness Prevention Training shall include:

- The procedures detailed in the Heat Illness Prevention Plan.
- Personal and environmental risk factors for heat illness.
- The concept, importance, and methods of acclimatization.
- The importance of frequent hydration with cool water before, during, and after their shift.
- The different types of heat illness, common signs and symptoms, and the appropriate first aid and/or emergency responses to the different types of heat illnesses.
- The rapid progression of mild to life threatening heat illness.
- The importance of communication during high temperatures and the requirement to report signs and symptoms immediately.
- The procedures to respond to possible heat illness, and how EMS will be contacted and directed to the injured or ill employee if necessary.

In addition to the topics above, supervisors of identified job classifications shall also receive training on the following topics:

- Procedures to follow in order to implement the provisions of this program.
- Procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports to determine if dangerous conditions or heat waves are present and how to use the heat index chart to determine conditions.

RECORD KEEPING

Records of training, audits, investigation, and corrections made will be maintained as required by law.

Section I. The job classifications with environmental risk factors for heat illness include but are not limited to:

- Air Conditioning Heating Mechanic I & II
- Animal Keeper I, II, & III
- Automotive Parts Technician
- Automotive Service Worker
- Building Security Specialist
- Building Supervisor
- Campus Supervisor
- Curator of Animals

- Fleet Manager
- Flex Driver
- Grounds Worker I & II
- Lead Mechanic
- Maintenance Worker I & II
- Mechanic I & II
- School Bus Driver
- Service Advisor – Vehicle Maintenance
- Shop Foreman
- Transportation Aide
- Utility Building and Grounds Worker - VOCS
- Utility Worker
- Warehouse Delivery Worker

Section II. The job classifications subject to High Heat Procedures include but is are not limited to:

- Grounds Worker I & II