Heat Illness Prevention Plan for
Coronado Unified School District

Responsibility

The Deputy 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 employees receive answers to questions about the procedures in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

A printed copy is available for review at the District Office located at 201 Sixth Street, Coronado, California, 92118 and can also be accessed electronically on the district's website at www.coronadousd.net. It is available to employees or their representatives upon request.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to employees free of charge. Water dispensers/fountains are located in all staff lounges, nurses offices, and throughout all district facilities and school sites which are easily accessed during breaks and passing periods.

2. Water from the aforementioned sources is fresh, pure, and suitably cool. 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. Employees will be reminded and encouraged to frequently consume small quantities of water throughout their workday.

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

1. Cool-down areas(s) will be located at these locations. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by using fans, HVAC, and opening windows/doors. Outdoor shaded areas are also a viable alternative to seek respite from the heat.

2. The cool-down area(s) will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees 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.

3. Employees 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) when needed. 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 Access to Shade for Outdoor Places of Employment

1. Shade will be as close as practicable to the employees when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by a worker. Various shade structures, trees, and indoor spaces are available to seek refuge from severe heat.

   Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

2. Enough shade or indoor spaces will be available at the site to accommodate all of the employees who are on a break at any point in time. During meal periods, there will be enough shade for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.

3. Employees will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.

4. All employees on a recovery, rest break, or a meal period will have full access to shade or indoor area so they can sit in a normal posture without having to be in physical contact with each other.

Procedures for Temperature Assessment for Indoor Places of Employment

1. A thermometer will be used throughout the workplace to monitor temperature or heat index. 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.

2. Employees are encouraged to measure and share heat information with their site administrator if they have concerns about indoor heat or the heat index. Various weather applications will be used to monitor outdoor temperatures to aid in the ongoing monitoring of indoor temperatures.

3. Initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 86 degrees Fahrenheit.

4. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and at times during the work shift when worker exposures are expected to be the greatest.

5. Employees should be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace and share any concerns with their site administrator.

Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet (http://www.nws.noaa.gov/), calling the National Weather Service phone numbers (see California phone numbers below), or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

   CALIFORNIA Dial-A-Forecast: San Diego 619-297-2107

2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule, if necessary.

3. The supervisor will use a thermometer throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

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.

1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F. Administrative controls will be added if feasible engineering controls are not enough to comply with the standard.

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
    - 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
    - Reflective shields/tint to block radiant heat
    - Evaporative coolers
    - Dehumidifiers

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 work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, 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.

High-Heat Procedures for Outdoor Places of Employment

High-Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

1. Effective communication by email or audio announcements will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then phones, text messages or email will be used for this purpose.

2. Frequent communication will be maintained with employees working by themselves or in smaller groups by phone, text messages or emails to be on the lookout for possible symptoms of heat illness. The worker(s) will be contacted regularly and as frequently as possible throughout the day since a worker in distress may not be able to summon help on their own.

3. Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, an alternate responsible person will be designated by

the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness. Coworkers will be the designated alternate responsible person. If a supervisor, designated responsible person, or any worker reports any signs or symptoms of heat illness in any worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

4. Employees will be reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

5. Pre-shift meetings will be held before the commencement of work to review the high-heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Procedures for Handling a Heat Wave for Outdoor Places of Employment

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.

1. During a heat wave, all employees will be closely observed by a supervisor and their coworkers.

2. During a heat wave or heat spike, the workday may be shortened.

3. During a heat wave or heat spike and before starting work, meetings may be held to review the company Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Procedures for Emergency Response:

1. Effective communication will be ensured by voice, direct observation, or electronic means, such as phone, text message or email and will be maintained so that employees can contact a supervisor when necessary. If the supervisor is unable to be near the employees (to observe them or communicate with them), then coworkers or the front office may be contacted for this purpose.

2. Appropriately trained personnel will be made available at the site to render first aid. Additionally, employees should dial 911 if an emergency response is needed.

3. To ensure that emergency medical services can be called, all employees have access to phones.

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

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

6. Employees and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Employee:

1. When an employee 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 the shade or cool-down area(s) and drinking cool water will suffice or if emergency service providers will need to be called. A sick employee will not be left alone in the shade or cool-down area(s), as their condition could take a turn for the worse.

2. When an employee 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.

3. Emergency service providers will be called immediately if an employee 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 employee go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

4. If an employee 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 Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees 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 by the Human Resources Department.

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

2. Supervisors and employees will be trained as it is CUSD's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the employees' right to exercise their rights under this standard without retaliation.

3. Supervisors and employees 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 employees 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 shade or cool-down area(s), 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. Employees 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, employees will be retrained annually.

7. Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees , how clear and precise directions to the site will be provided, how to transport ill employees 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.

OSHA Links and Information:

- Indoor Heat Illness Prevention Educational Materials and Other Resources (link)