

HIPP / Heat Illness Prevention Program

**HIPP  
HEAT ILLNESS  
PREVENTION PROGRAM**



# HEAT ILLNESS PREVENTION PROGRAM

December 2020

Kaptive intends to comply with the Heat Illness Prevention Standard, Title 8-CCR 3395. Implementing these procedures will reduce the risk of work-related heat illnesses among employees. These procedures provide the minimal steps applicable to most of our jobsites and are essential to reducing the incidence of heat related illnesses. Supervisors and employees must be trained on these procedures. It is the responsibility of each jobsite Supervisor to ensure that these procedures are implemented and followed.

**Supervisor’s Quick Checklist Table**  
**Use this table as a quick reference for requirements contained in this Plan**

#1 At 75°+ F #1	#2 At 80°+ F (#1 + these items)	#3 At 90°+ F (#1&2 + these items)	#4 At 95° F (#1-3 + these items)
<ul style="list-style-type: none"> <li>• Check weather forecast</li> <li>• Remind employees to drink water</li> <li>• Be on the look-out for signs/symptoms of heat illness</li> <li>• Conduct “Tailgate” meeting on Heat Illness</li> </ul>	<ul style="list-style-type: none"> <li>• Provide/erect shade structure for all employees, or ensure shade is available</li> <li>• Allow for 5 minute cool-down periods</li> <li>• Ensure 1 quart water per hour per employee</li> </ul>	<ul style="list-style-type: none"> <li>• Check water level every hour</li> <li>• Add water/ice when level is 50% or lower</li> <li>• Conduct “Tailgate” meeting each morning</li> </ul>	<ul style="list-style-type: none"> <li>• Increase water breaks every 2 hours</li> <li>• Closely monitor workers</li> <li>• Closely monitor new workers for acclimation</li> <li>• Provide 10-minute cool-down every 2-hours</li> </ul>

## 1. Provision of Water

- The **Supervisor** will provide a 3-5-gallon water cooler/jug or bottled water to the jobsite and/or will ensure that a water supply is available. Make sure that the jobsite has a potable water supply
- There should be at least **2 quarts per employee** available at the start of the shift

## HEAT ILLNESS PREVENTION PROGRAM

- The **Supervisor** will bring paper/disposable cups if using a cooler to ensure that enough cups are available for each worker and that they are kept clean until used. Drinking water from a hose or community cup is prohibited
- The **Supervisor** will check the water supply every hour, and more frequently when the temperature exceeds **90°F**. Refill the cooler/jug with cool water when the water level drops below 50%. The water must be “Fresh, pure, suitably cool” and located as close as practicable to where employees are working
- The **Supervisor** is responsible for cleaning the cooler/jug and ensuring it is kept in a sanitary condition (all necessary cleaning supplies are provided by the company)
- The **Supervisor** will remind employees to drink water frequently
- When the temperature is expected to exceed **90°F**, the **Supervisor** will hold a brief “Tailgate” meeting each morning to review the importance of drinking water, the number/schedule of water and rest breaks and the signs and symptoms of heat illness
- When the temperature equals or exceeds **95°F**, or during a heat wave, the **Supervisor** will increase the number of water breaks, and remind employees to drink their water

### 2. Access to Shade

Some of our jobsites have shade available such as trees and other structures. However, in the absence of existing shade, the **Supervisor** will ensure the following:

- A shade structures will be brought to the jobsite to accommodate all employees and either chairs, benches, towels or other items to allow employees to sit and rest without contacting the bare ground.
- The **Supervisor** will erect the shade structure(s) when the temperature equals or exceeds **80°F**.

**Note:** Do not use the interior of a vehicle to provide shade unless the vehicle is air-conditioned, and the air conditioner is on

- The **Supervisor** will allow and encourage employees to take a **5-minute** cool-down rest in the shade, when they feel the need to do so to protect them from overheating. Employees taking a “preventive cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade, and not ordered back to work until symptoms are gone
- In situations where trees or other vegetation are used to provide shade the **Supervisor** will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees

### 3. Procedures for Monitoring the Weather

## HEAT ILLNESS PREVENTION PROGRAM

- Company Management will check the weather forecast as many days in advance as possible by going on the internet ([www.nws.noaa.gov](http://www.nws.noaa.gov)), or call the National Weather Service Phone Numbers (see CA below) to view the extended weather forecast to plan in advance the work schedule, know whether a heat wave is expected, and if additional schedule modifications will be necessary

### **CALIFORNIA Dial-A-Forecast – San Francisco 831-656-1725(#1)**

- Prior to each workday, the **Company Management** will be responsible for monitoring the weather (using [www.nws.noaa.gov](http://www.nws.noaa.gov)) at the jobsite. This information will be used to determine when it will be necessary to make work schedule changes (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks). See also Section 9-Reference

#### **4. Handling a Heat Wave (Starting at 80° F)**

- During a heat wave or heat spike (a sudden increase in temperature of **9°F** or more), the workday will be cut short, will be rescheduled (conducted at night or during cooler hours) or if possible cease for the day
- If schedule changes are not possible and workers have to work during a heat wave, the **Supervisor** will hold a “Tailgate” meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers.
- In addition, the **Supervisor** will institute alternative preventive measures such as provide workers with an increased number of water and rest breaks every two (2) hours, supervise workers to ensure that they stop work and take the required breaks, and observe closely all workers for signs and symptoms of heat illness

#### **5. High Heat Procedures (High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95°F.)**

- The **Supervisor** will “effectively monitor and observe” employees for alertness and signs/symptoms of heat illness, including a mandatory “buddy” system and regular communication with employees working by themselves. During high heat, employees must be provided with a minimum 10-minute cool-down period every 2-hours.
- The **Supervisor** will remind employees throughout the day to drink plenty of water
- The **Supervisor** will closely supervise a new employee, or assign an experienced coworker for the first **14 days** of the employee’s employment,

## HEAT ILLNESS PREVENTION PROGRAM

unless the employee indicates that s/he has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day

### 6. Procedures for Acclimatization (Temperature at 80° F +)

The body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted. Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress significantly more intense than what they have previously experienced.

For acclimatization purposes, the **Supervisor** is responsible for the following:

- Monitoring the weather and looking out for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer
- During a heat wave or heat spike (Starting at 80° F a sudden increase in temperature of 9°F or more), the work day will be cut short, will be rescheduled (conducted at night or during cooler hours) or if possible cease for the day
- During the hot summer months, the work shift will start earlier in the day or later in the evening, when possible
- For new employees, try to find ways to lessen the intensity of the employee's work during a two-week break-in period, and closely monitor them during this period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day such as early-morning or evening)
- During a heat wave, observe all employees closely for symptoms of heat illness

### 7. Emergency Response Procedures

- In the event an employee becomes ill, call the BBSI Nurse Advocacy 24/7 Advocacy Nurse at **1-800-825-3887** for instructions. If it is a life-threatening situation, call **911**. Ensure that you know the address where you are working so you can give it to the 911 operator.
- **Company Management** will ensure that a qualified, appropriately trained and equipped person will be available at the site, to render first aid if necessary
- All **Supervisors** and or at least one employee will carry cell phones or other means of communication, to ensure emergency medical services can be called. If cell phone coverage is not available, call from the nearest land-line, or drive to a location where cell service is available

## HEAT ILLNESS PREVENTION PROGRAM

- When an employee is showing symptoms of possible heat illness, the **Supervisor or designee** will take immediate steps to keep the employee cool and comfortable (once **911** responders have been called) to reduce the progression to more serious illness
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their **Supervisor** any signs or symptoms they are experiencing
- **Supervisors and employees** will be trained on heat illness prevention and include the detail of these written emergency procedures

### Handling a Sick Employee

- When an employee displays possible signs/symptoms of heat illness, a trained first aid worker or **Supervisor** will check the sick employee to determine whether resting in the shade and drinking cool water will suffice, or if **911** providers should be called. Do not leave a sick worker alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs/symptoms of heat illness and no trained first aid worker or **Supervisor** is available at the site, call **911**
- Call **911** immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, is having convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid:
  - cool the worker
  - place in the shade
  - remove excess layers of clothing
  - place ice pack in the armpits and
  - fan the victim
- Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

### 8. Employee Training

- **The Company** will ensure that all **Supervisors** are trained prior to being assigned to supervise other workers. Training will include these written procedures and what steps **Supervisors** will follow when employees' exhibit symptoms of heat illness
- The Company will train employees on the steps to follow for contacting emergency medical services
- When the temperature exceeds **75°F**, the **Supervisors** will hold short "Tailgate" meetings to review the following:
  - The weather reports
  - Reinforce heat illness prevention with all workers
  - Provide reminders to drink water frequently
  - Be on the lookout for signs and symptoms of heat illness and
  - Inform workers that shade can be made available upon request

# HEAT ILLNESS PREVENTION PROGRAM

## 9. Reference

You can download an application of the Heat Safety Tool for your smart phone to assist with calculating the heat index and providing information on the risk level and precautions to take at your specific jobsite/location. Check it out:

[http://www.osha.gov/SLTC/heatillness/heat\\_index/heat\\_app.html](http://www.osha.gov/SLTC/heatillness/heat_index/heat_app.html)

# HEAT ILLNESS PREVENTION PROGRAM

## Safety Meeting Topics Attendance Log

### Employee Signatures:

(My signature attests and verifies my understanding of, and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

### Firma de Empleado:

(Mi firma atestigua y verifica mi comprensión de y conformidad a acatar con todas pólizas y regulaciones de seguridad, y que no e sufrido, experimentado, o sostenido cualquier reportado lesión o enfermedad relatado con el trabajo)


<b>Firma de Forman/Supervisor:</b> (Signature)	
<b>Date Reviewed</b>	