



Heat Illness Prevention Plan

California

Heat Illness Prevention Plan

California Addendum

In addition to abiding by the procedures outlined in **KPA's Heat Illness Prevention Plan**, California employers have additional responsibilities that are outlined in this addendum.

ADDENDUM OBJECTIVES

- A. Satisfy Cal/OSHA's heat illness prevention standard ([§3395](#)).
- B. Specify when Cal/OSHA heat illness standards are activated.
- C. Control employees' exposure to work-related heat illnesses.

I have reviewed this Heat Illness Prevention Plan - California Addendum for completeness and understand that the provisions contained herein apply to our operations.

Manuel DeOliveira

Signature

Pres.

Title

Manny DeOliveira

Printed Name

6-26-2024

Date

SUMMARY OF CALIFORNIA HEAT ILLNESS PREVENTION REQUIREMENTS

Item	California Requirement
Measurement to Use	Dry Bulb/Air Temperature
When Heat Illness Prevention Measures In Effect	When employees work outdoors
Acclimatization	<u>Required</u> for the first 14 days for new employees and employees returning to work after a prolonged absence. See below.
Heat Waves Refers to any day in which the predicted high temperature for the day will be 80° F or higher AND at least 10° F higher than the average high daily temperature in the past 5 days.	<ul style="list-style-type: none"> • Cut work short or reschedule it. • Hold pre-shift meetings to review heat illness prevention procedures, the weather forecast, importance of hydration, and cool-down rest breaks. • Institute a buddy system.
High Heat Procedures Only the following industries are required to implement high heat procedures: (1) agriculture; (2) construction; (3) landscaping; (4) oil and gas extraction; and (5) transportation or delivery of agricultural products, construction materials, or other heavy materials, except for employment that consists of operating an air-conditioned vehicle and does not include loading or unloading.	<u>Required</u> when temperature equals or exceeds 95° F. <ul style="list-style-type: none"> • Ensure effective and regular communication methods by voice, observation, or electronic means so that employees can contact their supervisor. • Remind employees about importance of drinking water. • Ensure effective employee observation/monitoring by implementing one or more of the following: (1) supervisor/designee observation of 20 or fewer employees; (2) mandatory buddy system; (3) regular communication with sole employee via radio or cell phone; or (4) other effective means of observation. • Designate one or more employees who will call emergency services, if necessary, and allow other employees to contact emergency services when designated employees are not available. • Hold pre-shift meetings to review high heat procedures, hydration, and rest breaks. • Agricultural employees shall take a minimum 10-minute rest break every 2 hours.
Access to Shade	<ul style="list-style-type: none"> • Always available at any temperature and upon request. • <u>Required</u> when temperature exceeds 80° F. • Must either be open to the air or provided with ventilation or cooling. • Must accommodate the number of employees on recovery or rest periods so they can sit in a normal posture without physically contacting others.
Access to Water	<ul style="list-style-type: none"> • Provide fresh, pure, suitably cool water to employees free of charge. • If the water isn't continually supplied, ensure each employee obtains 1 quart of water per hour.
System for Communicating	<ul style="list-style-type: none"> • Notify employees about Company's Heat Illness Prevention Plan <i>before</i> employees have exposure to the risk of heat illness. • Alert employees when heat illness procedures in effect. • Designate who will ensure heat illness measures are properly executed. • Implement buddy system to monitor employee health.

Item ... Continued	California Requirement ... Continued
<p>Training Requirements – Employees</p> <p>Must be done annually before employees have exposure to the risk of heat illness.</p>	<ul style="list-style-type: none"> • Environmental and personal risk factors that affect heat illnesses. • Added burden of heat load on the body caused by exertion, clothing, and PPE. • Employer’s specific procedures around water, shade, rest breaks, and first aid. • Importance of frequent consumption of small quantities of water—up to 4 cups per hour. • Concept, methods, and importance of acclimatization. • Signs and appropriate responses for heat illnesses. • Importance of immediately reporting heat illness symptoms. • Ability for employees to report heat illness concerns without retaliation. • Emergency response procedures.
<p>Training Requirements - Supervisors</p> <p>Must be done annually before managers oversee employees who have exposure to the risk of heat illness.</p>	<ul style="list-style-type: none"> • All of the employee training requirements listed above. • Special procedures that supervisors need to follow for heat illness safety. • What to do if an employee shows signs of a heat illness. • How to monitor weather reports and how to respond to hot weather advisories.

ACCLIMATIZATION

- For the first 14 days on the job, the supervisor or Company designee will closely observe new employees and those who have been newly assigned to work in a high heat area.
- During a 2-week break-in period, the new employees’ work intensity will be lessened. This will be accomplished by scheduling slower-paced work and, whenever possible, doing less physically demanding work during the hot parts of the day with the heaviest work activities taking place during the cooler parts of the day (early morning or evening).
- Company supervisors will document steps taken to lessen new employees’ workload intensity.

MONITORING TEMPERATURE — DRY BULB/AIR TEMPERATURE

California employers must monitor what’s known as dry bulb/air temperature for employees who work outdoors. This is how cold or hot it is in your area. Generally, 80-100°+ F temperatures are concerning for heat illnesses, but lower temperatures may also be problematic, depending on employees’ work clothing.

STATE-SPECIFIC RESOURCES

The Company will reference the following to ensure a compliant approach.

California Dial-A-Forecast

Eureka (707) 443-7062

Los Angeles (805) 988-6610 (#1)

San Diego (619) 297-2107 (#1)

Hanford (559) 584-8047

Sacramento (916) 979-3038

San Francisco (831) 656-1725 (#1)

[FAQs](#)

[Heat Illness eTool](#)

[Cal/OSHA Heat Illness Prevention Website](#)

Table of Contents

Introduction.....	4
Scope	5
Purpose	5
Responsible Parties.....	6
Program Administrator	6
Management & Supervisors.....	6
Employees	6
When Heat Illness Prevention Applies.....	7
General Criteria	7
Exceptions	7
Heat Illnesses.....	8
Risk Factors.....	9
Personal Health Factors	9
Being Under the Influence	9
Monitoring/Determining Heat Index	10
Measurements	10
System for Communicating	11
Availability of This Program.....	11
Heat Illness Procedures Now in Effect.....	11
Plan Execution.....	11
Training	12
Training Elements.....	12
Training Recordkeeping	13

Acclimatization	14
Preventing Heat Illnesses	15
Engineering Controls	15
Shade	15
Administrative Controls	15
Training	15
Cool Drinking Water	15
Breaks	16
High-Heat Procedures	16
Employee Health Monitoring	18
How to Recognize Symptoms of Dehydration	18
First Aid & Emergency Response	19
How to Respond to Suspected Heat Illnesses in Others	19
Emergency Protocols	19
Heat Illness Reporting	21
OSHA Reporting	21
What to Report	21

Introduction

Employees have a right to a safe and healthy work environment. Excessive heat exposure at work poses a health threat for employees. When temperatures in outdoor work environments rise beyond the body's capacity to cool itself and dispel heat, individuals may be in grave danger. Impacts range from comparatively minor problems, such as heat cramps, to severe afflictions, such as organ damage, heat exhaustion, stroke, or death.

Our Company has implemented this Heat Illness Plan because one of the following applies:

- We're located in places that have enacted heat illness prevention regulations.
- We reasonably anticipate employees will be doing work outdoors that will increase their risk of heat illnesses.
- We're part of an industry that's prone to heat illness challenges.
- We recorded and/or reported work-related employee heat illnesses as part of injury and illness recordkeeping requirements within the last year.
- One of our locations was fined or issued serious citations for not properly mitigating heat illnesses at work.

Out of an abundance of caution and care, this facility will default to the strictest applicable standards as outlined within this document. Please also refer to relevant state-specific heat illness prevention addendums and requirements. If Company has facility-specific practices that deviate from this plan, they are noted in the Heat Illness Prevention Plan - Facility Addendum.

Disclaimer: KPA Services, LLC and its partners/affiliates, collectively (KPA), has made reasonable efforts to ensure the accuracy of the subject matter presented. KPA makes no express or implied warranty with respect to the information presented and assumes no responsibility for errors or omission. This resource is designed to address best-practice compliance; additional state laws and/or regulations may also apply. This resource should not be used as a substitute for professional or legal advice. If legal advice or other expert assistance is required, the services of a legal professional should be sought.

Scope

The Company's Heat Illness Prevention Plan is available in English and the language that the majority of our employees understand. Our plan is available to all employees and to regulatory representatives upon request. Our Heat Illness Prevention Plan is included as part of our Company's Injury and Illness Prevention Program, Accident Prevention Program, or similar, as required.

Purpose

The procedures outlined in this document help ensure consistency and that all Company employees and subcontractors comply with our heat illness prevention procedures. They also help reduce the risk of work-related heat illnesses.

Goals

The goals for our plan include:

- Documenting the minimum essential heat illness prevention steps that apply to most work settings.
- Setting the expectation that in work environments where there's a higher risk for heat illness, such as during a heat wave or other severe working or environmental conditions, the Company must exercise greater caution and employ greater measures to protect employees.
- Acknowledging that some employees will be more susceptible to heat illnesses than others.
- Understanding the importance of acclimatization, hydration, shade, cool-down rest periods, training, etc.
- Recognize signs and symptoms of different heat illnesses.
- Know what to do if you or someone else is experiencing signs of a heat illness.

Responsible Parties

PROGRAM ADMINISTRATOR

To help meet compliance requirements and ensure the success of our program, the same person(s) who administer our Injury and Illness Prevention Program, Accident Prevention Program, or similar safety programs also assume ownership for implementing our Heat Illness Prevention Plan.

The Program Administrator is responsible for upholding all the policies outlined herein. Responsibilities include:

- 1) Conducting a risk assessment and taking measures to help prevent heat illnesses in the workplace.
- 2) Training and communicating with employees and employee representatives about the plan.
- 3) Establishing a process to check for compliance and to document and correct deficiencies.
- 4) Setting up a process to investigate heat illnesses reported at work and prevent future instances.
- 5) Reviewing this plan annually and updating it as necessary.

MANAGEMENT & SUPERVISORS

- Monitor outdoor workplace temperatures which employees may be exposed to.
- Periodically conduct workplace hazard assessments that identify heat hazards.
- Provide engineering controls, administrative controls, work practices, and protective equipment to reduce exposure levels.
- Ensure the availability of water or other appropriate beverages to employees.
- Ensure employees new to the work area complete an acclimatization or conditioning period. Integrate employees into a full workload gradually, as appropriate.
- Monitor employees during the acclimatization period.
- Ensure that employees who have had time off (thereby reducing their ability to more easily acclimate to the environment) are reminded of this reduction in tolerance. (Time off includes weekends and holidays.)
- Ensure that employees who have symptoms of a temperature-related condition have access to a healthcare provider, should they need medical treatment.
- Closely observe all employees during a heat wave when the temperature meets or exceeds 80° Fahrenheit (27° C) and when it's at least 10° Fahrenheit (6° C) higher than what the average high daily temperature has been in the last 5 days.

EMPLOYEES

- Follow proper work practices and procedures to help protect your health and safety.
- Know the signs and symptoms of heat-related illness and injuries, and report any of them to your supervisor immediately if you experience any of them.
- Alert your supervisor if a fellow employee shows signs of a heat-related illness.
- The Company complies with the Americans with Disabilities Act (ADA). Work with Human Resources on appropriate accommodations if you have a health condition that could impact your heat stress tolerance. For example, certain medications can affect the body's ability to manage heat.
- Wear appropriate clothing and attire and use provided protective equipment as needed, or required, to assist your body in managing the effects of extreme temperatures.

When Heat Illness Prevention Applies

Ultimately, the Company's [Hazard Identification and Assessment](#) governs which roles/employees our Heat Illness Prevention Plan applies to.

The potential for heat illnesses to occur increases when outdoor temperatures climb. It may also depend on what kind of clothing employees wear on the job and their exertion level.

General Criteria

This program applies whenever an employee is required to perform work activities in an outdoor environment for more than 15 minutes in any 60-minute period where the heat index equals 80° Fahrenheit.

Note: Heat illness regulations may vary between state plans. Please refer to the relevant state-specific heat illness prevention addendums and requirements.

Exceptions

The following roles are excluded from this plan and its procedures:

- Employees who work from home or at locations of their own choosing.¹
- Employees working indoors near radiant heat sources, such as iron and steel mills, foundries, welding, or hot work. These workers have additional safety requirements that must be addressed separately. They are outside the scope of this heat illness prevention program.
- Employees who always work in temperature-controlled environments, such as air-conditioned spaces. While employees who work in a climate-controlled space are generally excluded from the procedures in this plan, these employees need to be aware of acclimatization protocols should their work change as well as heat illness symptoms which could occur if they leave a climate-controlled area.

¹ Employees under Oregon OSHA's jurisdiction who work from home are only partially exempt from this plan. See the Oregon Addendum.

Heat Illnesses

Your body has two main processes to maintain a stable 98.6° F (37° C) body temperature: blood circulation closer to the surface of the skin and sweating. **Heat illness refers to serious and potentially life-threatening medical conditions that happen when the body is unable to cope with excessive heat.** Many outdoor work environments may have hot conditions that can lead to one or more heat illnesses.

	Type of Heat Illness	Description	Symptoms
Mild	Heat Rash	Visible skin irritation, such as a cluster of blisters, caused by excessive sweating and clogged pores during hot, humid weather.	<ul style="list-style-type: none"> • Clusters of red bumps on skin • Often appears on neck, upper chest, and skin folds
Moderate	Heat Cramps	Because sweating causes the body to lose salts, electrolytes, fluids, and minerals, painful muscles cramps may result.	<ul style="list-style-type: none"> • Muscle spasms or pain • Usually in legs, arms, or trunk
Moderate	Heat Syncope	In high-heat environments, the body compensates how it circulates blood and not enough oxygenated blood may reach the brain.	<ul style="list-style-type: none"> • Fainting • Dizziness
Severe	Rhabdomyolysis / Rhabdo	Associated with prolonged physical exertion and heat stress. A type of muscle breakdown that happens when proteins and electrolytes that are normally part of the muscle tissue are released into the bloodstream. These substances may damage the heart, kidneys, or other organs.	<ul style="list-style-type: none"> • Muscle pain • Dark urine or reduced urine output • Weakness
Severe	Heat Exhaustion	This happens when the body has lost too much water, salt, and electrolytes. The person may have a combination of heat illnesses, excessive weakness, shallow breathing, and a weak pulse.	<ul style="list-style-type: none"> • Fatigue • Irritability • Thirst • Nausea • Dizziness or lightheadedness • Heavy sweating • Elevated body temperature or fast heart rate
Severe	Acute Kidney Injury	Kidneys may become damaged when there is inadequate blood flow or rhabdomyolysis affects kidney muscle tissue. If undiagnosed, it may lead to kidney failure.	<ul style="list-style-type: none"> • Diagnosed by elevated creatinine levels in the blood • Reduced urine output
Deadly	Heatstroke	THIS IS A LIFE-THREATENING CONDITION. It requires IMMEDIATE emergency medical care. If a person's body temperature rises too quickly, there is the potential for severe damage to the brain, muscles, and vital organs, as well as death.	<ul style="list-style-type: none"> • Confusion • Slurred speech • Unconsciousness • Seizures • Heavy sweating or hot, dry skin • Very high body temperature • Rapid heart rate

Risk Factors

Some people are naturally more susceptible to heat illnesses than others. This includes anyone who comes to work dehydrated or who isn't used to the heat (See [Acclimatization](#).) Everyone, including young and healthy workers, becomes more prone to heat illnesses during heat waves.

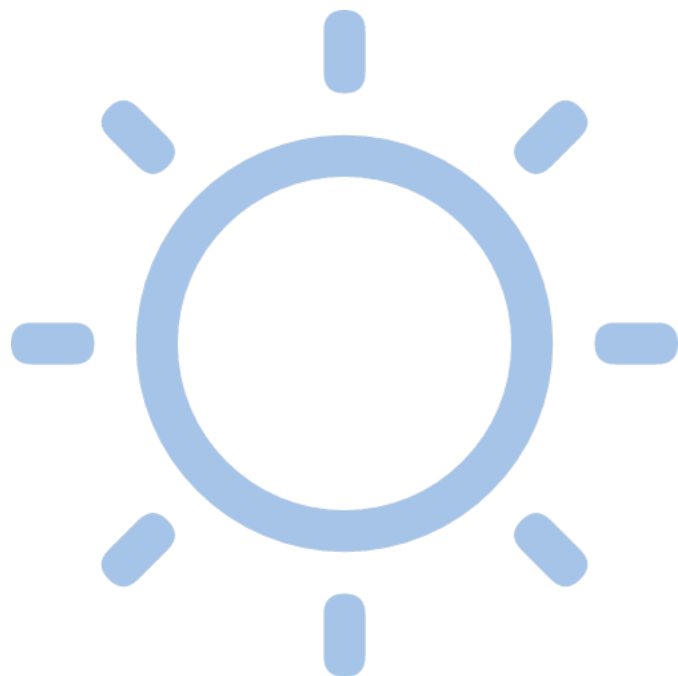
PERSONAL HEALTH FACTORS

Some employee conditions can increase their risk for heat-related illness. **Note: Employers are not entitled to know whether workers have any specific conditions, but only that they have a “health condition” that may limit their ability to perform their job duties.** Advise workers to check with their doctors if they have any questions. The health conditions may include but are not limited to:

- Pregnancy
- Fever
- Gastrointestinal illnesses
- Heart disease
- Obesity
- Medications (amphetamines, diuretics/water pills, blood pressure antihypertensives, anticholinergics for COPD, and antihistamines for allergies)
- Diabetes
- High blood pressure
- Lower level of physical fitness

BEING UNDER THE INFLUENCE

While no employees should come to work under the influence of illegal drugs or alcohol, if they did, it would negatively affect how their body reacts to heat.



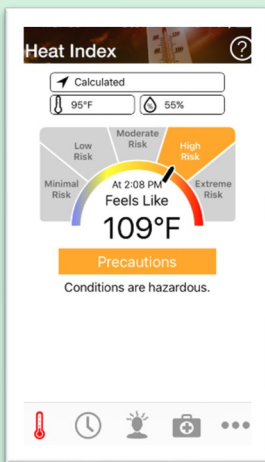
Monitoring/Determining Heat Index

Measurements

The application of this program depends on the heat index values employees are exposed to. The **heat index** is a measure of how hot it feels when relative humidity is taken into account along with the actual air temperature.

Mobile App Ease

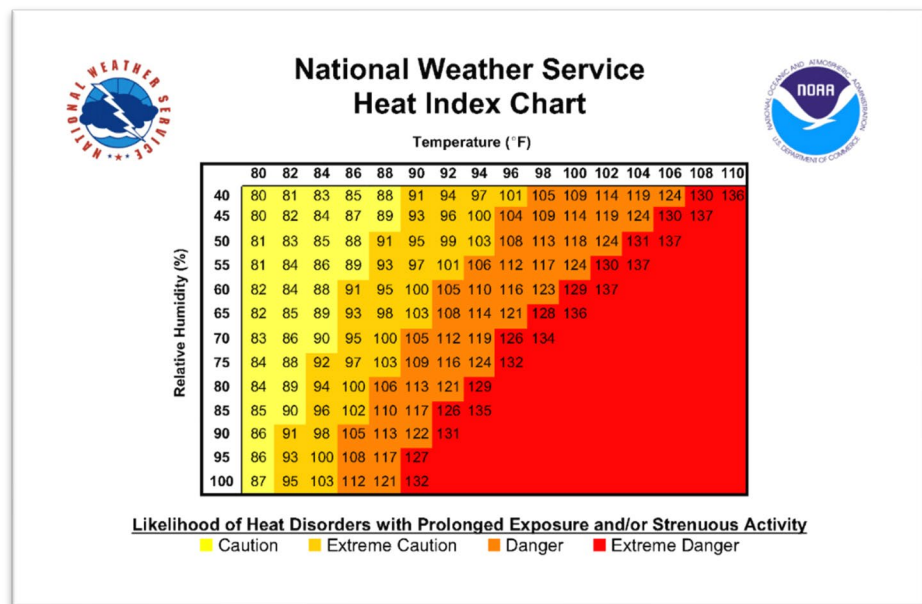
Make heat index monitoring easier using a smart phone. Go to this [website](https://www.osha.gov/heat/heat-app) to download the mobile app:
[osha.gov/heat/heat-app](https://www.osha.gov/heat/heat-app)



Source: Occupational Safety and Health Administration

[OSHA's & NIOSH's Heat Safety Tool](#) mobile app can be used to determine the outdoor heat index in the area in which work will be performed. In addition to providing real-time heat index values, this tool features hourly forecasts, first aid measures for heat-related illnesses, and precautionary recommendations specific to heat index-associated risk levels.

If access to the mobile app is not available, the outdoor heat index can be determined by referencing the Heat Index Chart below. The relative humidity and air temperature will need to be determined in a shaded area, away from radiant heat sources.



Source: National Weather Service 2022

Remember: Heat index values do not account for heat produced by radiant heat sources. Hazards associated with radiant heat exposure are outside the scope of this program. Heat illness regulations may vary between state plans. Please refer to the relevant state-specific heat illness prevention addendums and requirements.

System for Communicating

The Company's communication requirements for heat illness prevention are as follows:

- Notifying employees about this plan and its protocols *before* they are exposed to the risk of heat illness.
- Alerting employees when heat illness procedures are currently in effect.
- Designating who will ensure that heat illness prevention measures are properly executed.
- Implementing a buddy system so that employees' welfare is accounted for and anyone experiencing signs of a heat illness is not left alone.

Availability of This Program

The Company's Heat Illness Prevention Plan is located in KPA's software platform, [Vera Suite](#). Employees can access it at any time under **Policies & Documents**. If employees are unable to access the internet, this plan will be available at the worksite as a hard copy.

Heat Illness Procedures Now in Effect

The person/people designated as the Company's temperature tracker will inform all supervisors that the threshold for heat illness precautions has been met or is forecasted and that this plan is now in effect until further notice.

Method of Communication: Email and texting will be used whenever possible. Verbal or phone communication will be used if employees do not have email or text access.

Plan Execution

Company supervisors, managers, crew leaders, forepersons, and safety coordinators will carry out the requirements of this plan, including ensuring adequate cool water, rest breaks, shade access, etc.

- Supervisors will have an approved app on their phone to monitor heat conditions periodically throughout the workday, but no less than at the beginning and middle of the workday.
- At the beginning of each shift while heat conditions are present, supervisors will inform employees if the procedures outlined in this plan are in affect for the day. These procedures will be reviewed with any new employees during their orientation and all affected employees will be informed at least weekly based on the heat index.
- The supervisor will pair up each employee with at least one other employee for the day to help them look after each other.
- The supervisor will also announce water and rest breaks on the timeline required based on the temperature. If employees are too spread out to hear the supervisor's verbal reminders, a whistle or air horn will be used.

Training

Training Elements

Employees and supervisors must be trained every year before they're exposed to the risk of heat illness. Training will be conducted at the Company's expense during paid work time. It will also be available in both English and the language that the majority of employees understand.

Employers may satisfy their heat illness prevention training requirements in one of the following ways:

- Using KPA's online "Heat Illness Prevention (Heat Stress)" course or an equivalent course.
- Using a Company-appointed representative to deliver on-site training consistent with regulatory requirements.
- Where applicable, the Company's KPA consultant can lead an on-site training session about heat illness prevention during a regularly scheduled visit.

Beyond the following training requirements, training will include mandatory, state-specific criteria.

Employee Training Requirements	Supervisor Training Requirements
<ul style="list-style-type: none"> • The details of this heat illness prevention plan • How employees have a right to report heat illness concerns without fear of retaliation • Environmental and personal risk factors that affect heat illnesses • The different types of heat illnesses, their symptoms, and the appropriate first aid and emergency responses • The concept, importance, and methods of acclimatization • The employer's specific processes for reducing heat illness threats in the workplace • The importance of frequent consumption of small quantities of water (up to 32 oz. per hour) • The importance for employees to immediately tell their supervisor if they or a coworker may be experiencing signs of a heat illness • Steps for contacting emergency medical services, including how to proceed when there are non-English speaking employees, and how to give clear and precise directions to the site 	<p>All of the Employee Training Requirements plus the following:</p> <ul style="list-style-type: none"> • Required procedures, frequency, and timing for complying with heat illness prevention, including, but not limited to, the employer's responsibility to provide water, heat conditions information (including employees' risks of experiencing a heat-related illness), shade, preventative rest breaks, and access to first aid • Monitoring weather reports • Calculating heat index values • When to implement high heat procedures and what they consist of • Knowing what supervisor's responsibilities are during emergency heat illness situations

Training Recordkeeping

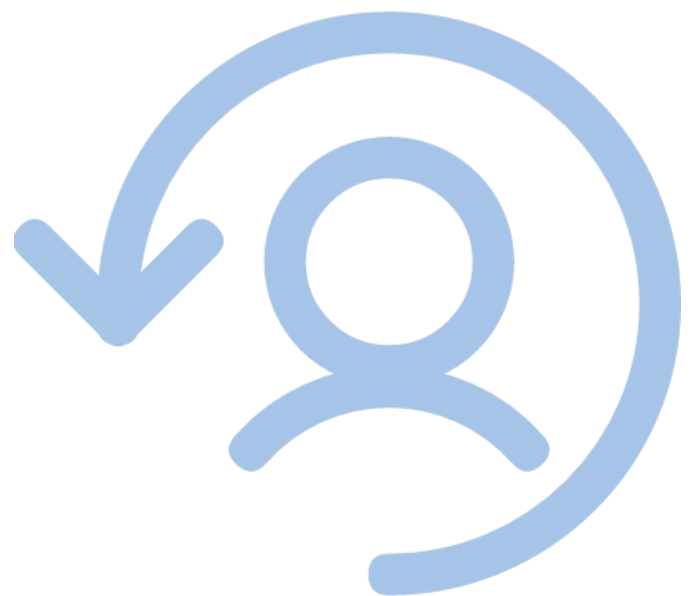
Maintain written or electronic training records that can be provided to government authorities upon request.

Such records must contain:

- The name of each employee trained
- Date(s) of the training
- Name of the person/organization conducting the training

Our training records are available within KPA's Vera Suite software. If employees do not have access to this system, training materials will be available on-site.

Note: Heat illness regulations may vary between state plans. Please refer to the relevant state-specific heat illness prevention addendums and requirements.



Acclimatization

The [U.S. Centers for Disease Control and Prevention \(CDC\)](#) defines heat acclimatization as “the beneficial physiological adaptations that occur during repeated exposure to a hot environment.” In other words, it’s improving one’s ability to tolerate heat. This happens by gradually increasing the intensity and duration of work performed in a hot setting.

- Gradually increase the employee’s work time in hot conditions over a period of 7 to 14 days.
- Acclimatization typically requires at least 2 hours of heat exposure per day, which can be separated into two, 60-minute periods.
- In addition to getting used to the heat, employees also need to acclimatize to the level of work they need to do. Doing light or brief physical work in the heat will only acclimatize employees to light, brief work. More strenuous or longer tasks require more acclimatization.
- It is important for employees to cool off and fully rehydrate between their shifts.
- Employees should eat their regular meals and stay hydrated while they are acclimatizing.
- Acclimatization will be maintained for a few days after heat exposure stops, but employees will lose their full acclimatization level after not working in the heat for 1 week or more.

The following acclimatization schedule will be implemented for new employees and employees who need to re-acclimatize due to extended absences. Adjustments to the acclimatization schedule may be necessary depending on the worksite’s situation and individual factors. For example, the time required for non-physically fit individuals to develop acclimatization is about 50% greater than for those who are physically fit.

Day	New Employees	Existing Employees With Prior Heat Experience
1 st Day	No more than 20% of usual work duration in the hot environment	No more than 50% of usual work duration in the hot environment
2 nd Day	No more than 40% of usual work duration in the hot environment	No more than 60% of usual work duration in the hot environment
3 rd Day	No more than 60% of usual work duration in the hot environment	No more than 80% of usual work duration in the hot environment
4 th Day	No more than 80% of usual work duration in the hot environment	No more than 100% of usual work duration in the hot environment
5 th Day	No more than 100% of usual work duration in the hot environment	

Note: Heat illness regulations may vary between state plans. Please refer to the relevant state-specific heat illness prevention addendums and requirements.

Preventing Heat Illnesses

Since high heat workplace conditions may not be able to be eliminated, the best way to mitigate associated hazards is through various types of controls.

Engineering Controls

Engineering controls rely on technology, equipment, or ventilation systems to prevent employees from encountering a hazard.

The Company uses shade as described below and other engineering controls as outlined in our Company's safety program, Injury and Illness Prevention Program, Accident Prevention Program, or job hazard assessment.

SHADE

Shade offers reprieve from intense direct sun or sweltering heat conditions.

- Enough shade structures will be available at the site to accommodate all employees taking a break. 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.
- Every day, supervisors will remind employees where to find shade locations.
- As crews move, shade structures will be relocated to be as close as practical to the employees so that access to shade is always close-by.
- Before trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated to ensure that a sufficient shadow is cast to protect employees.
- In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), employees will be informed, and alternative procedures will be used to provide access to shade upon request.

Administrative Controls

Administrative controls establish work practices to reduce the duration, frequency, or intensity of a workplace hazard. The goal is to change the way that people work.

TRAINING

Training is an important administrative control. **The Company will follow the training practices described above and as outlined in the applicable state addendum.**

COOL DRINKING WATER

When this heat illness plan is in effect due to qualifying heat conditions, the company will provide employees with an adequate supply of fresh, suitably cool drinking water that is free of charge.

- If drinking water/running water is not available on-site, employees will each have access to at least 2 quarts of drinking water at the start of their shift. Employees will be asked to drink 1 cup of water every 15 minutes.
- Cups will be made available to employees and will be kept clean until used.

- The water level of all containers will be checked periodically throughout the day and more often when the temperature rises. If applicable, water containers will be refilled with cool drinking water when the water level within a container drops below 50% of the capacity. Additional water containers will be delivered to replace water as needed.
- Supervisors will test drinking water periodically to ensure that it is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- Water containers will be located as close as functionally possible to areas where employees are working. This will depend on the working conditions and the worksite layout of the worksite. If field terrain prevents water from being placed within a reasonable distance from employees, bottled water or personal water containers will be made available so that employees can have drinking water readily accessible.
- Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water will be placed in a safely accessible location on every floor where employees are working.
- All water containers will be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

BREAKS

The Company understands that employee productivity will decrease in high heat conditions and supports restorative cooling breaks and that hotter conditions will require more frequent breaks.

- Every day, supervisors will encourage employees to take a 5-minute cool-down breaks in the shade as often as needed.
- At the supervisor's discretion, employees may be rotated in and out of meal periods and rest periods.
- An employee 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 employee be ordered back to work or allowed to go home until signs or symptoms of heat illness have abated.
- All employees on a rest break or a meal period will have full access to shade.

High-Heat Procedures

When the outdoor heat index equals or exceeds 90° Fahrenheit, Company supervisors will implement ALL of these additional measures, as well as the measures outlined in the applicable state addendum:

- Supervisors will conduct **pre-shift meetings** to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary.
- Throughout the shift, supervisors will continually remind employees to drink water.
- Effective communication methods will be employed along with frequent check-ins and extra vigilance to monitor employee health and signs of heat distress.
- Regular communication will be maintained with employees working alone, or a buddy system will be implemented.

Additionally, employees will be required to take rest breaks as specified below. Supervisors will document when rest breaks were provided and taken.

Heat Index (° F)	Rest Break Durations and Intervals
90 or greater	10 minutes every two hours
95 or greater	20 minutes every hour
100 or greater	30 minutes every hour
105 or greater	40 minutes every hour

The rest break periods are calculated using only the time spent in the shade and when employees are not performing work other than “rest” or “light” work activities conducted in a temperature-controlled environment. Examples of rest work activities include sitting and thinking. Examples of light work activities include sitting with minimal hand and arm work; sewing; writing or drawing; driving a car; occasional or slow walking; stooping, crouching, or kneeling; or standing watch.

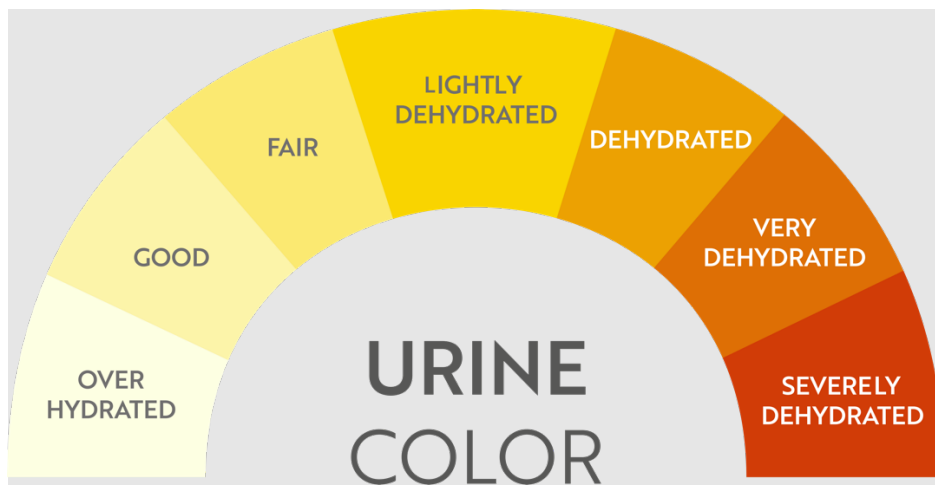
Note: Heat illness regulations may vary between state plans. Please refer to the relevant state-specific heat illness prevention addendums and requirements.



Employee Health Monitoring

How to Recognize Symptoms of Dehydration

The best way to identify dehydration is for employees to monitor their urination frequency and its color. Avoid drinks with caffeine and high sugar content, such as soda, because they are not hydrating.



Signs of dehydration may include:

- Thirst
- Warm to the touch
- No longer sweating
- Headache
- Dizziness
- Flushed skin

First Aid & Emergency Response

How to Respond to Suspected Heat Illnesses in Others

Review the symptoms of heat illnesses previously covered on p. 8. Anyone experiencing any of these symptoms needs medical assistance. Below are the practices that the Company follows.

- Prior to assigning a crew to a worksite without healthcare services nearby, the Company will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary.
- When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if 911 needs to be called. A sick employee will not be left alone in the shade or air-conditioned area, as they could take a turn for the worse.
- When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, 911 will be called.
- Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness:
 - Decreased level of consciousness
 - Staggering
 - Vomiting
 - Disorientation
 - Irrational behavior
 - Incoherent speech
 - Convulsions
 - Flushed face
- While an ambulance is enroute, first aid will be initiated:
 - 1) Cool the employee by placing the employee in the shade or air-conditioned area.
 - 2) Remove excess layers of clothing.
 - 3) Place ice packs or cool wet towels on the employee's head, neck, trunk, armpits, and groin.
 - 4) Use fans to circulate air around the employee.
 - 5) The employee will not be left unattended or permitted to leave.
- If an employee is displaying signs of severe heat illness and the worksite is located more than 20 minutes away from a hospital, 911 will be called and an air ambulance/flight for life will be requested.

Emergency Protocols

- Prior to the start of the shift, a determination will be made as to whether a language barrier is present at the site, and, if necessary, steps will be taken, such as assigning the responsibility to call emergency medical services to the supervisor or an English-speaking employee, to ensure that emergency medical services can be immediately called in the event of an emergency.

- All supervisors will carry cell phones to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift. If an electronic device will not provide reliable communication in the work area, alternative means of contacting emergency responders will be provided.
- Effective communication by voice, observation, or electronic means shall be maintained to allow employees to contact a supervisor when necessary.
- When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent progression to more serious illness. Under no circumstances will the affected employee be left unattended.
- At remote locations, such as rural lots or undeveloped areas, the supervisor will designate an employee to physically go to the nearest road or highway where emergency responders can see them. If daylight is fading, the designated employee shall be given a reflective vest or flashlight to direct emergency personnel to the sick employee's location, which may not be visible from the road. Alternatively, the affected employee shall be transported to an area where they can be reached by emergency responders.



Heat Illness Reporting

OSHA Reporting

If an employee's heat illness more than likely stemmed from the workplace, the following aspects must be reported to OSHA. The Company will follow any additional state reporting requirements as required.

- Report in-patient heat illness hospitalizations to OSHA within 24 hours.
- Report work-related, heat illness deaths to OSHA within 8 hours.

What to Report

When reporting a heat illness fatality or hospitalization, Company representatives will provide the following information:

- Company name
- Employee's name
- Time and location of the work-related incident
- Type of reportable event
- Number of employees involved
- A brief description of the incident