



Heat Illness Prevention Plan

I. Introduction

This Heat Illness Prevention Plan (HIPP) applies to employees of Adjoin, who work in outdoor and indoor areas of employment or on job tasks where the environmental risk factors for heat illness are present and are at risk for developing heat illnesses if they do not protect themselves appropriately.

Working in hot outdoor and indoor environments can result in heat illness, which left untreated can rapidly lead to serious health threatening situations.

To prevent heat illness, Adjoin staff including but not limited to directors, managers, and team members are to:

- Understand the environmental and personal risk factors for heat illness
- Take the necessary steps for preventing heat illness
- Be able to recognize the early signs/symptoms of heat illness
- Know Adjoin's established emergency response procedures for heat illness

It is the policy of Adjoin that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this Heat Illness Prevention Plan will be made available at each job site in both English and the language understood by the majority of employees.

II. Scope

The Adjoin HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures, and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for, and auditing processes are incorporated to strengthen the plan's success.

Each work site and job task can be unique, containing various heat stress hazards that must be addressed before and during work activities. Supervisors and workers are responsible for assessing these hazards and taking necessary corrective actions to reduce heat-related illnesses.



Employees of Adjoin will be trained to be aware of heat-related illnesses, how to prevent heat-related illnesses, the symptoms of heat-related illnesses, and procedures to take if symptoms are present.

Responsibility

The HIPP administrator, Human Resources, has the authority and responsibility for implementing the provisions of this plan for Adjoin. See below table for other persons responsible for the plan and their roles.

Responsible Persons	Job Title	HVPP Responsibilities	Contact Information
Safety Administrator	Human Resources	Coordinate all efforts and oversee the enforcement of safety policies and rules. Administration and monitoring of safety requirements in each region.	(858) 292 - 2033
Managers/Supervisors	Case Managers, Supervisors, Program Managers	The authority and responsibility for implementing the provisions of this program at worksites.	See the attached Contact Sheet
Safety Officers	Office Managers	Monitor compliance to the established safe work practices and to take immediate measures to correct identified hazards.	See the attached Contact Sheet
Regional Directors	Directors	Monitoring and ensuring Heat Illness Prevention in their areas of responsibility are reviewed and take any mitigating actions to ensure a safe workplace.	See the attached Contact Sheet



All managers and supervisors are responsible for implementing and maintaining the HIPP in their work areas and for answering employee questions about the HVPP.

III. Basics of Heat Illness

Heat Illness Signs/Symptoms

Recognizing symptoms of heat stress early is paramount in preventing more severe illness. Having the knowledge will enable a supervisor/designee to take the proper emergency response steps. Some are listed below:

- Early symptoms of heat illness include:
 - Dehydration
 - Headache
 - Muscle Cramps
 - Unusual Fatigue
- Progression to serious illness such as heat exhaustion and heat stroke can be fast, and is indicated by symptoms including:
 - Cool, moist skin
 - Dizziness, light headedness
 - Nausea or vomiting
 - Fast heartbeat
 - Confusion or unusual behavior
 - Excessive sweating OR red, hot, dry skin/face
 - Convulsions or seizures
 - Fainting

Important: For signs/symptoms of heat illness, immediately give first aid or emergency response described below. Anyone with symptoms must never be sent home or left unattended without medical evaluation.

Workplace Emergency Procedures

If any symptoms of serious illness are present, and first aid trained personnel are not immediately available to make an assessment, immediately call 911 or transport employee to the Emergency Room. While waiting for emergency help:

- Get victim to a cool environment
- Loosen or remove excess clothing
- Provide cool drinking water if person is conscious and not nauseous
- Fan and mist the person with water



- Apply a water-soaked towel (or ice pack wrapped in a towel) to head and ice packs to the armpits

Follow Up: Any employee who is evaluated for heat illness in the emergency room must follow-up with their doctor and me medically cleared before returning to work.

Employers shall ensure effective communication for contacting supervisors or emergency medical services (EMS). Procedures include:

- Monitoring and responding to signs of heat illness.
- Implementing first aid measures and EMS procedures.
- Ensuring affected employees are not left alone or sent home without first aid or EMS assistance.
- Transporting employees to emergency responders if necessary.
- Providing clear and precise directions to the worksite for emergency responders.

Risk Factors

- Personal risk factors for heat illness include (but are not limited to):
 - Age
 - Medical Conditions
 - Alcohol/Caffeine Consumption
 - Water Consumption
 - Degree of Acclimatization
- Environmental risk factors for heat illness include (but are not limited to):
 - Air Temperature
 - Relative Humidity
 - Air Movement
 - Radiant/Conductive Heat
 - Work Intensity
 - Clothing

IV. Preventing Heat Illness – General Requirements

Supervisors shall ensure the specific measures below to prevent heat illness amongst their staff while also ensuring compliance with Cal/OSHA’s regulatory requirements for Heat Illness Prevention. ([Title 8 CCR 3395](#))



Training

Adjoin will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

- An explanation of the employer's responsibility to provide shade, water, cool-down rest periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
- Environmental and personal risk factors for heat illness.
- The signs and symptoms of heat illness.
- The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
- Importance of frequent consumption of water.
- Importance of acclimatization.
- Adjoin response plan to a case of possible heat illness.
- Supervisor and employee responsibilities.
- Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
- Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

Water

Adjoin will provide fresh, pure, and suitable cool water, free of charge, as close as practicable to areas where employees are located. Supervisors will visually examine the water to ensure purity and check that it is adequately cool by pouring some on their skin.

When employees are working in large areas water will be placed in several locations. Adjoin will also place water in designated shade areas and near restrooms.

Adjoin will ensure that 1 quart of water per person per hour is available at the start of the shift and will have a water replenishment system (including designated responsibility) in place.

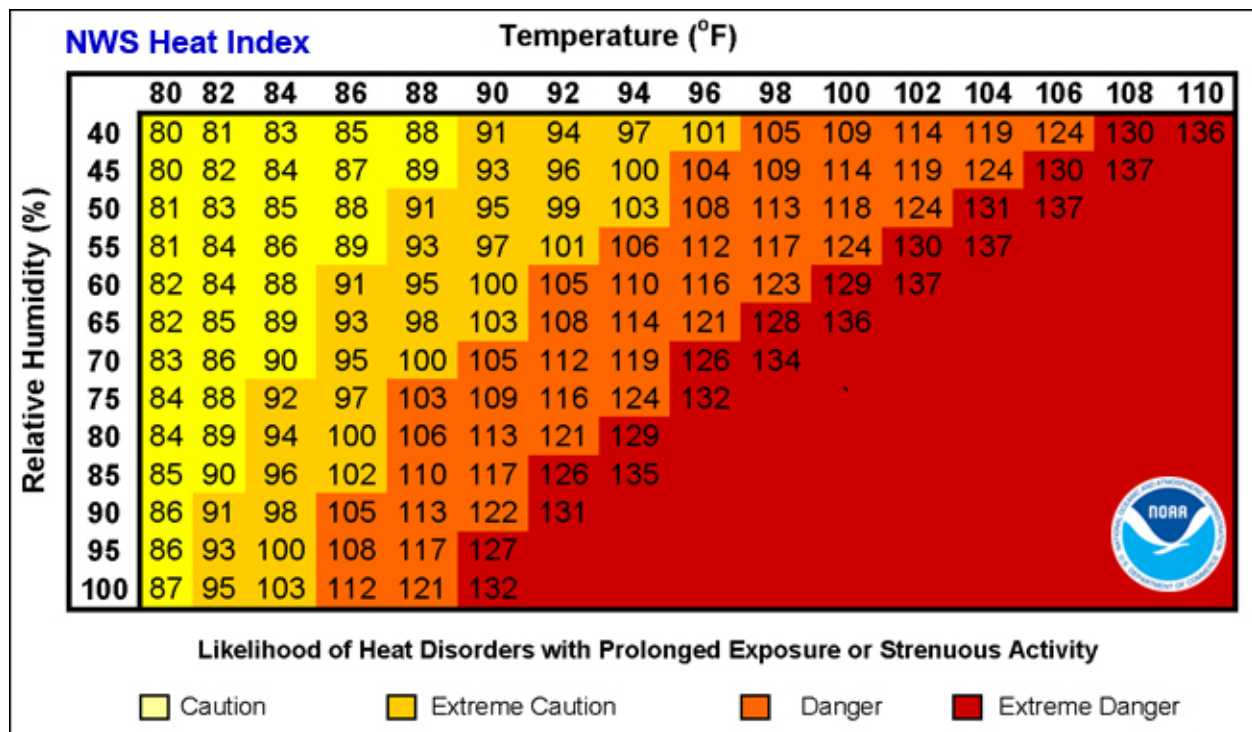
Adjoin encourages employees to drink water frequently and to report low water levels, as well as warm or dirty water containers, to supervisors.



Procedures for Monitoring the Weather

Supervisors will be trained and instructed to check in advance the extended weather forecast to assess the potential for heat stress/illness. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>) or (<http://www.weather.gov/>), by calling the National Weather Service phone numbers (see CA 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. Routine advance weather monitoring will take place between the months of May and September; with additional advance monitoring conducted as needed during the remainder of the year.

In addition to advance weather monitoring, supervisors shall utilize one of the aforementioned weather services to review the day's forecasted temperature and humidity level prior to the start of work. Temperature and humidity levels will also be monitored on the work site throughout the day and compared to the National Weather Service Heat Index to evaluate the risk level for heat illness and determine when precautionary heat illness prevention measures should be taken. Temperature will be monitored by means of dry bulb thermometer in degrees Fahrenheit. Temperature measurements will be taken in work areas where shade is not present.





Classification	Heat Index	Effect on the body
Caution	80°F - 90°F	Fatigue possible with prolonged exposure and/or physical activity
Extreme Caution	90°F - 103°F	Heat stroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity
Danger	103°F - 124°F	Heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity
Extreme Danger	125°F or higher	Heat stroke highly likely

California Dial-A-Forecast

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610 (#1)
- Sacramento 916-979-3051
- San Diego 619-297-2107 (#1)
- San Francisco 831-656-1725 (#1)

Acclimatization

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- Adjoin will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.
 - If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
 - Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
 - Other effective observation such as periodic checks.
- Adjoin will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

Shade

Adjoin will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough



shade will be provided to accommodate the number of employees on break or recovery period at any given time.

Adjoin will ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another. The shade shall be located as close as practicable to the work area. During meal periods, the amount of shade available shall be enough to accommodate the number of employees on meal break and those seeking cool-down rest periods.

Adjoin will encourage employees to take a preventive cool-down rest in the shade when they feel the need to protect themselves from overheating.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

Adjoin policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

Access to Cool-Down Areas

Employers shall maintain cool-down areas at all times while employees are present. These areas shall be large enough for employees to sit without physical contact and be located as close as practicable to work areas. The temperature in indoor cool-down areas shall be maintained below 82°F unless infeasible. Employees shall be allowed and encouraged to take preventative cool-down rests when needed.

Workers 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) whenever they feel they need a break. 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.



VII. High Heat Procedures

Adjoin will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit outdoors.

- A supervisor, or a qualified designee, shall directly observe employees, for signs and symptoms of heat illness. Each supervisor, or qualified designee, shall be responsible for observing no more than 20 employees.
 - If impractical to directly observe employees, a mandatory buddy system shall be implemented or;
 - Regular communication with employees working solo shall be implemented by either radio or cellular phone or;
 - Other effective observation such as periodic checks.
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- Adjoin will designate 1 or more employees to call for emergency medical procedures and will allow any employees to call for emergency services when a designated person is not available.
- Adjoin will closely supervise new employees for the first 14 days of employment, unless the new employee indicates at the time of hire that they have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.

Assessment and Control Measures for Indoor

Employers shall measure temperature and heat index and record the greater value. Environmental risk factors shall be identified and evaluated. Measurements shall be taken:

- When it is reasonable to suspect heat illness risk.
- Initial temperature or heat index measurements shall be taken where workers 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 82 degrees Fahrenheit.
- When conditions are expected to be 10°F higher than previous measurements.
- Records shall be maintained for at least 12 months.
- A thermostat 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.

- The temperature or heat index will be measured and recorded by Safety Officers. Workers will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index.
- Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available on the online SharePoint to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements

Control measures include:

- **Engineering Controls:** Reduce and maintain temperatures below 87°F (or below 82°F for restrictive clothing or high radiant heat areas). If infeasible, reduce temperature and heat index to the lowest feasible level.
- **Administrative Controls:** Used when engineering controls are insufficient.
 - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
 - Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
- **Personal Heat-Protective Equipment:** Used when other controls are inadequate.
- Water and/or neck wraps will be provided in cases that other control are inadequate. The cooling source can be reusable ice packs or cooled air connected to an external source.

IX. Emergency Response Procedures

All supervisors and management personnel of Adjoin are required to take immediate action if an employee exhibits signs or symptoms off heat illness. Emergency response procedures will include but not be limited to the following actions:

- Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.



- Cellphones, email, and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, Adjoin will develop alternative means of summoning emergency medical services.
- Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
- Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
- Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
- If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
- In emergency events – clear and precise directions to work site will be provided to emergency responders.
- If a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

	Symptoms	Treatment
Heat cramps	<ul style="list-style-type: none"> • Muscle spasms in legs or abdomen 	<ul style="list-style-type: none"> • Move person to a cooler location • Stretch muscles for cramps • Give cool water or electrolyte- containing fluid to drink
Heat exhaustion	<ul style="list-style-type: none"> • Headaches • Clumsiness • Dizziness/lightheadedness/fainting • Weakness/exhaustion • Heavy sweating/clammy/moist skin • Irritability/confusion • Nausea/vomiting • Paleness 	<ul style="list-style-type: none"> • Move person to a cooler place (do not leave alone) • Loosen and remove heavy clothing that restricts evaporative cooling • If conscious, provide small amounts of cool water to drink • Fan person, spray with cool water, or apply a wet



		cloth to skin to increase evaporative cooling • Call 911 if not feeling better within a few minutes
Heat stroke	<ul style="list-style-type: none"> • Sweating may or may not be present • Red or flushed, hot dry skin • Bizarre behavior • Mental confusion or loss of consciousness • Panting/rapid breathing • Rapid, weak pulse • Seizures or fits. 	<ul style="list-style-type: none"> • Call 911 • Move person to a cooler place (do not leave alone) • Cool worker rapidly • Loosen and remove heavy clothing that restricts evaporative cooling • Fan person, spray with cool water, or apply a wet cloth to the skin to increase evaporative cooling

Adjoin provides first aid and CPR training to all staff and cell phones to all supervisory staff. Should emergency medical services be needed, 911 would be contacted with specific location information of where they can be reached, and first aid training would be implemented until emergency medical services personnel arrive.

X. Acclimatization

- New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for at least 2 hours a day, between 4 to 14 days.
- Adjoin will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. Monitoring can be done by either the supervisor or by use of the buddy system.



- Adjoin will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

XI. Heat Illness Prevention Plan Audit

Adjoin, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

- Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
- Ensuring sufficient shade is routinely made available.
- Verifying that the required supervisor and employee training has been completed.
- A review of the effectiveness of emergency response procedures.
- Ensuring that employees are acclimatized as required.
- Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.



Definitions

"Acclimatization" - means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat related illness" - means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental risk factors for heat illness" - means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. These conditions will be considered when determining that (the employer) is implementing controls and methods to reduce the potential for heat related illness.

"Personal risk factors for heat illness" - means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" - means a period of time to recover from the heat in order to prevent heat illness.

"Provision of water" - means that employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in **sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.** Employers **may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift** as needed to allow employees to drink **one quart or more per hour.** The frequent drinking of water shall be encouraged.

"Shade" - means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. Some shade producing areas are not adequate to cool the body; for instance, **a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.**



Acknowledgement

This acknowledges that I have received, read, understand and agree to be bound by the terms of the Adjoin Heat and Illness Prevention Plan. I also understand I am to ask my direct supervisor if I have any questions regarding the plan and procedures.

Employee Name: _____

Employee Signature: _____

Date: _____