

Heat Illness Prevention Plan for See Monterey

Responsibility

VP of People & Operations 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 staff receive answers to questions about the procedures in a language they understand.

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

This plan is in only in English and is maintained at our worksite at 990 Pacific St. Suite 375B Monterey, CA 93940 and can be accessed electronically here [See Monterey HR Intranet Page](#). It is available to staff or their representatives upon request.

Procedures for the Provision of Water:

1. Fresh, pure, suitably cool water will be provided to staff free of charge through water dispensers.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool by inspecting water dispensers and ensure they are in proper working order and ample water is available. 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. The water will be in *the kitchen as well as in the upstairs offices*.
4. Staff will be reminded and encouraged to frequently consume small quantities of water throughout their shift.
5. All water containers will be kept in a sanitary condition.
6. If working outdoors, when the temperature equals or exceeds 95 degrees Fahrenheit, staff will be encouraging staff to drink plenty of water and to remind staff of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example and remind staff throughout the work shift to drink water.

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

Cool-down area will be in the conference room when A/C. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by *the A/C unit*.

1. The cool-down area(s) will be available at the site to accommodate all of the staff who are on a break at any point in time and will be large enough so that all staff 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. At least 10 seats will be available at all times.
2. Staff 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.

3. *If the outdoor air temperature is cooler than the indoor air temperature, staff will also be encouraged to cool down outside in the shade.*

Procedures for Temperature Assessment for Indoor Places of Employment

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. The locations for the temperature measurements will be:

- A.Upstairs office open area*
- B.Conference Room*
- C.Dining Table area*
- D.Downstairs office open areas*

1. The temperature or heat index will be measured and recorded by the VP of People & Operations. Staff will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index. Staff are encouraged and expected to monitor thermostats in their respective workplaces and advise their supervisor if the temperature exceeds 82 degrees Fahrenheit.
2. 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 at the See Monterey's office to staff or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
3. Initial temperature or heat index measurements shall be taken where staff 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.
4. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where staff work and at times during the work shift when worker exposures are expected to be the greatest.

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.
 - Indoor temperature is 82 degrees Fahrenheit or higher and staff are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.
1. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for staff working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.
 - 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*
- *Insulating/isolating heat sources from staff, or isolating staff from heat source*
- *Dehumidifiers*

1. 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. For newly hired staff and unacclimatized existing staff, gradually increase shift length over the first one to two weeks.*
- *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.*
- *Allow staff to work from home.*
- *Require staff to not work alone in the office during extreme heat so they can monitor each other for signs of heat illness.*

2. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:

- *Supplied air personal cooling systems.*
- *Cooling packs or vests*

Procedures for Acclimatization:

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that staff are not accustomed to.

1. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which staff haven't been exposed for several weeks or longer.
2. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.

Staff and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

Procedures for Emergency Response:

1. Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:
 - A. *For indoor places of employment, staff will be provided with sample directions to See Monterey offices from various locations.*
 - B. *A staff member will designate a worker or staff to physically go to the nearest road where emergency responders can see them. If daylight is diminished, the designated worker(s) shall be given a flashlight to direct emergency personnel to the sick worker's location, which may not be visible from the road.*
2. Effective communication will be ensured by *voice, direct observation, mandatory buddy system, or electronic means, such as cell phone, or text.* and will be maintained so that staff can contact a supervisor when necessary. If the supervisor is unable to be near the staff (to observe them or communicate with them), then *cell phone or text* may be used for this purpose.
3. Appropriately trained and equipped personnel will be made available at the site to render first aid.
4. To ensure that emergency medical services can be called, all supervisors will have access to or carry a *cell phone*. This communication devices will be checked prior to each shift to ensure that they are functional.
5. When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.
6. During a heat wave, heat spike, or hot temperatures, staff will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
7. Staff and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker:

1. When a worker 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* and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade or *cool-down area*, as their condition could take a turn for the worse.
2. When a worker 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 by *any available staff member*.
3. Emergency service providers will be called immediately if a worker 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 worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.
4. If a worker 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 Worker and Supervisor Training:

To be effective, training must be understood by staff. Therefore, it must be given in a language and vocabulary the staff 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 VP of People & Operations*.

1. Supervisors will be trained prior to being assigned to supervise other staff. Training will include this company's written procedures and the steps supervisors will follow when staff exhibit symptoms consistent with heat illness.
2. Supervisors and staff will be trained as it is See Monterey's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the staff's right to exercise their rights under this standard without retaliation.
3. Supervisors and staff 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. All staff 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. Staff 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.
5. In addition to initial training, staff will be retrained annually. Staff will be trained on the steps for contacting emergency medical services, including clear and precise directions to the site will be provided, how to transport ill staff 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.
6. New staff will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

