



# PROCEDURES FOR HEAT ILLNESS PREVENTION

California employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard - Title 8 California Code of Regulations (T8 CCR) Section [3395](#).

These procedures are not intended to supersede or replace the application of any other T8 CCR sections, particularly T8 CCR [3203](#) Injury and Illness Prevention Program (IIPP). T8 CCR [3203](#) requires an employer to establish, implement, and maintain an effective IIPP. Chino Valley Unified School District must also be aware that other standards apply to Heat Illness Prevention such as the requirement to provide for drinking water, first aid and emergency response.

These procedures describe steps to reducing the incidence of heat related illnesses.

The Heat Illness Prevention Plan must be written in English and the language understood by the majority of the employees and must be available at the worksite. Employees and supervisors shall be trained on the procedures and Risk Management shall follow-up to ensure your procedures are fulfilled.

## **PROCEDURES FOR HEAT ILLNESS PREVENTION**

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The following designated person or persons (Program Administrator Safety Coordinator / Supervisor / Foreman / Field Supervisor / Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

### **Name/Title/Phone Number**

<b>Director, Maintenance Operations &amp; Construction</b>	<b>909-628-1201 X 1450</b>
<b>Assistant Superintendent Facilities, Planning &amp; Ops.</b>	<b>909-628-1201 X 1200</b>
<b>Director, Risk Mgmt. &amp; Human Resources</b>	<b>909-628-1201 X 1302</b>
<b>Assistant Superintendent Human Resources</b>	<b>909-628-1201 X 1111</b>
<b>Supervisor, Maintenance &amp; Operations &amp; Construction</b>	<b>909-628-1201 X 1446</b>
<b>Risk Management Specialist</b>	<b>909-628-1201 X 1303</b>

### **Provision of Water:**

- Employees will have access to drinking fountains and breakrooms at all school sites.
- For employees working off campus, or in areas away from drinking fountains, drinking water containers (of five to 10 gallons each) will be supplied on District utility vehicles, so that at least two quarts per employee are available at the start of the shift. All workers, whether working individually or in smaller crews, will have access to drinking water.
- Water will be fresh, pure, and suitably cool and provided to employees free of charge. 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 practicable to the areas where employees are, to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
- Daily, workers will be reminded by Maintenance Department of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
- School principals will remind school site staff of the location of drinking fountains and break rooms and remind school site staff of the importance of drinking water frequently.
- When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-shift meetings before the commencement of work to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. The pre-shift meetings will be held under the direction of school site admin for school site staff, and under the direction of the Maintenance & Operations supervisor for non-site staff.

## **Access to Shade:**

- Employees have access to offices, classrooms, or other buildings with air conditioning. During extreme high temperatures, site and department supervisors will remind employees of the dangers of extreme heat and inform the employees where they can access shade and air-conditioned facilities.
- Employees will be encouraged to take a five-minute cool-down rest in the shade and notify their site or department supervisor at the time of their break. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated.
- During periods of extreme high temperatures, every morning there will be short tailgate meetings (in the employees' language) to remind workers about the importance of rest break and location of shade. **Note:** The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- Additionally, School site employees will follow inclement weather restrictions as outlined in BP/AR 6114.5 and refrain from activity prohibited to students when inclement weather schedule has been initiated
- Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated. (see also the section on Emergency Response for additional information)
- **To ensure that employees have access to a preventative recovery period, the following steps will be taken:**
  - Whenever possible, provide areas for employees to take their breaks, which are:
    - Readily accessible
    - In the shade and open to the air and ventilated or cooled
    - Near sufficient supplies of drinking water
  - In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated by the Maintenance supervisors, before assuming that sufficient shadow is being cast to protect employees.
  - In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade or modification of project schedule upon request.
  - In situations where it is not safe or feasible to provide shade (mobile equipment and vehicle hazards, high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

## **Monitoring the Weather:**

- Risk Management will monitor advanced and extended forecasts and will notify site and department supervisors when extreme heat conditions may occur. During extreme heat events, Risk Management will review the daily weather forecast through <https://www.weather.gov/sgx/>, <http://www.nws.noaa.gov/>, and in coordination with the City of Ontario Emergency Manager and notice site and department supervisors when modified work must be initialized.
- Work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

## **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)

## **Handling a Heat Wave:**

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- During a heat wave or heat spike, and before starting work, tailgate meetings will be held to review the company heat illness prevention procedures outlined in this Heat Illness Prevention Plan, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

## **High Heat Procedures:**

**High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.**

- Playground Supervisors, Site Security, PE Teachers, Coaches, Custodial, Maintenance, and Grounds Employees are exceptionally at risk during a High Heat event.
- Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone, radio, or text messaging device, may be used for this purpose if reception in the area is reliable.
- Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.
- **To reduce the risk of heat-related illness (HI) and respond to possible symptoms of HI, the following steps will be taken:**
  - All employees will be trained prior to working outdoors.
  - Working hours will be modified to work during the cooler hours of the day, when possible.
  - When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
  - Supervisors will continuously check all employees, and stay alert to the presence of heat related symptoms.
  - Co-workers will use a “buddy system” to watch each other closely for discomfort or symptoms of heat illness.
  - Supervisors and co-workers are encouraged never to discount any signs or symptoms they are experiencing, and will immediately report them.
- **To ensure that emergency medical services are provided without delay, the following steps will be taken:**
  - Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.
  - *CVUSD procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders are.*

- City police dispatchers (911) are well-aware of our school sites and will promptly direct medical personnel to one of our sites

### **Procedures for Acclimatization:**

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, 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 be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
- New employees, or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in 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 (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- Risk Management will provide heat illness training to Playground Supervisors, Site Security, PE Teachers, Coaches, Custodial, Maintenance, and Grounds Employees annually, and at the time of hire, through the *Target Solutions* training system. Employees will also receive a copy of the Heat Illness Prevention plan through email and it will be accessible through the District website.
- The supervisor, or the designee, will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

### **Procedures for Emergency Response:**

- All Maintenance Supervisors, Principals, and Assistant Principals will carry cell phones or other means of communication 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.

- When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.
- 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.
- Employees and supervisors training will include every detail of these written emergency procedures.

### **Procedures for Handling a Sick Employee:**

- Principals, Assistant Principals, Maintenance Supervisors, Playground Supervisors, Site Security, PE Teachers, Coaches, Custodial, Maintenance, and Grounds Employees will receive training annually on identifying signs and symptoms of potential heat illness annually and at the time of hire.
- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade 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, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.
- Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, 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, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

### **Procedures for Employees and Supervisors:**

- **Principals, Assistant Principals, Maintenance Supervisors** will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- **Principals, Assistant Principals, Maintenance Supervisors** will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without retaliation.
- Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
- All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to: providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures and acclimatization contained in the company's written prevention

procedures.

- Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

- When the temperature is expected to exceed 80 degrees Fahrenheit, short ‘tailgate’ meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a “buddy” or experienced coworker to ensure that they understand the training and follow company procedures.

**Resource:**

Heat Illness Prevention Enforcement Q&A	<a href="https://www.dir.ca.gov/dosh/heatIllnessQA.html">https://www.dir.ca.gov/dosh/heatIllnessQA.html</a>
Cal/OSHA Heat Illness Prevention etool	<a href="https://www.dir.ca.gov/dosh/etools/08-006/index.htm">https://www.dir.ca.gov/dosh/etools/08-006/index.htm</a>
Cal/OSHA Heat Illness Prevention Website	<a href="https://www.dir.ca.gov/dosh/heatillnessinfo.html">https://www.dir.ca.gov/dosh/heatillnessinfo.html</a>
Cal/OSHA Consultation Program	<a href="https://www.dir.ca.gov/dosh/consultation.html">https://www.dir.ca.gov/dosh/consultation.html</a>
	Toll-free Number: 1-800-963-9424.

## Chino Valley Unified School District (CVUSD)

### Sports Heat Index Protocol

#### **PURPOSE:**

The Chino Valley Unified School District (CVUSD) Sports Heat Index Protocol was incorporated into the CVUSD Procedures for Heat Illness Prevention program in 2019. Input on the protocol was obtained by the San Bernardino County Department of Public Health and the Sports Clinic of Riverside. The original procedure was adopted from the Kentucky High School Athletic Association and guidelines established by the National Athletics Trainers Association (NATA).

#### **CHAIN OF COMMAND / ACTIVITY ADJUSTMENTS:**

This policy relates to all competition and practice activities occurring on Chino Valley Unified School District (CVUSD) properties and is recommended for out of district games with consultation with away teams. The decision to cancel, postpone or suspend a Chino Valley Unified School District (CVUSD) high school athletic activity in the event of heat may be made by the applicable Chino Valley Unified School District (CVUSD) campus site administrator (Principal) in consultation with the Athletics Director, or the Athletic Director in consultation with the Coaches, school administration and opposing team coaches, AD's, and school administration. The site administrator (Principal), or Athletic Director may also consult with the Director of Risk Management & Human Resources on an action plan to cancel, postpone or suspend athletic activity. The following guidelines will be used in regard to the Heat Index and recommendations for activity restrictions.

#### **INDOOR AND OUTDOOR VENUES:**

While this protocol is centered on outdoor sports, indoor sports, particularly in hotter times of the year or in facilities where air conditioning may not be available, should be included in the testing.

#### **HEAT MONITORING PROCEDURE:**

This procedure calls for the determination of the Temperature and Relative Humidity at the practice/contest site using a Sling psychrometer/Digital Sling psychrometer. Media related temperature readings (*Weather Channel, local radio, etc.*) or readings not from the activity site are not permitted as they may not yield defensible results when considering the recommended scale. The readings must be made at the site of the activity. The recommendations contained in this package cover both indoor and outdoor activity, as well as contact and non-contact sports.

#### **PROCEDURE FOR TESTING:**

Thirty (30) minutes prior to the start of activity, Temperature, and Relative Humidity readings should be taken at the practice/competition site. The information should be recorded on the Chino Valley Unified School District (CVUSD) Heat Index Form (Attached). The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. In utilizing a Digital Sling psychrometer that calculates the Heat Index, that number may be used to apply to the regulation table. If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings are required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.



		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (°F)	80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	81	78	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	90	90	91
	82	79	79	80	80	80	80	81	81	82	83	84	84	85	86	88	89	90	91	93	95
	83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99
	84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103
	85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107
	86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112
	87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116
	88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121
	89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	
	90	84	85	86	86	87	88	89	90	92	94	97	99	102	105	109	113	117	122	127	
	91	85	86	87	87	88	89	90	92	94	97	99	102	105	109	113	117	122	126	132	
	92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131		
	93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136		
	94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141		
	95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140			
	96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145			
	97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150			
	98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148				
	99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153				
	100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158				
	101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155					
	102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160					
	103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165					
	104	96	98	100	103	106	110	114	119	124	131	137	145	153	161						
105	97	99	102	104	108	112	116	121	127	134	141	149	157	166							
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172							
107	99	101	104	107	111	116	121	127	134	141	149	157	167								
108	100	102	105	109	113	118	123	130	137	144	153	162	172								
109	100	103	107	110	115	120	126	133	140	148	157	167	177								
110	101	104	108	112	117	122	129	136	143	152	161	171									
111	102	106	109	114	119	125	131	139	147	156	166	176									
112	104	107	111	115	121	127	134	142	150	160	170	181									
113	104	108	112	117	123	129	137	145	154	164	175										
114	105	109	113	119	125	132	140	148	158	168	179										
115	106	110	115	121	127	134	143	152	162	173	184										
116	107	111	116	122	129	137	146	155	166	177											
117	108	112	118	124	132	140	149	159	170	181											
118	108	113	119	126	134	142	152	162	174	186											
119	109	114	121	128	136	145	155	166	178												
120	110	116	122	130	138	148	158	170	182												
121	111	117	124	132	141	151	162	174	187												
122	111	118	125	134	143	154	165	178													
123	112	119	127	136	146	157	169	182													
124	113	120	129	138	148	160	172														
125	114	121	130	140	151	163	176														

# Heat Index



Extreme Danger	Heat stroke likely.
Danger	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

**SUMMARY:**  
 These steps should help ensure the health and safety of the participants in Chino Valley Unified School District (CVUSD) athletics. Adherence to these guidelines represents a conscious effort by the Chino Valley Unified School District (CVUSD) to emphasize health and safety on a much higher level than any loss of competitive preparation. Any further revisions or enhancements will be distributed.