



**MJ SHELTON
GENERAL
ENGINEERING INC.**

**HEAT ILLNESS
PREVENTION
PROGRAM**

General Engineering Inc.

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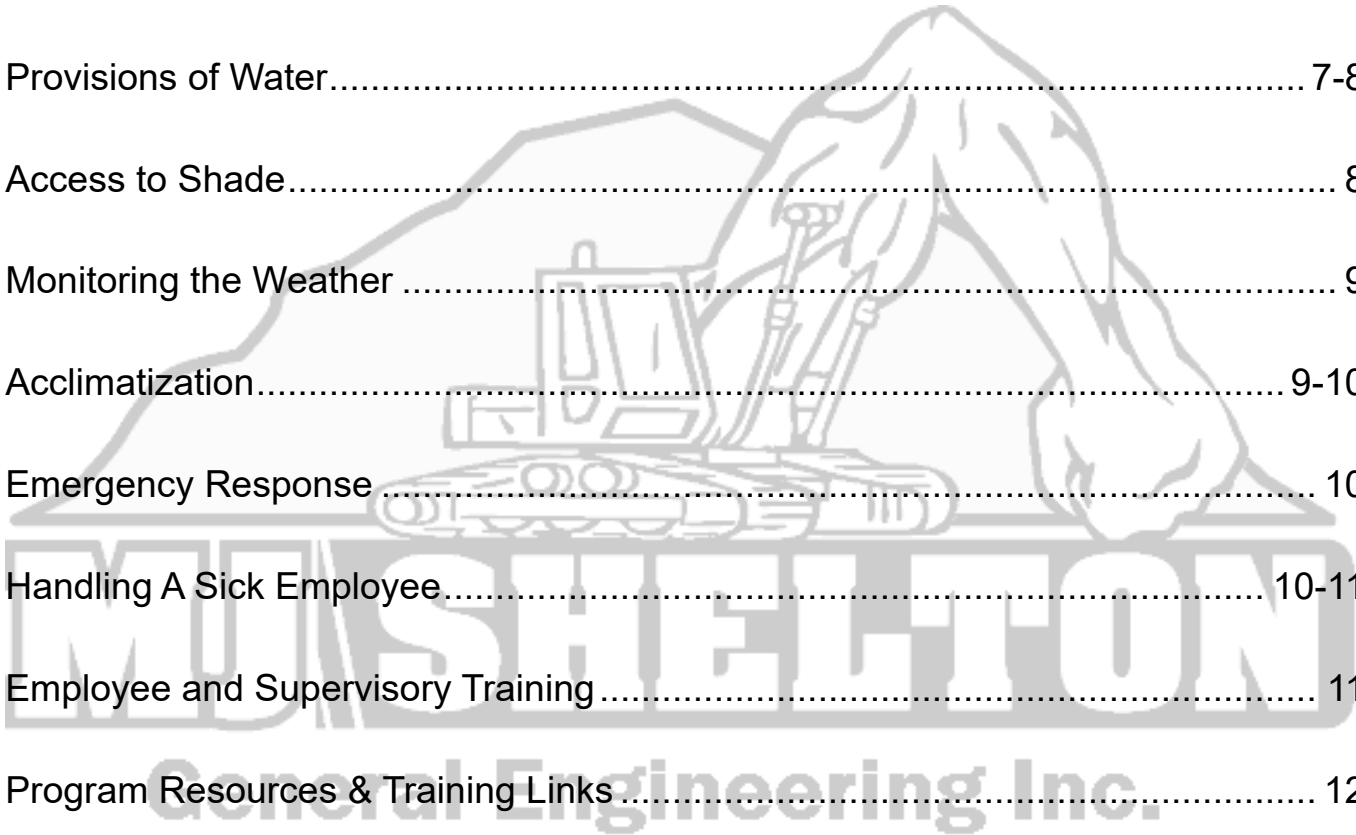
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Heat Illness Prevention Program

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California Employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard T8 CCR 3395. These procedures have been created to assist the employer in crafting their heat illness prevention procedures, and to reduce the risk of work related heat illnesses among their employees.

These procedures are not intended to supersede or replace the application of any other Title 8 regulation, particularly T8 3203 Injury and Illness Prevention Program (IIPP). Title 8 CCR 3203 requires an employer to establish, implement, and maintain an effective IIPP. The measures listed here may be integrated into the Employer's Injury and Illness Prevention Program. The employer 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.

Please note: These procedures provide the minimal steps applicable to most outdoor work settings and are essential to reducing the incidence of heat related illnesses. In working environments with a higher risk for heat illness (e.g., during a heat wave, or other severe working or environmental conditions), it is the employer's duty to exercise greater caution and additional protective measures beyond what is listed in this document, as needed to protect their employees.

To effectively establish your company procedures, carefully review the key elements listed on this document, as well as the examples provided, then select and fill out the procedures applicable to your workplace. Please use additional paper when necessary. Next, implement and train employees and supervisors on your company procedures. Furthermore, to successfully tailor these procedure to your work activities, evaluate and consider the individual conditions present at your site (such as, but not limited to): (1) Size of the crew (2) The length of the work-shift (3) The ambient temperature (which can be take either with the aid of a simple thermometer or by monitoring the weather) (4) The presence of personal protective equipment or additional sources of heat.

Again, these sample procedure do not include every workplace scenario, so it is crucial that your company evaluate and take into account conditions found in your individual workplace that are likely to cause a heat illness.

Your written procedures should also:

1. Identify the designated person(s) that has been assigned the applicable task(s) (e.g. supervisor, foreman, safety coordinator, crew leader).
2. Provide specific details required to carry out the task and ensure that the task is accomplished successfully (e.g. how many water containers/shade structures, of what size, distance to placement, frequency of water-level replenishment/weather-tracking/water breaks/reminders, etc.)
3. Specify how these procedures will be communicated to your employees and in particular to ascertained that these company instructions and procedures are followed.

For additional information and training materials on preventing Heat Related Illnesses, see the resource links on page 12 of this document:

HEAT ILLNESS PREVENTION PROGRAM (Title 8) ELEMENTS

The elements reflected within this Heat Illness Prevention guide are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

- **New High Heat Standard**
- **Provisions of Water**
- **Access to Shade**
- **Monitoring the Weather**
- **Handling a Heat Wave**
- **Acclimatization**
- **Emergency Response**
- **Employee and Supervisory Training**

§3395. Heat Illness Prevention

Heat Illness Info

(a) Scope and Application.

(1) This standard applies to all outdoor places of employment.

Exception: If an industry is not listed in subsection (a)(2), employers in that industry are not required to comply with subsection (e), High-heat procedures.

(2) List of industries subject to all provisions of this standard, including subsection (e):

- (A) Agriculture**
- (B) Construction**
- (C) Landscaping**
- (D) Oil and gas extraction**
- (E) Transportation or delivery of agricultural products, construction materials or other heavy materials**

(e.g. furniture, lumber, freight, cargo, cabinets, industrial or commercial materials), except for employment that consists of operating an air-conditioned vehicle and does not include loading or unloading.

(3) This section applies to the control of risk of occurrence of heat illness. This is not intended to exclude the application of other sections of Title 8, including, but not necessarily limited to, sections 1512, 1524, 3203, 3363, 3400, 3439, 3457, 6251, 6512, 6969, 6975, 8420 and 8602(e). 3/22/2011 California Code of Regulations, Title 8, s...C:/.../California Code of Regulations, Ti... 1/5 Note No. 1: The measures required here may be integrated into the employer's written Injury and Illness Program required by section 3203, or maintained in a separate document. The measures required here may be integrated into the employer's written Injury and Illness Program required by section 3203, or maintained in a separate document. Note No. 2: This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division. It is a violation of Labor Code sections 6310, 6311, and 6312 to discharge or discriminate in any other manner against employees for exercising their rights under this or any other provision offering occupational safety and health protection to employees.

(b) 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 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.

“Landscaping” means providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens, or providing these services in conjunction with the design of landscape plans and/or the construction (i.e., installation) of walkways, retaining walls, decks, fences, ponds, and similar structures, except for employment by an employer who operates a fixed establishment where the work is to be performed and where drinking water is plumbed.

“Oil and gas extraction” means operating and/or developing oil and gas field properties, exploring for crude petroleum or natural gas, mining or extracting of oil or gas or recovering liquid hydrocarbons from oil or gas field gases.

“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. **“Shade”** means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. 3/22/2011 California Code of Regulations, Title 8,s... C:/.../California Code of Regulations, Ti... 2/5

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where drinking water 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, as described in subsection (f)(1)(C), shall be encouraged.

(d) Access to shade.

(1) Shade required to be present when the temperature exceeds 80 degrees Fahrenheit. When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, the employer shall have and maintain one or more areas with shade at all times while employees are present that are either open to the air or provided with ventilation or cooling. The amount of shade present shall be at least enough to accommodate 25% of the employees on the shift at any time, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shaded area shall be located as close as practicable to the areas where employees are working.

(2) Shade required to be available when the temperature does not exceed 80 degrees Fahrenheit. When the outdoor temperature in the work area does not exceed 80 degrees Fahrenheit employers shall either provide shade as per subsection (d)(1) or provide timely access to shade upon an employee's request.

(3) Employees shall be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times.

Exceptions to subsection (d):

(1) Where the employer can demonstrate that it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, the employer may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.

- (2) **Except for employers in the agricultural industry**, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

(e) High-heat procedures. The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- (1) **Ensuring that effective communication** by voice, observation, or electronic means is maintained so that 3/22/2011 California Code of Regulations, Title 8,s... C:/.../California Code of Regulations, Ti... 3/5 employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- (2) **Observing employees for alertness and signs or symptoms of heat illness.**
- (3) **Reminding employees throughout the work shift to drink plenty of water.**
- (4) **Close supervision of a new employee by a supervisor** or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

(f) Training.

(1) **Employee training.** Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- (A) **The environmental and personal risk factors for heat illness**, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- (B) **The employer's procedures for complying with the requirements of this standard.**
- (C) **The importance of frequent consumption of small quantities of water**, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- (D) **The importance of acclimatization.**
- (E) **The different types of heat illness and the common signs and symptoms of heat illness.**
- (F) **The importance to employees of immediately reporting to the employer**, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- (G) **The employer's procedures for responding to symptoms of possible heat illness**, including how emergency medical services will be provided should they become necessary.
- (H) **The employer's procedures for contacting emergency medical services**, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- (I) **The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.** These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

(2) Supervisor training. Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be 3/22/2011 California Code of Regulations, Title 8,s... C:/.../California Code of Regulations, Ti... 4/5 provided to the supervisor:

- (A) The information required to be provided by section (f)(1) above.
- (B) The procedures the supervisor is to follow to implement the applicable provisions in this section.
- (C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- (D) How to monitor weather reports and how to respond to hot weather advisories.

(3) The employer's procedures for complying with each requirement of this standard required by subsections

(f)(1)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.



HIGH HEAT PROCEDURES

High Heat Procedures are additional preventive measures that MJ Shelton General Engineering, Inc. will use when the temperature equals or exceeds 95 degrees Fahrenheit.

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- The supervisor will ensure that effective communication by voice, observation, or electronic means is 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 or text messaging device, may be used for this purpose if reception in the area is reliable.
- The supervisor will ensure that frequent communication are being maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.
- The supervisor will observed employees for alertness and signs and symptoms of heat illness. When a foreman is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
- The supervisor will reminded employees throughout the work shift to drink plenty of water.
- The supervisor will closely supervise new employees, or assign a “buddy” or more experienced coworker for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day).
- High-heat procedures shall ensure “effective” observation and monitoring, including a mandatory buddy system and regular communication with employees working by themselves. During high heat, agricultural employees must be provided with a minimum 10-minute cool-down period every two hours.

HANDLING A HEAT WAVE

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- During a heat wave or heat spike, the supervisor will decide if the work day will be cut short, start earlier or rescheduled (example conducted at night or during cooler hours).
- During a heat wave or heat spike, and before starting work, the supervisor will conduct tailgate meetings, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, the supervisor will provide workers with an increased number of water and rest breaks and will be observed closely by the supervisor for signs and symptoms of heat illness.
- The supervisor will assign each employee with a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

PROVISION OF WATER

Water is a key preventive measure to minimize the risk of heat related illnesses. Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- The supervisor will bring drinking water or containers (of five to ten gallons each) to the work site, so that at least 2 quarts per employee are available at the start of the shift. The supervisor will ensure that all workers whether working individually or in smaller crews, will have access to drinking water.
- The supervisor will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.

- When drinking water levels within a container drop below 50%, the water shall be replenished immediately; or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- When the temperature exceeds 90 degrees, the supervisor will carry ice in a separate container, so that when necessary, it will be added to the drinking water to keep it cool.
- Disposable/single use drinking cups will be provided to employees by supervisor or provisions will be made to issue employees their own cups each day.
- The supervisor will ensure that water containers are placed as close as possible to the workers, not away from them. 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 by supervisor, so that workers can have drinking water readily accessible.
- The supervisor will ensure the drinking water will be relocated to follow along with the crew, so drinking water will remain readily accessible.
- Water coolers will be kept in sanitary condition by the supervisor.
- Supervisor will provide frequent reminders to employees to drink frequently, and more water breaks will be provided.
- When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, supervisor will hold brief tailgate meetings 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.
- The supervisor will use audible device (such as whistles or air horns) to remind employees to drink water.
- When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the supervisor will increase the number of water breaks, and workers will be reminded throughout the work shift to drink water.
- During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.
- Water will be "fresh, pure, suitably cool" and located as close as practicable to where employees are working, with exceptions when employers can demonstrate infeasibility.

ACCESS TO SHADE

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- The supervisor will provide temporary types of shade structures that will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. 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.
- The supervisor will provide enough temporary shade structures at the site to accommodate at least 25 percent of the employees on the shift at any one time.
- Daily the supervisor will inform the workers of the location(s) of the shade structures and will be encouraged to take a five minute cool-down rest in the shade.
- The supervisor will ensure shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees so that access to shade is provided at all times.
- The supervisor will evaluate situations where trees or other vegetation's are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated by the supervisor, 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), the supervisor will document these unsafe or unfeasible conditions and of the steps that will be taken to provide shade upon request.
- For non-agricultural employers, in situations where it is not safe or feasible to provide shade, the supervisor will document 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

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The supervisor will plan the work schedule 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)

- Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed by the supervisor and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Supervisor will determine whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
- Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- The supervisor will use a thermometer will at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 85 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

ACCLIMATIZATION

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- Acclimation procedures including close observation of all employees during a heat wave – defined as at least 80 degrees. New employees must be closely observed for their first two weeks on the job.
- The supervisor will monitor the weather daily. The supervisor will be on the lookout for sudden heat wave(s) (at least 80 degrees), or increases in temperatures to which employees haven’t been exposed to for several weeks or longer.
- During a heat wave or heat spike, the supervisor will determine if the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if at all possible cease for the day.
- For new employees, 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.

- The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- Supervisor will assigned new employees a “buddy” or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, supervisor will observe all employees 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.

EMERGENCY RESPONSE

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- Prior to assigning a crew to a particular worksite, the supervisor will provide workers and the foreman a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
- Prior to assigning a crew to a particular worksite, the supervisor will ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
- Prior to the start of the shift, the supervisor will determination whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
- All crew foremen 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, the supervisor will ensure steps are being 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).
- At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible form the road or highway.
- During a heat wave or hot temperatures, workers will be reminded by the supervisor and encouraged to immediately report to their foreman any signs or symptoms they are experiencing.
- Emergency response procedures include effective communication, response to signs and symptoms of heat illness, instructions on what to do when employees exhibit severe heat illness symptoms, and procedures for contacting emergency responders to help stricken workers.
- MJ Shelton will ensure employee and supervisor training will include every detail of these written emergency procedures.

HANDLING A SICK EMPLOYEE

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- 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.

- Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.
- Supervisors will ensure emergency service providers have been called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, 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!
- If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

EMPLOYEE AND SUPERVISORY TRAINING

Check and identify the responsible person(s) for the below requirements that apply. Sample procedures include but are not limited to the following:

- MJ Shelton** will ensure that all supervisors are trained prior to being assigned to supervise other workers. Training will include **MJ Shelton** written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- MJ Shelton** will ensure all supervisors are 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.
- MJ Shelton** will ensure all employees and supervisors are trained prior to working outside. Training will include the company's written prevention procedures.
- The supervisor will train employees 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 exceeds 75 degrees Fahrenheit, the supervisor will hold short 'tailgate' meetings 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.
- The supervisor will ensure all new employees are assigned a “buddy” or experienced coworker to ensure that they understand the training and follow company procedures.
- New training requirements include employers' responsibilities, employees' rights without fear of retaliation, and appropriate first aid and emergency responses.

Heat Illness Prevention Program Resources

Department of Industrial Relations & Cal-OSHA Heat illness links:

- [Cal/OSHA Consultation Services Heat Illness Prevention etool](http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html)
<http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>
- <http://www.dir.ca.gov/title8/3395.html>
- <http://www.99calor.org/english.html>

Additional Heat illness links:

- [National Weather Service—Northern California](http://www.wrh.noaa.gov/sto/)
<http://www.wrh.noaa.gov/sto/>
- <http://www.osha.gov/Publications/osha3154.pdf>
- <http://www.osha.gov/Publications/osha3155.pdf>
- <http://www.cdc.gov/niosh/topics/heatstress/>
- <http://www.cdc.gov/niosh/homepage.html>
- <http://www.redcross.org/services/hss/tips/heat.html>
- <http://www.bt.cdc.gov/disasters/extremeheat/heattips.asp>

Heat illness Videos:

DVD (to watch click here)

Heat Illness Prevention - English

<http://www.youtube.com/watch?v=cR6FA5w8A1o&feature=relmfu>

Heat Illness Prevention – Spanish

<http://www.youtube.com/watch?v=n7Wb1jmKA6I&feature=relmfu>

Heat Illness Prevention – Hmong

<http://www.youtube.com/watch?v=GniKxVoYFil&feature=relmfu>

Heat Illness Prevention – Punjabi

<http://www.youtube.com/watch?v=GmASE-FVh9w&feature=relmfu>

Heat Illness Prevention - Mixteco

<http://www.youtube.com/watch?v=P8816VR3Vew&feature=relmfu>