Tipton Elementary School
Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment

California employers must protect their workers from the hazards of excessive heat exposure. California Code of Regulations, Title 8 (CCR T8), section 3395 addresses outdoor workplaces, and section 3396 addresses indoor workplaces. Depending on the circumstances, employers must develop written worker heat illness prevention procedures that address one or both types of workplaces.

These sample procedures have been created to assist employers in establishing their own heat illness prevention procedures for indoor and outdoor workplaces. They are not intended to supersede or replace the application of any other Title 8 sections, particularly section 3203, which requires an employer to establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP). You may:

- Integrate your heat illness prevention procedures into your IIPP.
- Develop separate indoor and outdoor workplace procedures by using this program.

Use of this program does not guarantee compliance with sections 3395 or 3396 and does not shield an employer from being cited for violations of those sections.

You must also be aware that other standards may apply to heat illness prevention, such as the construction, agriculture, and general industry requirements to provide drinking water, first aid, and emergency response.

Note: These procedures describe the minimum essential heat illness prevention steps applicable to most outdoor and indoor work settings. In work environments where there is a higher risk for heat illness (e.g., during a heat wave or other severe working or environmental conditions), you must exercise greater caution and employ protective measures as needed to protect workers.

To effectively establish your procedures, carefully review the requirements of sections 3395 and/or 3396, along with the instructions provided for each of the elements, then develop written procedures applicable to your workplace. The Heat Illness Prevention Plan must be written in English and the language understood by the majority of the workers and must be available at the worksite. Effectively implement and maintain the heat illness prevention procedures you develop, including training workers and supervisors on your company procedures. Be sure to follow up to ensure your procedures are fulfilled.

To tailor these procedures to your work activities, evaluate and consider the specific conditions present at your site such as:

- Whether workers work indoors, outdoors, or both.
- The number of workers.
- The length of the work-shift.
- The ambient temperatures, heat index, and additional sources of heat workers are exposed to.
- The fact that personal protective equipment may increase the body's heat burden.

These sample procedures do not include every workplace scenario, so it is essential that you evaluate all conditions found in your individual workplace that are likely to cause a heat illness.

Cal/OSHA Publications Unit

Tipton Elementary School
Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment

Responsibility

Superintendent Stacey Bettencourt 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 workers receive answers to questions about the procedures in a language they understand.

All workers 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 English. It is maintained at our worksite at Tipton Elementary School District Office. It is available to workers or their representatives upon request.

Procedures for the Provision of Water:

Fresh, pure, suitably cool water will be provided to workers free of charge. Water fountains, water dispensers, water bottles, single-use or disposable cups and a receptacle for disposing of the used cups will be provided and will be kept clean.

1. The water will be located in staff lounge, hallways and multipurpose room.

2. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift. Water will be nearby and available throughout the day.

3. All water containers will be kept in a sanitary condition. Water from non-approved or non tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for portable drinking water systems, as shown on the manufacture's label.

4. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage workers to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind workers throughout the work shift to drink water.

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

1. Cool-down areas(s) will be located in the Multipurpose room. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by Air conditioning.

2. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers 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.

3. 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.

Procedures for Access to Shade for Outdoor Places of Employment

Shade will be as close as practicable to the workers when the outdoor 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 a worker.

Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

Workers will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.

Procedures for Temperature Assessment for Indoor Places of Employment

1. 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 Multipurpose Room.

    A. Outside Multipurpose Room

2. The temperature or heat index will be measured and recorded by Fausto Martin, MOT.

3. 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 Tipton Elementary School District Office. The records will include the date, time, and specific location of all measurements.

4. 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.

5. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Procedures for Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet (http://www.nws.noaa.gov/), calling the National Weather Service phone numbers (see California phone 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. This type of advance planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

   CALIFORNIA Dial-A-Forecast

   Hanford 559-584-8047

2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., 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).

3. The supervisor will use a thermometer throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 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 high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

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 workers 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 workers 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.

2. 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
   - Reflective shields to block radiant heat
   - Evaporative coolers

3. 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 workers and unacclimated existing workers, 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.
   - Schedule work at cooler periods or times of day, such as early morning or late afternoon.
   - Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

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 workers 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 workers haven't been exposed for several weeks or longer.

2. Workers 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 communication will be ensured by direct observation, mandatory buddy system, or electronic means, cell phone, text, or two-way radio *and* will be maintained so that workers can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then communication method used will be via cell phone, text, or two-way radio for this purpose.

2. Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by Fausto Martin, Mot and Maria De Anda Perales LVN.

3. Appropriately trained and equipped personnel will be made available at the site to render first aid.

4. 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.

5. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

6. Workers 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 and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone, 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 Fausto Martin, MOT or Stacey Bettencourt, Superintendent.

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 workers. Therefore, it must be given in a language and vocabulary the workers 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 at Tipton Elementary School District Office.

1. 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 workers exhibit symptoms consistent with heat illness.

2. Supervisors and workers 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.

3. In addition to initial training, workers will be retrained annually.

California Department of Industrial Relations
Division of Occupational Safety & Health
Publications Unit
SAFETY & HEALTH | FACT SHEET

Heat Illness Prevention in Indoor Workplaces
Information for Employers

California Code of Regulations, title 8, section 3396 establishes required safety measures for indoor places of employment to prevent employee exposure to risk of heat illness. The standard applies to most workplaces where the indoor temperature reaches 82°F. This regulation requires employers to provide access to drinking water and cool-down areas, closely observe employees during acclimatization, train employees, and provide timely emergency aid.

This fact sheet provides an overview—not all the requirements—of section 3396. Please read the regulation for full requirements.

Why should employers be concerned about indoor heat illness prevention?

Many employees in indoor settings such as factories, food trucks, kitchens, warehouses, and foundries work in hot environments and are often unable to take advantage of heat illness prevention policies that apply to their counterparts working in outdoor places of employment.

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load. Types of heat illness include heat cramps, heat exhaustion, heat syncope, and heat stroke, which can lead to death.

Signs of heat stress

The longer a person goes without assistance in excessive heat, the more likely they are to become seriously ill. Some symptoms of heat illness include the following:

- Headache
- Fatigue
- Dizziness
- Confusion
- Muscle pain and spasms
- Elevated heart rate
- Heavy sweating
- Hot/dry skin
- Nausea/vomiting
- Fainting/unconsciousness

Certain medical conditions are risk factors of heat stress and related heat illnesses. Employees with heart disease or high blood pressure and those taking certain medications should take extra precautions with their heat exposure.

Taking steps to prevent heat illness in indoor workplaces not only reduces health risks, but also makes the workplace environment comfortable, which makes it easier for employees to work more efficiently and increases overall productivity.

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What must employers do?

Access to clean drinking water: Employers are required to provide access to potable water that is fresh, suitably cool, and free of charge. It must be located as close as practicable to the work area and cooling area. If an employer does not provide plumbed water, they are required to provide at least one quart per hour per employee per shift. Employers must encourage frequent water consumption.

Cool-down areas and rest periods: Employers must provide access to at least one cool-down area which must be maintained at a temperature below 82°F, blocked from direct sunlight, shielded from other high-radiant heat sources, large enough to accommodate the number of employees on rest breaks, and as close as practicable to the work area. They must allow employees who ask for a cool-down rest period to take one. In addition, employers must encourage employees to take preventative cool-down rest periods and monitor employees taking such rest periods for symptoms of heat-related illness. If symptoms persist, they may not be ordered back to work.

Assessing and measuring heat: Employers must measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for employees working in clothing that restricts heat removal or high radiant heat areas). This is an important step to ensure that employers know when to implement control measures to keep employees safe.

Emergency response procedures: Employers must provide first aid or emergency response to any workers showing heat illness signs or symptoms, including contacting emergency medical services.

Acclimatization: Employers must closely observe new employees and newly assigned employees working in hot areas during a 14-day acclimatization period, as well as all employees working during a heat wave where no effective engineering controls are in use.

"Heat wave" means any day in which the predicted high outdoor temperature for the day will be at least 80°F and at least 10°F greater than the average high daily outdoor temperature for the preceding five days.

"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 4 to 14 days of regular work for at least 2 hours per day in the heat.

Training: Employers need to provide training to both employees and supervisors. Required topics include:

- Environmental and personal risk factors for heat illness.
- The employer's procedures for complying with the regulation.
- The importance of frequent water consumption.
- The importance and methods of acclimatization.
- Signs and symptoms of the different types of heat illness.
- The importance of employees immediately reporting to the employer signs and symptoms of heat illness in themselves or co-workers.
- The employer's procedures for responding to signs and symptoms of heat illness, such as first aid.

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- Emergency response procedures, including contacting emergency medical services with clear directions to the worksite.
- Before supervising employees, the supervisor must be trained in all the information listed above and how to monitor and respond to hot weather reports, if the work area is affected by outdoor temperatures.

Controls: Employers are required to implement engineering and administrative controls and personal heat-protective equipment to minimize the risk of heat illness when:

- Temperature or heat index is 87°F or higher.
- Temperature is 82°F or higher and employees are either:
  - Wearing clothing that restricts heat removal.
  - Working in an area with high radiant heat.

More information on controls is given in the "Controls" section below.

Written plan: Establish, implement, and maintain an effective written Indoor Heat Illness Prevention Plan that includes procedures for providing drinking water, cool-down areas, preventative rest periods, close observation during acclimatization, assessment and measurement of heat, training, timely emergency response, and feasible control measures.

Controls

Employers must start with feasible engineering controls, then add administrative controls if those are not enough to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for employees working in clothing that restricts heat removal or high radiant heat areas). Employers have options when implementing control measures to protect their workers against heat illness and to comply with the standard:

Engineering controls: These are controls that remove or reduce heat or create a barrier between the employee and the heat source. Examples include:

- 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.
- Cooling fans or air conditioning.
- Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms).
- Reflective shields to block or reduce radiant heat.
- Insulating or isolating heat sources from employees, or isolating employees from heat sources.
- Elimination of steam leaks.
- Cooled seats or benches.
- Evaporative coolers.

Administrative controls: These controls are methods that limit exposure to heat by adjusting work procedures, practices, or schedules. Administrative controls should be used once all feasible engineering controls have been implemented.

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.

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- 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.
- Schedule work at cooler periods or times of day, such as early morning or late afternoon.
- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
- Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

Personal heat-protective equipment: If feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness, special cooling devices that the employees wear can protect them in hot environments:

- Water- or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
- Supplied-air personal cooling systems.
- Insulated suits.
- Heat-reflective clothing.
- Infrared reflecting face shields.

Workers should be aware that the use of certain personal protective equipment for other hazards, such as respirators, impermeable clothing, and head coverings, can increase the risk of heat-related illness.

Resources

Cal/OSHA

- Title 8, Section **3395**, Heat Illness Prevention in Outdoor Places of Employment
- Title 8, Section **3396**, Heat Illness Prevention in Indoor Places of Employment
- **Publications**
  - **Heat Illness**
- **Cal/OSHA Heat Illness Prevention**

Fed OSHA

- **Overview: Working in Outdoor and Indoor Heat Environments**
- **Prevention: Engineering Controls, Work Practices, and Personal Protective Equipment**

NIOSH

- **Heat Stress**
- **Occupational Exposure to Heat and Hot Environments**

This document is available with active links at www.dir.ca.gov/dosh/dosh_publications
For assistance regarding this subject matter, employers may contact
Cal/OSHA Consultation Services at 1-800-963-9424 or **InfoCons@dir.ca.gov**
www.dir.ca.gov/dosh/consultation.html

Two types of heat illness:

Heat Exhaustion


Dizziness


Headache


Sweaty skin


Fast heart beat

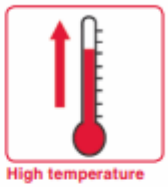

Nausea, vomiting


Weakness


Cramps

Heat Stroke

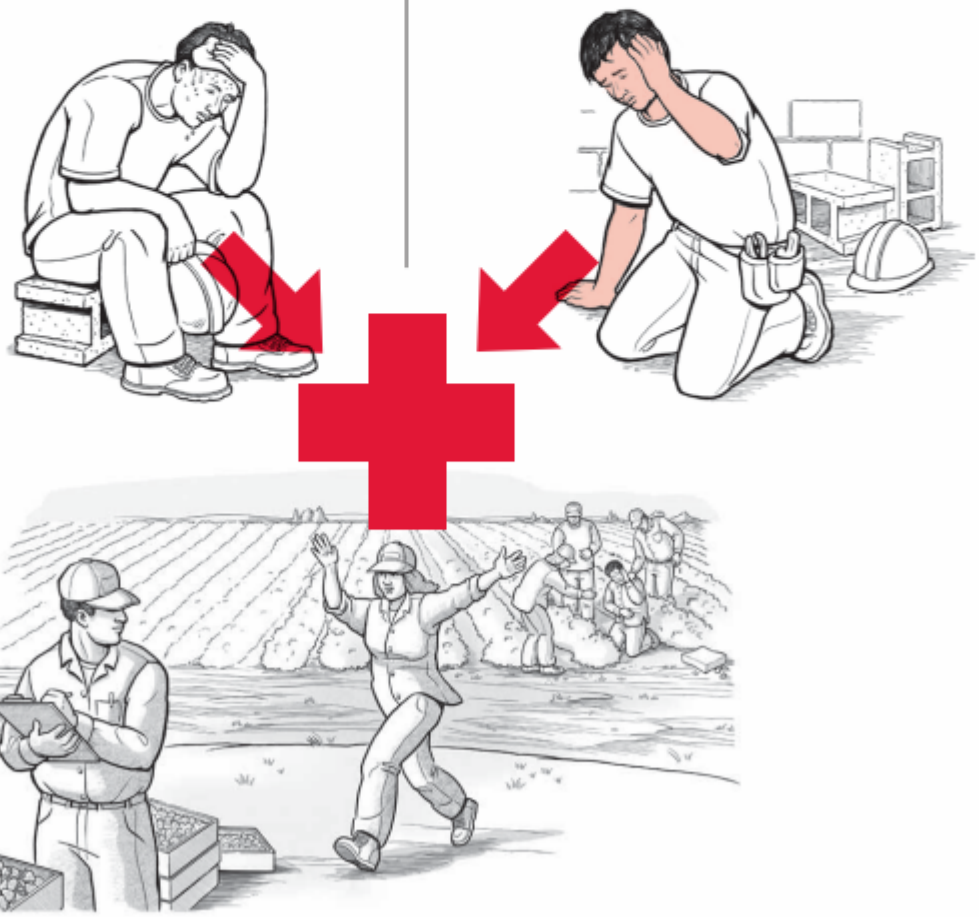

Red, hot, dry skin


High temperature


Confusion


Fainting


Convulsions



Heat kills – get help right away!

Stay safe and healthy!

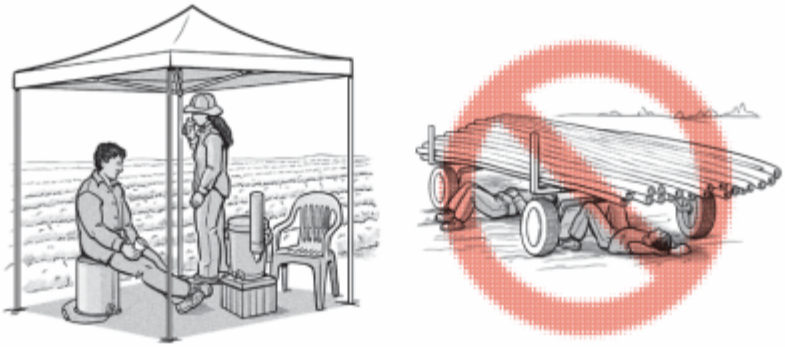
Drink water even if you aren't thirsty –
every 15 minutes

Watch out for each other

Wear a hat and light-colored clothing

Know where you are working in case you need to call 911

Rest in the shade



Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment

Tipton Elementary School District

EMERGENCY NUMBERS:

Emergency – 9-1-1
Tulare County Sherriff Pixley Substation – 559-757-3525
The Gas Company – 559-783-1228
Southern California Edison
1-800-611-1911
(if you see a downed line, call 911 immediately)
Tulare County Fire Department Substation #26 - 559-752-4210

2025-2030

Board Approval:

February 4, 2025

Tipton Elementary School District
370 N Evans Rd.
Tipton, CA 93272
Phone: (559) 752-4213
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Heat Illness Prevention Plan for Indoor and Outdoor Places of Employment

Tipton Elementary School District

District Office
370 N Evans Rd.
Tipton, CA 93272
Phone: (559) 752-4213 | Fax: (559) 752-1231

Mr. Stacey Bettencourt, Superintendent
Mrs. Jackie Everett, Principal

TESD Non-Discrimination Statement

Tipton Elementary School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, pregnancy, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jackie Everett, Principal, 370 N. Evans Rd Tipton, CA 93272

Revision History			
Date	**Page**	**Summary of Changes**	**By**