

ROCKLIN UNIFIED SCHOOL DISTRICT

INJURY AND ILLNESS PREVENTION PLAN

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I. ROCKLIN UNIFIED SCHOOL DISTRICT'S COMMITMENT TO SAFETY AND HEALTH

The Rocklin Unified School District is firmly committed to maintaining a safe and healthful working environment. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District's ability to provide quality education. Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

To achieve this goal, the Rocklin Unified School District has implemented the comprehensive Injury and Illness Prevention Program. The program is designed to prevent work place accidents, injuries, and illnesses. A complete copy of the program is maintained at every site, at the Human Resources Department, Facilities Department and on our website, www.rocklinusd.org, and is available for your review. A complete copy is also provided to all employees.

II. GENERAL PROVISIONS

A. District Housekeeping Policy

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping his or her work area neat and orderly. Housekeeping inspections will be conducted by Custodial Personnel on a regular basis. Inspection reports will be kept on file electronically.

B. Objectives of the Injury and Illness Prevention Program

The Rocklin Unified School District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the work place. The primary purpose of the Program is to ensure the safety and health of the District's employees and students and provide a safe and healthful work environment.

C. Responsibility for Safety and Health

All employees of the Rocklin Unified School District are responsible for working safely and maintaining a safe and healthful work environment.

III. ASSIGNMENT OF RESPONSIBILITIES

A. Senior Director Facilities, Maintenance and Operations

Craig Rouse, the Senior Director Facilities, Maintenance and Operations of the Rocklin Unified School District, is the program administrator and is responsible for the overall implementation and maintenance of the Injury and Illness Prevention Program. The Senior Director Facilities, Maintenance and Operations can be reached at the Maintenance & Operations Office, 4090 Del Mar Ave Ste B, Rocklin, CA. The phone number is 916-624-5771. The program administrator's duties include, but are not limited to:

- Ensuring that site administrators, managers, and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies;
- Ensuring that employees are trained in accordance with this Program;
- Coordinating with Human Resources Department to document all training in Public Works (see section VIII)
- Inspecting, recognizing, and evaluating work place hazards on a continuing basis;
- Developing methods for abating workplace hazards;
- Ensuring that workplace hazards are abated in a timely and effective manner.
- Coordinating quarterly District safety meetings to include but not limited to; District administrators, Principals, RTPA and CSEA staff.

The Senior Director Facilities, Maintenance and Operations may assign all or some of these tasks to other individuals within the District. Nevertheless, the Senior Director Facilities Maintenance and Operations remains ultimately responsible for the implementation and maintenance of the District's Injury and Illness Prevention Program.

B. Site Administrator

The Site Administrator has overall responsibility for ensuring that site conditions and operations are in strict compliance with applicable health and safety requirements. Specifically, the Site Administrator is responsible for:

- Implementing an Injury and Illness Prevention Program (IIPP) consistent with California Code of Regulations, Title 8, Section 3203
 - Identify the person or persons with authority and responsibility for implementing the Program
 - Include a system for ensuring that employees comply with safe and healthy practices.
 - Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notifications by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.
- Taking action to mitigate identified safety hazards, including any temporary measures, as appropriate;
- Informing employees on procedures for reporting workplace hazards and safety concerns;
- Instructing employees on procedures for reporting accidents, injuries, and workers' compensation claims;
- Immediately reporting serious workplace injuries to Cal/OSHA; and
- Coordinating quarterly Site safety meetings to include but not limited to; Lead custodian and Site Safety Team.

C. Supervisors

Supervisors are responsible for enforcing safe work practices and mitigating identified hazards. Other responsibilities include:

- Providing new employees with an orientation of job hazards and safe work practice associated with their defined duties prior to assignment, including use of personal protective equipment;
- Investigating accidents and taking necessary action to prevent recurrence;
- Recommending disciplinary action for employees failing to comply with safety requirements;
- Ensuring employees are trained on safe work practices and any hazards unique to their duties;
- Ensuring proper reporting of work-related injuries and illnesses;
- Reporting workers' compensation claims; and

- Maintaining employee training records and providing them to the Director of Human Resources.

D. Employees

Employees are responsible for following safe practices and procedures as referenced in this document. Other responsibilities include:

- Reporting unsafe conditions, work practices, or accidents to their supervisors immediately; and
- Utilizing appropriate personal protective equipment as instructed by their supervisors.

IV. RUSD EMPLOYER CODE OF SAFE PRACTICES

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.

- A. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- B. All employees shall be given frequent accident prevention instructions. Instructions shall be given at hire and as situations warrant, but in no event less than twice annually.
- C. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
- D. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
- E. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- F. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- G. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
- H. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.
- I. All injuries shall be reported promptly so that arrangements can be made for medical or first aid treatment.
- J. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- K. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

- L. When operating vehicles, drivers should obey all traffic laws, be aware of weather considerations, and drive defensively.

V. HAZARD IDENTIFICATION AND ASSESSMENT

A. Hazards are identified and assessed in the following ways:

1. Periodic inspections. The Principals and supervisors inspect their sites and departments at least twice yearly utilizing checklists as documentation.
2. Unscheduled inspections. The IIPP program administrator will arrange for unannounced inspections. The location and subject of the inspections will be chosen randomly, but will emphasize transportation and maintenance operations and general housekeeping of the school site.
3. New matters. New substances, procedures, or equipment introduced into the workplace will be reviewed by the relevant supervisor and the program administrator.
4. Reports by Employees. Employees are required to report any unsafe condition to their Principal or supervisor in writing or work order on the School Dude work order system online. No employee will be disciplined or discharged for reporting a workplace hazard. Employees may make an anonymous report to the Principal or supervisor.

B. Hazard Assessment & Correction

1. The Site Administrator will ensure that safety inspections are conducted at least twice a year, or as often as necessary, by the Lead Custodian.
2. The Site Administrator or designee shall conduct a periodic service to identify any unsafe conditions or take action to ensure correction. Corrections may be made by facility staff.
3. The Site Administrator will ensure that all reported potential safety hazards are documented in a log for the purpose of facilitating corrective action.
4. If employees report a potential chemical, biological or physical exposure, the Lead Custodian will assess the situation, and determine the need for outside assistance. As appropriate, the Site Administrator may request assistance from the local police and fire.
5. The Site Administrator will ensure that identified hazards are documented and corrected in a timely manner. When an imminent hazard is identified which cannot be immediately abated without endangering employees, workers and other personnel shall be removed from the affected area and the area secured to prevent

reentry except for designated workers. Workers entering the area to correct the unsafe condition shall be properly trained and provided with the appropriate personal protective equipment.

6. In determining corrective actions, the Site Administrator or designee shall evaluate whether the identified hazard can be eliminated through workplace redesign (i.e. engineering controls) or product substitution. If it is not possible to eliminate the hazard, considerations should be given to reducing the exposure duration or rotating the work assignment among employees. The use of personal protective equipment to control the exposure should be considered as the last resort.
7. The Site Administrator or designee shall ensure that identified hazards have been corrected. This should include periodic review of prior inspections, regulatory agency reports, or Facility Inspection Checklists.

VI. ADDRESSING IDENTIFIED HAZARDS

A. General Hazards

All identified hazards will be addressed in a timely manner. Safety concerns will receive priority over other work orders. Generally, safety hazards needing repair or removal will be reported on a work order and the requested action will be assessed and prioritized.

B. Hazards Which May Cause Imminent Harm

Hazards which give rise to a risk of imminent harm will be abated promptly. When the District cannot repair, remove, or otherwise abate such a hazard immediately, all personnel will be removed from the area except those personnel necessary to correct the hazardous situation. Those personnel will receive or will have received appropriate training and will be provided with necessary safeguards and personal protective equipment, if needed.

C. Newly Discovered Hazards

Any new or newly discovered hazard or hazardous procedure will be promptly investigated and remedied.

D. Anonymous Notification Procedures

Employees may submit an anonymous report (Anonymous Reporting Icon) through the District Website (www.rocklinusd.org), all school

websites, or submit an anonymous memorandum to the Principal or supervisor outlining a safety hazard. Anonymous reports will be investigated and acted on in a timely manner.

E. Postings

The District will post at each site and department office required safety notices.

F. Training

The District provides training designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

A. Standard

A system should be in place to ensure employees and students comply with safe and healthy work practices. This may include the use of postings, District meetings, training or re-training, and disciplinary action.

B. Required Activities

1. To encourage safe behavior on the job, Supervisors should acknowledge their employees for performing work safely. This provides positive reinforcement of safe work practices, and encourages cooperation with the program.
2. Any employee making an exceptional contribution to the safety program should be recognized with a brief letter and other recognition as appropriate.
3. If a Supervisor observes an employee performing in an unsafe manner due to lack of knowledge, appropriate training or retraining should be immediately given.
4. Any employee who repeatedly fails to follow safe work practice and/or procedures or who willfully violates any RUSD safety rules or directives may be subject to disciplinary action up to, and including, termination. Disciplinary actions will be applied as defined in California Education Code, Board Policy, and the relevant collective bargaining agreements of the Rocklin Unified School District.

5. Rocklin Unified School District is committed to a harassment-free workplace. The mission of the District cannot be realized in an atmosphere of fear and intimidation. To this end, any act of discrimination or harassment will not be tolerated. If you feel you are a victim of any harassment, report the incident to your supervisor, any member of the Safety Committee, or the Superintendent.

VIII. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthy work practices. To achieve the goal, the District (or department) will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

- Upon hiring;
- Whenever an employee is given a new job assignment for which training has not previously been provided;
- Whenever new substances, processes, procedures, or equipment which represent a new hazard are introduced into the workplace;
- Whenever the District is made aware of a new or previously unrecognized hazard; and
- Whenever the District, program administrator, Principal, or supervisor believes that additional training is necessary.
- Supervisors will familiarize employees under their control with safety & health hazards to which they may be exposed.

B. Areas of Training

Employees will be trained in general safe work practices and will be provided specific instructions with respect to hazards unique to their job assignments. Training should include the following:

- New employee safety orientation;
- Emergency procedures;
- Hazard Communication;
- Bloodborne Pathogen;
- Heat Illness;

- Wildfire smoke protocol;
- COVID 19 [Prevention Plan](#)

IX. DOCUMENTATION OF TRAINING

Documentation of training will be recorded on Public School Works and department records (agendas and sign in sheets).

X. INVESTIGATION OF WORK RELATED ACCIDENTS

All work related accidents will be investigated by the District in a timely manner. The appropriate Principal or supervisor shall conduct the initial investigation of accident.

Any accident deemed preventable or caused by an existing unsafe condition practice will be recorded on an Occupational Accident Investigation Report. This report shall be filed with the Human Resources Department.

XI. RECORD KEEPING

A. The following records shall be kept on file in the M&O Office:

- Facilities: Safety inspection reports;
- Facilities: Regulatory citations and correction action notices;
- Facilities: Current year Cal/OSHA “Summary of Occupational Injuries and Illnesses”;
- Human Resources: Employee accident investigation reports;
- Human Resources: Workers’ compensation claims/report forms;
- Human Resources: Employee training records.

B. The following records shall be kept on file at each school site and department:

- Minutes of district level safety committee meetings;
- Occupational accident investigation reports; and
- Site or department safety committee minutes.

SAFETY INSPECTION REPORT

<p>Date: _____</p> <p>Name of Inspector: _____</p> <p>Signature of Inspector: _____</p> <p>Area Inspected: _____</p>	<p>Evaluations:</p> <p>S = Satisfactory</p> <p>U = Unsatisfactory</p> <p>NA = Not applicable to the area inspected</p> <p>If an unsatisfactory rating is provided for a Particular item, the Safety Action Report must be completed for the item in question.</p>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">RATING</th> <th style="width: 50%; text-align: center;">ADDITIONAL COMMENTS</th> </tr> </thead> </table>	RATING	ADDITIONAL COMMENTS
RATING	ADDITIONAL COMMENTS		
<p>1. General Work Environment</p> <p style="padding-left: 20px;">1.1 Adequate and proper storage space for tools and materials.</p>			
<p style="padding-left: 20px;">1.2 All flammable liquids stored in approved containers.</p>			
<p style="padding-left: 20px;">1.3 All waste materials deposited in metal containers.</p>			
<p style="padding-left: 20px;">1.4 Waste material containers emptied on a regular basis.</p>			
<p style="padding-left: 20px;">1.5 Vacuum cleaners, floor polishers and other equipment in good working condition.</p>			
<p style="padding-left: 20px;">1.6 Broken glass properly handled and disposed of.</p>			
<p style="padding-left: 20px;">1.7 Electric tools properly grounded.</p>			
<p style="padding-left: 20px;">1.8 Ladders and stools equipped with safety treads.</p>			
<p style="padding-left: 20px;">1.9 All spillages immediately wiped up.</p>			
<p style="padding-left: 20px;">1.10 Employees regularly warned of hazards.</p>			
<p style="padding-left: 20px;">1.11 Proper tools used on each job.</p>			
<p style="padding-left: 20px;">1.12 All worksites clean and orderly.</p>			
<p style="padding-left: 20px;">1.13 Storage and equipment rooms neat and orderly.</p>			
<p style="padding-left: 20px;">1.14 All flammable wastes disposed of properly.</p>			
<p style="padding-left: 20px;">1.15 Lighting and ventilation adequate.</p>			
<p style="padding-left: 20px;">1.16 All work areas adequately illuminated.</p>			
<p style="padding-left: 20px;">1.17 Floor openings covered or otherwise guarded.</p>			
<p style="padding-left: 20px;">1.18 Noise levels in all facilities are kept within acceptable levels.</p>			

SAFETY INSPECTION REPORT

Date: _____ Name of Inspector: Signature of Inspector: _____ Area Inspected: _____	Evaluations: S = Satisfactory U = Unsatisfactory NA = Not applicable to the area inspected If an unsatisfactory rating is provided for a Particular item, the Safety Action Report must be completed for the item in question.		
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2. Fire Prevention			
2.1 Fire prevention equipment in working order (e.g. extinguishers, automatic sprinklers).			
2.2 Fire extinguishers, sprinklers, fire exits, etc. unblocked.			
2.3 Fire extinguishers recharged regularly and noted on inspection tag.			
2.4 "No Smoking" procedures followed.			
2.5 Smoking prohibited near flammable materials.			
3. Emergency Response.			
3.1 Emergency telephone numbers posted.			
3.2 Exit signs posted.			
3.3 First Aid supplies stocked.			
4. Protective Equipment and Clothing			
4.1 Safety equipment provided.			
4.2 Safety clothing worn when required:			
4.2.a. safety glasses or goggles			
4.2.b. safety shoes			
4.2.c. hard hats			
4.3 Safety equipment maintained in a sanitary condition.			
5. Machine Operators			
5.1 Machines used only by authorized, trained			
5.2 Machinery turned off when not in use.			

SAFETY INSPECTION REPORT

<p>Date: _____</p> <p>Name of Inspector: _____</p> <p>Signature of Inspector: _____</p> <p>Area Inspected: _____</p>	<p>Evaluations:</p> <p>S = Satisfactory</p> <p>U = Unsatisfactory</p> <p>NA = Not applicable to the area inspected</p> <p>If an unsatisfactory rating is provided for a Particular item, the Safety Action Report must be completed for the item in question.</p>	
	RATING	ADDITIONAL COMMENTS
5.3 Correct speed and feed used when operating		
5.4 Safety guards in place on all equipment.		
5.5 Machinery and equipment clean and properly maintained.		
5.6 Lock-out procedures in place and followed		
6. Hand Tools and Equipment		
6.1 Tools and equipment in good working condition		
6.2 Tool cutting edges are kept sharp.		
6.3 Hand protection utilized when using cutting tools.		
6.4 Tools stored in a dry, secure location.		
6.5 Eye and face protection used when driving hardened or tempered nails.		
6.6 Hand trucks maintained in safe operating condition.		
7. Additional Items Covered:		

OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT

Investigator's Name: _____

Person Involved in Accident, Injury or Illness: _____

Position Held: _____ Department: _____

Task being performed when accident occurred: _____

Description of Accident, Injury or Illness: _____

Date: _____ Time: _____ Location: _____

Describe the accident, injury or illness and the cause of the incident. Include the nature of any injury, illness or property damage:

Witness Name:

Telephone Number:

Investigator's Signature _____ Date: _____

SAFETY ACTION REPORT

Inspector Name _____

Telephone Number/Extension _____

Date _____

Description of Location of Unsafe Condition and Date Discovered by Management	Action to be Taken	Completion Date

** Note: Hazards which pose a risk of serious or substantial injury to employees must be corrected immediately. Other hazards should be corrected as soon as reasonably possible but in no case later than 15 days from the date of discovery by management. Any deviation from these time requirements must be reported to the Program Administrator immediately.

SAFETY MEETING REPORT

Date: _____

Department: _____

Meeting Leader (print clearly): _____

Meeting Leader (signature): _____

TOPICS DISCUSSED
(attach or identify all documents provided & discussed)

PERSONNEL IN ATTENDANCE

Employee Names (print clearly): _____

Employee Signatures: _____

Date: _____

Rocklin Unified School District

Heat Illness Prevention Plan

The following designated persons have the authority and responsibility for implementing the provisions of this program at this worksite.

Roger Stock/Superintendent/916-630-2230

Craig Rouse/Senior Director Facilities, Maintenance & Operations/916-630-2246

Rain Kernytsky/Maintenance & Grounds Supervisor/916-624-5771

Taylor Moe/Custodial Supervisor/916-624-5771

Mike Bustamante/Custodial Supervisor/916-624-5771

Supervisors who oversee personnel who work outdoors will:

- Identify all employees' work duties, environments or health issues that put them at higher risk for heat illness.
- Make drinking water and shaded areas available and closely accessible to employees when access to a building's amenities is beyond a short walk.
- Provide adequate water and shade when the risk factors for heat illness are present.
- Monitor the weather (current and forecast) and make any necessary adjustments to the work load or schedule in order to lower the risk for heat related illnesses to occur.
- Ensure that all employees receive proper training on heat illness prevention.
- Ensure that the requirements in this program are followed.
- Call 911 for a medical emergency or when medical assistance is required.

Employees will:

- Have drinking water available and consume accordingly when risk factors for heat illness are present.
- Utilize shaded areas to prevent or recover from heat related symptoms.

Report any heat related illness symptoms to their supervisor.

- Look out for the signs and symptoms of heat stress on co-workers.
- Inform your supervisor of any health issue that might affect your ability to work.
- Inform your supervisor if water or shade is not readily available.

Procedures for the Provision of Water:

- Supervisors must provide employees with access to potable drinking water and encourage consumption of small amounts frequently throughout the workday.
- All workers, whether working individually or in groups, will have access to drinking water.
- If plumbed potable water is not readily accessible, portable water containers or bottled water must be made available before work can commence.
- All water storage containers, drinking vessels and support utensils must be kept in a condition that is both clean and sanitary.
- Water containers must be placed as close as possible to the workers to encourage frequent water intakes.
- When the work environment is such that water cannot be made closely accessible to the workers, bottled water or personal water containers must be made available.
- Storage containers must be refilled with cool water when water levels drop below 50%.
- During employee training, the importance of frequent water intake will be stressed.

Procedures for Access to Shade:

- Supervisors must provide access to shade structures when requested by an employee.
- Employees in need of a recovery period from the heat must be provided with access to shade that is either open to the air or provided with ventilation or mechanical cooling for a period of no less than five minutes.
- Alternative cooling methods may be used if they prove to be at least as effective as an appropriate shaded area.
- When access to open shade structures is required, the shade structures must be as close to the workers and work site as practical.

During employee training, the importance of taking frequent rests breaks in the shade will be stressed.

Procedures for Monitoring the Weather/Responding to Advisories:

- Prior to each workday, the supervisors will monitor the forecast via either the National Weather Service, the Weather Channel, or a locally broadcasting television or radio station.
- Work scheduling and type of work performed must be respectful of the forecast and modified, if necessary, to prevent heat illness.
- When the temperature equals or exceeds 95 degrees Fahrenheit, activities out of doors will be modified and those working outside will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and initiate emergency procedures should they appear.
- Supervisors will remind workers before and during the work shift to take frequent shade breaks and drink plenty of water.

Procedures for 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, the work day will be cut short or rescheduled (e.g., conducted at night or during cooler hours).
- During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the company Heat Illness Prevention Procedures (HIPP), the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- Each employee will be assigned 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.

High Heat Procedures:

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

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 employees (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.

Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.

Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness.

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

Pre-shift meetings will be held before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Procedures for Acclimatization:

- Supervisors of new employees must lessen the work load or intensity for the first two weeks and be extra vigilant for signs of heat related symptoms.
- Supervisors will remind workers before and during the work shift to take frequent shade breaks and to drink plenty of water.
- In the event of a sudden heat wave, supervisors must monitor the weather daily.
- In the event of a sudden heat wave or heat spike, the work day must be cut short or out of doors work details must be modified or rescheduled.

Procedures for Emergency Response:

When a crew is assigned to a particular worksite, the employees and the foreman will be

provided a map of the site that will allow them to give clear and precise directions to the worksite (e.g., street 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 worksite without an infirmary, clinic, or hospital nearby, the employer will ensure that an appropriately trained and equipped person is available at the site to render first aid, if necessary.

All foremen and supervisors 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 displays signs or symptoms of heat illness, move the victim to shade, provide cool water to drink, remove excess layers of clothing, place ice packs in the armpits and groin and fan the victim. Do not leave the victim unattended at any time.
- When an employee does not appear well or does not improve after drinking cool water and resting in the shade and displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), initiate medical emergency procedures.
- When an employee displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), initiate medical emergency procedures.

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be called.

Procedures for Employee and Supervisor Training:

To be effective, training must be understood by employees. Therefore, it must be given in a language and vocabulary the employees 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.

- Supervisors will be trained prior to being assigned to supervise other employees. Training will include this company's written procedures and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness.
- 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 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.

- 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, increase the 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 providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures, and acclimatization procedures contained in the company's written plan. Employees and supervisors will also be trained on the environmental and personal risk factors of heat illness and the importance of immediately reporting signs and symptoms of heat illness.
- In addition to initial training, employees will be retrained annually.
- Employees will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking employees, 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, reinforce heat illness prevention with all employees, provide reminders to drink water frequently, inform them that shade will be available, and remind them to be on the lookout for signs and symptoms of heat illness.
- New employees will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

Resources:

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