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Innovative Employee Solutions

Heat Illness Prevention Program

Innovative Employee Solutions

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Innovative Employee Solutions (IES) designates an Heat Illness Prevention Program Administrator who is responsible for the implementation and ongoing management of this program. The Administratior has the authority and responsibility to ensure compliance with all safety regulations and to oversee efforts to prevent workplace heat illnesses.

Our Heat Illness Prevention Program Administrator is:

Tanya Athniel
HR Lead, Compliance and Safety
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This program applies only to indoor and outdoor worksites where the temperature is reasonable anticipated to exceed 82 degrees Fahrenheit.

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program within their respective work areas. In addition, all workers are responsible for using safe work practices, following all directives, policies, and procedures, and helping to maintain a safe work environment.

The responsibility for reviewing a client's Heat Illness Prevention Plan to ensure it covers and protects our assigned employees may very depending on the client and worksite; however, all employees are informed of the designated health and safety contact within our agency, as well as the individual(s) responsible for the health and safety at the client's worksite(s).

Procedures for the Provision of Water

1. **Fresh, pure, and suitably cool water will be provided to workers at no cost.**
   Water will be made available through a variety of means appropriate to the specific worksite, including but not limited to: water dispensers, bottled water, refillable containers, or water coolers with disposable cups and a designated receptacle for used cups. At all sites, water will be provided in sufficient quantity to ensure each worker has access to at least one quart per hour for the duration of their shift. Where water is not plumbed or continuously supplied, procedures will be in place to replenish drinking water as needed throughout the day.

2. **Supervisors will ensure that water is fresh, pure, and suitably cool.**
   Water supplies will be inspected at the start of each shift and as needed throughout the day. Supervisors may perform visual inspections and test water temperature to ensure it remains cooler than the ambient temperature, without being uncomfortably cold.

3. **Water will be placed in accessible locations.**
   Drinking water will be located as close as possible to the areas where employees are working, including near designated cool-down areas. Placement will be adjusted as needed to accommodate remote, indoor, or outdoor environments.

4. **Workers will be regularly reminded to stay hydrated.**
   Supervisors will encourage workers to drink water frequently, especially during hot weather or high-heat indoor conditions. This may include verbal reminders during breaks or pre-shift meetings, as well as the use of audible cues such as whistles or alarms where appropriate.

5. **All water containers and delivery systems will be maintained in a sanitary condition.**
   Only approved sources of potable water will be used. Hoses, containers, and any equipment used to deliver drinking water must be clearly labeled and certified for potable use.

6. **Increased hydration measures during high heat.**
   For outdoor work locations where the temperature is 95°F or higher, or during a heat wave, pre-shift meetings will be conducted to emphasize hydration and inform workers of their right to take cool-down breaks. Supervisors will increase the number of reminders and opportunities for workers to drink water throughout the shift and will lead by example.

7. **Other considerations.**
   Additional measures may be implemented as needed to ensure consistent and adequate access to drinking water, depending on the nature and location of the work being performed.

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

IES is committed to ensuring the health and safety of all workers, including those at indoor worksites where high temperatures may increase the risk of heat-related illness. We work with our clients to ensure that employees have access to appropriate cool-down areas, rest breaks, and environmental controls to support safe working conditions in warm or hot indoor environments.

1. Cool-down areas will be located at or near the work area, as close as reasonably possible to where employees perform their job duties. IES works with clients to ensure these locations are clearly communicated to workers during onboarding, job site orientation, and whenever worksite conditions change.

2. Where feasible, indoor cool-down areas will be maintained at a safe and comfortable temperature, (below 82°F) using methods appropriate to the worksite. Site supervisors or designated safety representatives are responsible for ensuring that these areas remain effective for heat relief throughout the work shift.

3. Cool-down areas must be large enough to accommodate all employees on break without overcrowding. Workers will be informed of their right to take preventative cool-down breaks and will be encouraged to do so whenever needed to recover from the effects of heat. All workers:

   - Will be informed of their right to take preventative cool-down breaks
   - Will be allowed to rest for at least 5 minutes, plus the time needed to reach the area

- Will not be directed to return to work until any symptoms of heat illness have subsided

If a worker experiences symptoms of heat illness, on-site supervisors or designated personnel will initiate appropriate first aid or emergency medical response procedures immediately, following worksite policies.

Procedures for Access to Shade for Outdoor Places of Employment

IES is committed to ensuring the health and safety of all workers, including those at outdoor worksites where environmental heat may increase the risk of heat-related illness. We work with our clients to promote access to shade, rest breaks, and preventative measures to support safe working conditions in warm or hot outdoor environments.

1. When the outdoor temperature equals or exceeds 80°F, shade will be available as close as practicable to where employees are working. When temperatures are below 80°F, access to shade will be made available promptly upon request. Shade may include natural or artificial sources such as canopies, tents, tarps, umbrellas, buildings, or vehicles with operational air conditioning that have been cooled in advance.

2. Shade areas will be sufficient to accommodate workers on break, including during meal, rest, or recovery periods. Workers will be able to rest in a normal seated posture without physical contact with others. Where space is limited, breaks may be staggered to ensure full access to shaded areas.

3. Workers will be informed of the location of shade at each outdoor worksite and will be encouraged to take cool-down rest breaks in the shade whenever needed. All workers:
    - Will be allowed to take a preventative cool-down rest for at least 5 minutes, plus the time required to access the shaded area
    - Will not be directed to resume work until symptoms of heat illness have abated, if present
    - Will be monitored if showing signs of heat illness, and appropriate first aid or emergency response will be initiated when needed

4. In mobile or moving outdoor operations, shade structures will be relocated as needed to remain reasonably close to the active work area. IES will collaborate with our clients to ensure there is a designated person responsible for managing this process onsite.

5. Where trees or other vegetation are used to provide shade, the area will be evaluated for thickness and coverage to ensure sufficient protection throughout the workday, taking into account the movement of the sun and any changes in shade patterns.

In situations where it is not feasible or safe to provide shade, the conditions will be documented, and alternative measures will be implemented to ensure equivalent protection. IES will support client partners in identifying suitable alternatives based on the site-specific context.

Procedures for Temperature Assessment for Indoor Places of Employment

IES is committed to providing a safe work environment for all employees, including those working in indoor environments where elevated temperatures may contribute to heat-related illness. We work with our clients to ensure reasonable practices are in place to assess indoor temperatures and help mitigate heat-related risks.

1. Temperature or heat index will be monitored using appropriate tools for the worksite. Monitoring tools will be used and maintained in accordance with manufacturer recommendations. Where required, instruments used to assess heat index will reference nationally recognized guidance.

2. Temperature assessments will be conducted in areas representative of where employees perform work tasks and are reasonably expected to experience elevated heat exposure. Specific monitoring locations may vary depending on the worksite.

3. A designated representative will be responsible for measuring and documenting indoor temperature or heat index. IES encourages clients to support open communication regarding workplace heat conditions, including engaging workers in discussions around temperature assessment and site safety.

4. Initial temperature or heat index measurements should be taken during the warmest expected part of the shift, or when conditions are reasonably believed to be at or above 82°F. Follow-up measurements should be taken if conditions are expected to rise by 10°F or more from previous readings.

   Records of temperature assessments should include the date, time, and location of each measurement and be retained for at least one year or until the next scheduled measurements are taken, whichever is later. When applicable, these records should be made available to workers upon request.

Procedures for Monitoring the Weather for Outdoor Places of Employment

IES is committed to supporting safe working conditions for all employees, including those working in outdoor environments where elevated temperatures may contribute to heat-related illness. We work with our clients to ensure reasonable practices are in place to monitor outdoor temperatures and help mitigate heat-related risks.

Supervisors at the worksite are expected to monitor weather conditions in advance of and during the workday when employees will be working in conditions where the temperature is reasonably anticipated to exceed 82°F. Monitoring may include reviewing local weather forecasts from reputable sources such as the National Weather Service, weather apps, or other forecasting tools. Advance planning should take into

account expected high temperatures, heat waves, and environmental factors that may increase the risk of heat illness.

Worksite supervisors should also evaluate weather conditions prior to each shift to determine if any modifications are needed, including but not limited to:

- Adjusting work hours to avoid peak heat periods
- Increasing the frequency or duration of water and rest breaks
- Making shade or cooling areas available
- Implementing high-heat procedures when temperatures reach or exceed 95°F

The method used to monitor temperature and environmental conditions will vary by worksite and may include handheld thermometers, onsite weather stations, or other appropriate tools, as determined by the worksite supervisor or client.

IES ensures that its assigned employees are aware of who at the worksite is responsible for monitoring and managing weather-related safety procedures and provides guidance and training to promote heat illness prevention.

Procedures for Control Measures for Indoor Places of Employment

Control measures will be evaluated and implemented at indoor worksites when either of the following conditions is present:

- The indoor temperature or heat index reaches 87°F or higher.
- The indoor temperature is 82°F or higher and employees are:
  - Wearing clothing that restricts heat removal, or
  - Working near sources of radiant heat.

1. Feasible engineering controls will be considered first to reduce indoor temperatures or heat index levels. If engineering controls alone are not sufficient, administrative controls may also be used. If both engineering and administrative controls are not adequate to reduce the risk of heat illness, appropriate personal heat-protective equipment may be provided.

2. Examples of engineering controls that may be used, depending on the worksite, include:

   - Cooling fans or air conditioning
   - Increased natural ventilation (e.g., open windows or doors when outdoor air is cooler)
   - Local exhaust ventilation near high-heat areas (e.g., exhaust hoods)
   - Reflective barriers or insulation to reduce radiant heat exposure
   - Isolation of heat sources from workers or isolation of workers from heat sources
   - Elimination of steam leaks
   - Use of cooled seating or workstations
   - Evaporative coolers

- Dehumidifiers

3. When engineering controls are not sufficient on their own, the following administrative controls may also be implemented, as appropriate to the worksite:
    - Modify work schedules to avoid peak heat periods or schedule shorter shifts, especially during heat waves
    - Require mandatory rest breaks in a cooler environment, such as a shaded or air-conditioned area
    - Schedule physically demanding work during cooler parts of the day (e.g., early mornings or evenings)
    - Rotate job tasks to reduce continuous heat exposure
    - Use a buddy system during extreme heat to allow for mutual monitoring for signs of heat illness

4. If additional measures are needed, the following types of personal heat-protective equipment may be used where appropriate:
    - Cooling vests, jackets, or neck wraps using reusable ice packs or similar methods
    - Supplied air personal cooling systems
    - Insulated or heat-reflective garments
    - Infrared-reflecting face shields

High-Heat Procedures for Outdoor Places of Employment

When outdoor temperatures are anticipated to equal or exceed 95°F, additional high-heat procedures are expected to be implemented to reduce the risk of heat-related illness.

IES works with clients to ensure reasonable practices are in place for protecting employees under high-heat conditions, including the following procedures:

1. Effective communication must be maintained so that workers can promptly contact a supervisor or other designated individual in case of emergency. Communication may be maintained through verbal check-ins, direct observation, mobile devices, or other reliable methods appropriate for the worksite.

2. Frequent contact must be maintained with employees working alone or in small groups to ensure they are safe and not showing signs of heat illness. Communication methods may include mobile phones, two-way radios, or other systems, depending on the work environment.

3. Supervisors or designated personnel are expected to monitor workers for signs and symptoms of heat illness throughout the shift. If the supervisor is not immediately available, a qualified alternate should be assigned to observe workers and respond if symptoms are identified. Any reports or observations of heat illness symptoms must be acted on immediately in accordance with established emergency response procedures.

4. Workers must be reminded regularly to stay hydrated and take cool-down rest breaks as needed. Supervisors may use verbal reminders, posted signage, or other methods appropriate to the worksite.

5. Pre-shift meetings should be conducted before the start of each workday when high heat is expected. These meetings should review high-heat procedures, encourage hydration, and reinforce workers' rights to rest in a cool, shaded area when needed.

6. When the temperature equals or exceeds 95°F, a 10-minute preventative cool-down rest period must be provided every two hours. These breaks may coincide with scheduled rest periods, as appropriate to the worksite and in compliance with applicable labor laws.

7. For employees working shifts longer than eight hours in high heat, additional 10-minute cool-down rest periods must be provided every two hours beyond the eighth hour of work.

8. All workers are required to take the provided cool-down rest periods. Supervisors must ensure compliance; simply offering the opportunity is not sufficient.

9. Records of mandatory cool-down rest periods must be maintained when the temperature equals or exceeds 95°F, documenting that the breaks were provided and taken.

Procedures for Handling a Heat Wave for Outdoor Places of Employment

A heat wave is defined as any day when the predicted high temperature is at least 80°F and at least 10°F higher than the average high daily temperature over the preceding five days.

IES works with clients to help ensure appropriate measures are in place to protect employees during heat waves or sudden heat spikes. The following procedures are expected to be implemented by the worksite supervisor or designated personnel when heat wave conditions are present:

1. Workers should be closely observed by a supervisor or designee during heat waves to monitor for signs and symptoms of heat illness. Supervisors or designated individuals should maintain regular communication with employees to check how they are feeling and respond promptly to any reports of discomfort or illness.

2. When feasible, work schedules should be adjusted during heat waves to reduce exposure during peak heat hours. Modifications may include shortening the workday, rescheduling tasks to cooler periods of the day, or shifting work to evening or early morning hours.

3. Prior to the start of work during a heat wave or heat spike, pre-shift meetings should be held to review:

- The company's Heat Illness Prevention Program
- Current weather forecasts
- Emergency response procedures

If scheduling changes are not possible, the number of water and rest breaks should be increased, and workers should continue to be closely monitored throughout the shift.

4. A buddy system should be implemented during heat wave conditions to ensure employees monitor each other for signs of heat illness and initiate emergency procedures promptly when needed.

Procedures for Acclimatization

Acclimatization is the temporary adaptation of the body to work in heat, which develops gradually through repeated exposure. Workers are at a higher risk of heat illness when starting a new job in a hot environment, returning after time away, or during sudden increases in temperature, such as during a heat wave. Inadequate acclimatization is especially dangerous in high heat or physically demanding work environments.

IES works with clients to help ensure reasonable procedures are in place to reduce the risks associated with inadequate acclimatization. The following general practices are recommended during periods of high heat or when employees are newly assigned to hot environments:

1. Weather conditions should be monitored daily to identify heat waves, heat spikes, or significant temperature increases – especially after a period of cooler weather.

2. New employees or those newly assigned to high-heat environments should be closely observed for at least the first 14 days of exposure. Supervisors or designated personnel at the worksite should maintain regular communication and visual observation to monitor for any signs or symptoms of heat illness.

3. Where feasible, work intensity should be gradually increased over a two-week period. This may include scheduling less physically demanding tasks during the hottest parts of the day and heavier tasks during cooler periods (such as early mornings or evenings).

4. For indoor environments, observation during the acclimatization period is recommended when:
    - The temperature or heat index equals or exceeds 87°F, or
    - The temperature or heat index equals or exceeds 82°F, and the employee is wearing clothing that restricts heat removal or working in a high radiant heat area.

5. Supervisors and workers receive training on the importance of acclimatization, how it develops, and the procedures used to help reduce heat illness risks during periods of increased exposure.

Procedures for Emergency Response

IES supports the implementation of effective emergency response procedures to ensure timely and appropriate action is taken if a worker experiences symptoms of heat illness.

The following general procedures are recommended at all worksites where employees may be exposed to high-heat conditions:

1. Emergency medical services must be able to reach the affected worker quickly and without delay. Site supervisors should ensure that clear directions to the worksite are available and that emergency responders can be guided to the appropriate location if needed. This may include identifying nearby road access points, landmarks, or designating individuals to assist responders in locating the worker.

2. Effective communication must be maintained throughout the shift so that workers can immediately contact a supervisor or designated person in the event of an emergency. Communication methods may include mobile phones, radios, or other appropriate systems in use at the site.

3. First aid-trained personnel should be available at the worksite, and equipped to respond to potential heat-related emergencies. Clients and site supervisors are expected to ensure that qualified individuals are present and prepared to assist if necessary.

4. Language barriers must be considered when planning emergency response. When applicable, designated English-speaking personnel should be available to communicate with emergency services. Supervisors should be aware of any language differences that may affect the timely reporting of symptoms or the calling of emergency responders.

5. Supervisors must have access to reliable communication devices, such as mobile phones or radios, to contact emergency medical services. These devices should be checked prior to each shift to ensure they are fully functional.

6. If a worker displays signs or symptoms of severe heat illness, emergency medical services must be contacted immediately. While waiting for emergency responders, steps should be taken to keep the worker cool and comfortable, such as moving them to a shaded or air-conditioned area, providing water if conscious, and applying cool compresses. The affected worker must never be left unattended.

7. During periods of high heat, heat waves, or heat spikes, workers should be reminded and encouraged to report any symptoms of heat illness immediately to their supervisor or designated contact person.

8. Supervisors and workers will be trained on these emergency response procedures as part of IES's heat illness prevention training program.

9. Report the incident to Contact IES Human Resources at humanresources@innovative-es.com or **858-715-5100 x164**.

Procedures for Handling a Sick Worker

In the event a worker begins to display signs or symptoms of heat illness, immediate action must be taken to evaluate the severity of the condition and respond appropriately. The following procedures are recommended at all worksites where heat exposure is a potential risk:

1. If a worker shows possible signs or symptoms of heat illness, a trained supervisor or first aid responder should assess the worker to determine whether rest in a shaded or cool area and hydration are sufficient, or whether emergency medical services should be called. The affected worker must not be left unattended, as their condition may worsen rapidly.

2. If a trained supervisor or first aid responder is not available on-site, emergency medical services must be called immediately by any available personnel.

3. Emergency services must also be called without delay if a worker shows any signs of severe heat illness, including but not limited to:

    - Vomiting
    - Disorientation
    - Irrational behavior
    - Incoherent speech
    - Seizures
    - Loss of consciousness
    - Red or hot skin
    - Staggering or collapse

    While waiting for emergency responders, basic first aid should be initiated to cool the worker, such as:

    - Moving the worker to a shaded or cooler area
    - Removing excess clothing
    - Applying cold compresses (e.g., ice packs under arms or groin)
    - Fanning the worker

    The worker must not be sent home or left to recover on their own, even if they appear to be improving. Delayed treatment may lead to life-threatening complications.

4. When emergency services are contacted, the caller should clearly describe the observed symptoms and request an ambulance without delay.

5. Report the incident to Contact IES Human Resources at humanresources@innovative-es.com or **858-715-5100 x164**.

Procedures for Worker and Supervisor Training

To be effective, training must be presented in a language and vocabulary that workers understand. IES ensures that workers receive training on heat illness prevention appropriate to their assignments and environments.

Training records will be maintained, including the date of training, the individual(s) who conducted the training, a list of attendees, and the topics covered. Records are maintained in accordance with IES's internal compliance and documentation procedures.

The following training elements apply to all employees assigned to worksites where they may be exposed to high temperatures:

1. Supervisors will receive training prior to assignment to supervisory roles. This includes instruction on IES's heat illness prevention procedures and how to respond when workers show signs or symptoms of heat-related illness.

2. All employees will be trained on their rights and responsibilities related to heat illness prevention. This includes the employer's responsibility to ensure access to water, rest breaks, cool-down areas, and first aid, and the right to report symptoms or concerns without fear of retaliation.

3. Workers and supervisors will receive training on the recognition of heat illness, the importance of early intervention, and basic emergency response procedures. Emphasis will be placed on how quickly heat illness can escalate from mild symptoms to life-threatening conditions.

4. Supervisors will be trained to monitor weather conditions, including how to track temperature or heat index forecasts, use a thermometer if applicable, and apply this information to modify work schedules, adjust break frequency, or recommend ceasing work when necessary.

5. All assigned workers and supervisors will receive training prior to working in conditions where heat illness may be a risk. Training will include:
    - Access to water and cool-down areas
    - Preventative cool-down rest periods
    - High-heat procedures (where applicable)
    - Emergency response protocols
    - Control measures and acclimatization procedures
    - Risk factors for heat illness, including exertion, clothing, PPE, and environmental heat load
    - The importance of early reporting of symptoms

6. Workers will be retrained annually, or sooner if conditions or assignments change significantly, or if deficiencies in understanding are identified.

7. Workers will be trained on the procedures for contacting emergency services, including how to communicate the location of the worksite, support non-English-speaking coworkers if applicable, and assist emergency responders in locating ill or injured workers.

8. When possible, new workers will be paired with a more experienced peer or supervisor to support understanding and reinforce safe practices during their initial assignments.

Resources

For additional information on health and safety protocols, employees and host employers are encouraged to visit the following resources:

- Federal Occupational Safety and Health Administration (OSHA)
- Centers for Disease Control and Prevention (CDC)
- California Department of Public Health (CDPH)
- California Division of Occupational Safety and Health (Cal/OSHA)

These resources offer up-to-date information on workplace safety regulations, disease prevention guidelines, and public health recommendations.