

Heat Illness Prevention Program Work Planning and Site Checklist – Required for Outdoor Work

Department/Group/Project: _____

Supervisor Name and Phone Number: _____

Worksite Location (specific enough for emergency response directions, use landmarks if needed):

Expected Temperature: _____

Checklist Completed by: _____ Date: _____

List the names of all employees covered on the back of this form. Access training online at <https://ehs.berkeley.edu/field-safety/heat-illness-prevention-and-response>

<p>Drinking Water Availability: At least one quart (4 cups) required per employee per hour for the entire shift, i.e., an 8 hour shift requires 2 gallons per employee. Water must be fresh and suitably cool.</p> <p><input type="checkbox"/> Plumbed water <input type="checkbox"/> Water cooler provided <input type="checkbox"/> Bottled water provided <input type="checkbox"/> Other, describe below:</p>
<p>How will employees be provided access to sufficient drinking water? For backcountry trips or other work in remote locations describe expected natural water sources and treatment methods (e.g. filtration, boiling, chemical disinfection).</p>
<p>Shade: Shall be made available when the temperature exceeds 80° F by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g. sitting in a hot car). Employees are permitted and encouraged to take cool down rest breaks in the shade when they feel the need to do so and shall be monitored for signs and symptoms of heat illness.</p> <p><input type="checkbox"/> Building structures <input type="checkbox"/> Trees <input type="checkbox"/> Temporary Canopy/Tarp <input type="checkbox"/> Vehicle with A/C <input type="checkbox"/> Other, describe below:</p>
<p>How will employees be provided access to adequate shade?</p>
<p>Emergency Medical Procedures: All employees must be able to provide clear and precise directions to the work site <input type="checkbox"/> Cell phone service available <input type="checkbox"/> If no cell service, describe emergency plan below:</p>
<p>What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back as needed)</p>
<p>For remote locations, list employees on site trained in First Aid and verify that a Field Safety Plan is in place and available:</p>
<p>High Heat Procedures -- Required when temperatures expected to exceed 95° F: If possible limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for sign of heat illness is required at all times. A pre-shift meeting is required to review high heat procedures, encourage employees to drink plenty of water, and encourage employees to take their cool-down rest breaks every two hours and when they feel the need to do so.</p> <p><input type="checkbox"/> Direct supervision <input type="checkbox"/> Buddy system <input type="checkbox"/> Reliable cell or radio contact <input type="checkbox"/> Other, describe below:</p>
<p>List names of any new employees working in heat for less than 14 days that must be supervised at all times:</p>

First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness

Signs & Symptoms	Treatment	Response Action:
<p>HEAT EXHAUSTION</p> <ul style="list-style-type: none"> • Dizziness, headache • Rapid heart rate • Pale, cool, clammy or flushed skin • Nausea and/or vomiting • Fatigue, thirst, muscle cramps 	<ol style="list-style-type: none"> 1. Stop all exertion. 2. Move to a cool shaded place. 3. Hydrate with cool water. 	<p>The most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heat stroke.</p>
<p>HEAT STROKE</p> <ul style="list-style-type: none"> • Disoriented, irritable, combative, unconscious • Hallucinations, seizures, poor balance • Rapid heart rate • Hot, dry and red skin • Fever, body temperature above 104 °F 	<ol style="list-style-type: none"> 1. Move (gently) to a cooler spot in shade. 2. Loosen clothing and spray clothes and exposed skin with water and fan. 3. Cool by placing ice or cold packs along neck, chest, armpits and groin. 4. Do not place ice directly on skin. 	<p>Call 911 or seek medical help immediately.</p> <p>Heat stroke is a life threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!</p>

Other Notes – Employees covered (Attach other documents, maps, etc. as needed)

(This area is intentionally left blank for notes and attachments.)

Related Resources

Emergency Medical Response: 911
 Campus Police Emergency Number: 510-642-3333
 University Health Services Occupational Health Clinic: <http://www.uhs.berkeley.edu/> or 510-642-6891
 Weather Forecasts: <http://www.wunderground.com/> or <http://www.weather.gov/>
 Office of Environment, Health & Safety: <http://ehs.berkeley.edu/> or 510-642-3073
 UC Berkeley Field Safety Program: <http://ehs.berkeley.edu/field-safety>
 UC Berkeley Heat Illness Prevention Program & Training Resources: <https://ehs.berkeley.edu/field-safety/heat-illness-prevention-and-response>
 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>