

## Work Planning and Site Checklist – Required for Indoor Work

Indoor work areas are subject to this prevention plan if any of the following conditions apply (please check):

- The *temperature* equals or exceeds **82°F** in the indoor space
- The *temperature* or *heat index* equals or exceeds **87°F** when employees are present
- Employees wear clothing that restricts heat removal and the temperature equals or exceeds **82°F**
- Employees work in a high radiant heat area and the temperature equals or exceeds **82°F**
- Duration of high heat work exceeds 15 minutes per hour (not including shipping containers and vehicles without A/C)

The following environmental risk factors have been identified in the work location:

- Indoor work in warm/hot environments with heat sources such as ovens, fires, and/or other radiant heat sources
- Moderate to strenuous physical activity performed in warm/hot indoor environments
- Heavy or non-breathable work clothes and/or personal protective equipment worn in warm/hot indoor environments
- High relative humidity combined with a warm/hot indoor or outdoor environment
- Other factors not listed above, such as lack of air movement or lack of air-conditioning, combined with a warm/hot indoor or outdoor environment

Responsible Department: \_\_\_\_\_

Supervisor Name and Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of work being done:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Temperature in work area: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Heat Index in work area: \_\_\_\_\_ Date/Time: \_\_\_\_\_

(Temperature and Heat Index should reflect the highest exposure for employees. Check temperature again when reasonably expected to be 10 degrees more than the previous measurement.)

Checklist Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- List the names of all employees trained on this plan at the bottom of the form.
- Access training online at [ehs.berkeley.edu/safety-subjects/heat-illness-prevention-and-response](https://ehs.berkeley.edu/safety-subjects/heat-illness-prevention-and-response)

# Indoor Heat Illness Prevention Plan

The following control measures have been implemented to minimize the risk of heat illness:

**Drinking Water Availability:** Suitably cool, fresh water is provided as close as practicable to work area, and in indoor cool-down areas. 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. Frequent consumption of water shall be encouraged. The following is provided:

- Plumbed water
- Bottled water provided
- Water cooler provided
- Other, describe below:

**Access to Cool-Down Areas:** One or more cool-down areas less than 82 degrees Fahrenheit must be provided when employees are present. The area must be large enough to accommodate the number of employees resting, so they can sit in normal posture without physical contact with others. The area must be as close to the work site practicable. Employees shall be encouraged to take preventative rests. Supervisor shall monitor employees and ask if they are experiencing symptoms of heat illness. If symptomatic, employees shall not return to work until symptoms have abated and they have remained in the cool-down area for at least 5 minutes. If an employee shows signs of heat illness, first aid or emergency response shall be provided. The following cool-down areas are provided:

- Air-conditioned room, or other room <82F, located at: \_\_\_\_\_
- Increased natural ventilation
- Air-conditioned vehicle located at: \_\_\_\_\_
- Other means, describe below:

**Engineering Controls:** When indoor temperatures reach or exceed **87°F**, engineering controls are used to reduce and maintain either, or both, the temperature and heat index in the work area to below **87°F** (or lowest possible level) when employees are present, or reduce the temperature to below **82°F** (or lowest possible level) when employees wear clothing that restricts heat removal or work in high radiant heat areas. The following engineering controls have been applied to the work area:

- Air-conditioning or evaporative coolers (portable units)
- Shielding (to block radiant heat sources)
- Insulating or isolating heat sources
- Negative air-systems (e.g. portable units, or exhaust hoods)
- Other:

**Administrative Controls:** When engineering controls are not possible, the following administrative controls have been applied to the work area:

- Acclimatization - supervisor closely observes new employees working in high heat conditions until they are used to the temperature. Start with short work shifts and gradually increase the duration over 14 days.
- Workshift Modification - provide shorter work periods, rotation out of high heat work areas, or work during cooler periods
- Work in pairs or groups to monitor each other for signs of heat illness
- Other:

**Personal Protective Equipment (PPE):** When engineering and administrative controls are insufficient, cooling devices should be worn by employees to protect them. The following devices are used for PPE:

- 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

Note: other equipment can increase the risk of heat illness such as respirators and head coverings.

# Indoor Heat Illness Prevention Plan

**Emergency Response Procedures:** Supervisors will provide for [first aid treatment](#) in the event of employee heat exhaustion, and are prepared to summon Emergency Medical Services (EMS) for severe heat illness, including heat stroke, or other conditions requiring immediate medical care. Means of effective communication have been established between employees and supervisors or emergency personnel when medical services are necessary.

The following methods are used:

- Cell phone service to 9-1-1 operator, or UCPD Dispatch 510-642-3333
- Two-way radio service to department dispatch or supervisor who can summon emergency care
- Satellite phone service to 9-1-1 or local law enforcement
- Instructions for what to do in case of a heat-related medical emergency are posted at the worksite, including clear and precise directions to the worksite for emergency responders
- If no cell or radio service, describe emergency plan below:

**Monitoring Employees with Symptoms:** Employees exhibiting symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services. Please see the [chart below](#) for a list of symptoms and response procedures.

**Remote Locations and Field Stations:** A [Field Safety Plan](#) has been written for the work location and reviewed with employees. Supervisors or employees who have been trained in First Aid are listed here:

**Personal Risk Factors for Heat Illness:** The following factors have been reviewed with employees:

- Being overweight (body mass index  $\geq 30$  kg/m<sup>2</sup>)
- Diabetes
- High blood pressure
- Heart disease
- Lower level of physical fitness
- Use of certain medications such as diuretics (water pills) and some psychiatric or blood pressure medicines
- Some medications can result in a worker's inability to feel heat conditions and/or the inability to sweat, so symptoms of heat stress may not be evident.
- Alcohol use
- Use of illicit drugs such as opioids, methamphetamine, or cocaine

The above list is not comprehensive. Other medical conditions can also predispose workers to heat-related illnesses.

**Required Training:** In addition to reviewing this plan, employees and supervisors shall take the online Heat Illness Prevention Training in the Learning Management System.

# Indoor Heat Illness Prevention Plan

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

Signs & Symptoms:	Treatment:	Response Action:
<b>HEAT EXHAUSTION</b> <ul style="list-style-type: none"> <li>• Dizziness, headache</li> <li>• Rapid heart rate</li> <li>• Pale, cool, clammy or flushed skin</li> <li>• Nausea and/or vomiting</li> <li>• Fatigue, thirst, muscle cramps</li> </ul>	<ol style="list-style-type: none"> <li>1. Stop all exertion</li> <li>2. Move to a cool location</li> <li>3. Hydrate with cool water</li> <li>4. Rest until symptoms resolve</li> <li>5. Ask employee if they are feeling okay before resuming work or going home</li> </ol>	The most common type of heat illness. Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in hot areas. Heat exhaustion can progress to heat stroke.
<b>HEAT STROKE</b> <ul style="list-style-type: none"> <li>• Disoriented, irritable combative, unconscious</li> <li>• Hallucinations, seizures, poor balance</li> <li>• Rapid heart rate</li> <li>• Hot, dry and red skin</li> <li>• Fever, body temperature above 104°F</li> </ul>	<ol style="list-style-type: none"> <li>1. Move (gently) to a cooler location.</li> <li>2. Loosen clothing and spray clothes and exposed skin with water and fan.</li> <li>3. Cool by placing ice or cold packs along neck, chest, armpits and groin.</li> <li>4. Do not place ice directly on skin.</li> </ol>	<b>Call 911 or seek medical help immediately!</b>  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!

**Other Notes (Attach other documents, maps, etc. as needed)**

### Related Resources

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

### Training

The following employees have been trained on this plan:

Name:	Berkeley ID:	Signature	Date: