



DELANO UNION SCHOOL DISTRICT
Heat Illness Prevention Plan
August 20, 2020

Supervision

The following individuals have authority and responsibility for implementing and maintaining this program for the District Maintenance, Operations, and Transportation Department:

Overall Coordinator	Sandra Rivera Assistant Superintendent, Business Services
Assistant Coordinators	James Hay Director of Safety and Security
	Linda Hinojosa Director of Health Services
	Jack Tillman Director of Maintenance, Operations, and Transportation

Best Practices

School groundskeepers and maintenance crew spend prolonged time outdoors and in the sun. Workers who spend many hours outdoors under the sun are at risk of heat illness, which can lead to fatality. Exposure to the sun can also cause problems such as cataracts and skin cancer. Here are some best practices to prevent injuries from heat/sun:

- Use wrap-around sunglasses with UVA/UVB protection to reduce risk of cataracts.
- Wear thin-light colored long pants, long-sleeve shirt, and a hat.
- Use sun screen even on body parts covered from the sun.
- Take rest breaks in the shade.
- Drink plenty of cool, potable water throughout the day.
- Watch for symptoms of heat illness.
- Look for any spots on the skin that have changed in size, shape, or color. Seek medical attention if any abnormalities are identified.

Program coordinators and supervisors will work closely with maintenance and grounds crew to ensure that proper procedures are in place to ensure the health and safety of all employees.

- Insulated water containers and/or individual water bottles are provided to each of the grounds and maintenance crew members to be carried on their assigned vehicles.
- Disposable plastic cups and fresh water are provided to all employees and available at the break room.
- Shade structures are carried in the vehicles to be used when shade is not available.
- All employees are encouraged to take rest breaks to cool down when the temperatures exceed 80 degrees by sitting under an outdoor shade or indoors at any of the school sites.
- Weather forecast and heat index will be checked on a daily basis. Employees are notified via direct personal communication, telephone call, text message, and/or email as appropriate when the temperatures are expected to be over 80 degrees and are reminded frequently to take necessary precautions to prepare for heat waves and hotter than usual temperatures.
- When temperature exceeds 95 degrees Fahrenheit, grounds and maintenance crews are encouraged to work indoors or will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness, and if necessary, to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.
- Frequent communication will be maintained with employees working by themselves via phone throughout the day and will be reminded to drink plenty of water and take cool-down rest breaks.
- Employees required to wear masks or respirators due to public health mandates are allowed to remove their masks for five minutes every hour as long as they are six feet away from others.

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. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee 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 employee to heat to which the employee’s body hasn’t yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must implement additional protective measures when conditions result in sudden exposure to heat their employees are not accustomed to.

- Weather conditions and air quality conditions will be monitored daily by program coordinators, utilizing information obtained from the National Weather Service and the San Joaquin Valley Air Pollution Control District. Supervisors will be on the lookout for heat waves, heat spikes, or temperatures to which employees haven’t been exposed for several weeks or longer.

- During a heat wave or heat spike, grounds and maintenance crews will be encouraged to work under shaded areas or taken indoors when the heat index reaches a high-risk point.
- New employees and those who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower-paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- Supervisors will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms
- New employees will be assigned a “buddy,” or experienced coworker, so they can watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, all employees will be observed closely and maintain frequent communication via phone for possible symptoms of heat illness.

Procedures for Addressing Employees with Signs of Heat-Related Illness

- When an employee displays possible signs or symptoms of heat illness, a Health Services staff member (or other staff member trained in first aid/CPR) will evaluate the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency medical service providers will need to be called. *A sick employee will not be left alone in the shade.*
- When an employee displays possible signs or symptoms of heat illness and no a Health Services staff member (or other staff member trained in first aid/CPR) is available at the site, emergency medical service providers will be called.
- Emergency medical service providers will be called immediately if an employee 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 well, 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 (i.e., cool the employee by placing the employee in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). *Do not let a sick employee leave the site, as they can get lost or die before reaching a hospital.*
- If an employee 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) and the worksite is located more than 20 minutes away from a hospital, emergency medical service providers will be called, the signs and symptoms of the victim will be communicated to them.

Procedures for Supervisor and Employee 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 the District'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.
- All supervisors and employees 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 District's written plan. Supervisors and employees 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 on an annual basis.

PLAN DATE: August 20, 2020
DELANO UNION SCHOOL DISTRICT
DELANO, CA