COUNTY OF VENTURA	**2025** EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA Policy: GSA	Last Issued Revised 2025	Document No. SD0000102 Revision: A Heat Illness Prevention Plan
Forms: N/A		

1.0 Purpose

Heat-related incidents are common in areas with higher temperatures and may be fatal. The Cal/OSHA Heat Illness Prevention standards, California Code of Regulations (CCR) Title 8 § 3395 and § 3396 are intended to ensure employees and employers are adequately prepared to handle hot weather conditions in an effort to reduce the risk of on-the-job heat illness events.

2.0 Scope

This program encompasses all GSA employees whose job functions have the potential for Indoor /Outdoor temperatures equal or exceed the limits places by the California Code of Regulations (CCR) Title 8 § 3395 and § 3396

2.1 Regulations and Standards

California Code of Regulations Title 8, Article 106, Section 5110

2.2 Associated Documents

Injury Illness Prevention Program (IIPP)

3.0 Process Inputs

Document Number	Document Title
	Health and Safety Program
SD0000100A	Injury and Illness Prevention Program

4.0 Process Outputs

Document Number	Document Title
OSHA 300	Log of Work – Related Injuries and Illness
OSHA 300A	Summary of Work – Related Injuries and Illness
	Accident Incident Report

5.0 Definitions

Term	Definition
Acclimatization	Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat
Administrative control	Method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules.
Engineering Controls	Physical changes to jobs that control the exposure to WMSD hazards. Engineering controls are applied to the physical source of the hazard and control employee exposures. This includes, but is not limited to, modifying tools, workstations, equipment, materials, and facilities.
Clothing that restricts heat removal	Full-body clothing covering the arms, legs, and torso that is any of the following: Waterproof; Designed to protect the wearer from a chemical, biological, radiological, or fire hazard; or Designed to protect the wearer or the work process from contamination.
Cool down area	An indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.
Environmental risk factors for heat illness	Working conditions that create the possibility that heat illness could occur, including air temperature, air movement, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, workload severity and duration, protective clothing, and personal protective equipment (PPE) worn by employees
Globe temperature	Temperature measured by a globe thermometer, which consists of a thermometer sensor in the center of a six-inch diameter hollow copper sphere painted on the outside with a matte black finish, or equivalent. The globe thermometer may not be shielded from direct exposure to radiant heat while the globe temperature is being measured.
Heat illness	Serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

Term	Definition
Heat index	Heat index: measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that takes into account the dry bulb temperature and the relative humidity. For the purposes of this HIPP, "heat index" refers to conditions in indoor work areas. Radiant heat is not included in the heat index. The required NWS heat index chart is included in Appendix A
Heat wave	For the purposes of this HIPP, any day in which the predicted high outdoor temperature for the day will be at least 80° Fahrenheit (F) and at least 10°F greater than the average high daily outdoor temperature for the proceeding five days. .
High radiant heat area	a work area where the globe temperature is at least 5°F greater than the temperature..
High radiant heat source	Any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area 5°F or greater than the dry bulb temperature of the cool-down area.
Indoor*	Refers to a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas not considered to be "indoor" are considered "outdoor." *Indoor does not refer to a shaded area that meets the requirements of CCR T8 § 3395 and is used exclusively as a source of shade for employees covered by the section.
Landscaping	providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens, or providing these services in conjunction with the design of landscape plans and/or the construction/installation of walkways, retaining walls, decks, fences, ponds, or similar structures, except for employment by an employer who operates a fixed establishment where the work is to be performed and where drinking water is plumbed
Personal heat-protective equipment	Equipment worn to protect the user against heat illness (ex. water-cooled garments, air-cooled garments, cooling vests, heat reflective clothing, etc.)
Personal risk factors for heat illness	Factors such as an individual's age, degree of acclimatization, heath, water consumption, alcohol consumption, caffeine consumption, and use of medications that affect the body's water retention or other physiological responses to heat.
Preventative cool-down rest	rest taken in a cool-down area to prevent overheating,
Radiant heat	Transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources include the sun, hot objects, hot liquids, hot surfaces, and fire

Term	Definition
Relative humidity	The amount of moisture in the air relative to the amount that would be present if the air were saturated.
Shade	Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area defeats the purpose of shade, which is to allow the body to cool (ex. a car sitting in the sun without running air conditioning). Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and does not deter or discourage access or use.
Shielding	physical barrier between radiant heat sources and employees that reduces the transmission of radiant heat.
Temperature	The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer freely exposed to the air without considering humidity or radiant heat, to measure the temperature in the immediate area where employees are located.

6.0 Abbreviations

Abbreviation	Meaning
CAL/OSHA	California Division of Occupational Health and Safety
OHS	Occupational Health and Safety
HR	Human Resources
IIPP	Illness and Injury Prevention Plan
HSO	Occupational Health and Safety Officer

7.0 Process Owner

The General Services Agency (GSA) Occupational Health and Safety Officer

8.0 Program Responsibilities

Senior Management (Director/Department Head) within GSA are ultimately responsible for the health and safety of employees under their supervision and are responsible for ensuring the provisions of this Heat Illness Prevention Plan (HIPP) are implemented at the worksite.

9.1 Health & Safety Department (Health and Safety Officer) Responsibilities:

- Responsible for issuing and administering the Indoor/Outdoor Heat Illness Prevention standards.
- Developing and implementing a relevant training program.
- Review all accident/injury reports and identify any heat illness trends.
- Recommends feasible and effective engineering and administrative controls to reduce or eliminate indoor heat injuries.
- Ensure this program is updated as needed or as required by government agency. Employees will be trained regarding any changes to this program.

8.2 Department Managers/Supervisors Responsibilities:

Supervisors overseeing the daily operations of work groups are responsible for implementation of this HIPP at the jobsite and may have specific responsibilities including, but not limited to:

- Participating in training in accordance with section 13 of this HIPP, including responding to heat illness prevention questions regarding procedures in a language that the employees understand.

- In outdoor work areas and in indoor work areas affected by outdoor weather, supervisors are expected to monitor weather daily. This includes monitoring for and responding to heat waves, heat spikes, or rapid changes in temperature. The supervisor is expected to understand GSA procedures to implement in the event work schedules or break periods need to be modified due to temperature highs.

- Must be able to understand how to recognize signs and symptoms of heat illness, differentiate between types of heat illness, and what steps to take when an employee exhibit signs and symptoms of heat illness.

- Must be able to monitor employee acclimatization in accordance with section 11.

- Have the ability to easily access a mobile phone or other reliable means of communication to ensure emergency services can be called promptly if needed.

- Must be able to ensure cool-down area/shade and water are readily available in accordance with sections 5 and 6 of this HIPP.

- Must be able to provide an exact address and/or clear instructions to dispatch and ensure that the worksite is both identifiable and accessible to emergency medical services if needed.

8.3 Employee Responsibilities:

Employees subject to CCR T8 § 3395-3396 are expected to arrive at work prepared to work in high temperature conditions. This includes, but is not limited to:

- Participating in necessary training related to this HIPP.

- Dressing appropriately for their assignment and weather conditions.

- Understanding the importance of remaining hydrated before, during, and after work hours. Hydration is a crucial element of heat illness prevention.

- Monitoring themselves and others for symptoms and taking cool-down rest breaks as needed.

- Alerting a supervisor, GSA's Safety Officer, and/or Human Resources (HR) immediately if they are unable to work in high temperature conditions.

9.0 PROVISION OF WATER

Employees will have access to portable drinking water that meets the requirements below:

- Water must be fresh, pure, suitably cool, and provided to employees free of charge. As used in this HIPP, "suitably cool" means that the water is cooler than the ambient temperature but not so cool as to cause discomfort. When water is not plumbed or otherwise continuously supplied, the supervisor will examine the water at the start of the shift and throughout the day as needed to ensure it remains suitably cool.

- In indoor places of employment, water will be provided. When drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking the entire shift through vendor supplied water service. Located in the Main break area, Supervisor of fleet operation's office and the main office area. If the work shift begins with less than one quart per employee per hour a means of replenishment shall be provided

- In outdoor work locations, clean, suitably cool water will be provided daily with 5-gallon jugs on each truck managed by primary truck operator. Each employee will have a min 32 oz insulated water jug for personal use

- Water shall be easily accessible, located in cool-down areas for indoor employees, and as close as practicable to the areas where employees are working. When employees are working across large areas, water shall be placed in multiple locations:

    - Indoor areas of employment: located in break rooms and supervisor's office. When additional locations are made available, they will be announced to employees at the beginning of the shift.

    - Outdoor areas of employment: located on work trucks, in community centers, and grounds work vehicles.

- Any container used to store or dispense drinking water must be clearly marked as to its contents, remain clean and sanitary, and shall not be used for any other purpose. Water dispensers must be equipped with a faucet or drinking fountain and must be tightly closed to maintain sanitary condition. Water sources must be approved for potable drinking water and will not come from un-tested sources.

- Drinking receptacles (single serve paper/plastic cups/cones or other suitable clean containers) shall be made available to employees and will be kept clean until used. The use of shared receptacles is strictly prohibited. Single use receptacles will be replenished as needed to ensure availability.

- The frequent drinking of water will be encouraged throughout the day by supervisors/managers and peers, verbally.

10.0 Provisions of Shade for outside Worksites

Shade is defined in section 1 of this HIPP and shall be made available in outdoor work areas in accordance with the following:

- Shade must be available when the temperature exceeds 80°F. If the temperature is 80°F or below, shade must still be provided promptly upon an employee's request or as otherwise required by this section. Acceptable

sources of shade may include, but are not limited to, covered vehicle bays or workshops, adjacent air-conditioned offices, and portable pop-up shade structures.

- The interior of a vehicle may not be used to provide shade unless the vehicle has working air conditioning and is cooled down ahead of time.

- Shaded areas must be either open to the air or equipped with ventilation or cooling. The shaded space should be sufficient to accommodate all employees during rest periods, allowing them to sit fully in the shade without physical contact with others. These requirements also apply to employees who remain onsite during meal breaks.

- When shade is required, one or more areas shall be made available at all times while employees are present. Shade will be located as close as practicable to the work area(s) and shall be relocated to be placed as close as practicable to work crews as they move.

- Employees are encouraged to take preventative cool-down rest periods in the shade to protect themselves from overheating. Employees taking preventative cool-down periods will be monitored in accordance with this HIPP. Employees taking preventative cool-down rest periods shall be encouraged to remain in the shade and not return to work until signs/symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

- If it can be demonstrated that providing a permanent shade structure or continuous access to shade is infeasible or unsafe, GSA may implement alternative measures to ensure employees have access to cooling. Cooling methods other than shade, such as industrial fans, may be used as substitute if they are shown to be equally effective in helping employees cool down. This exception does not apply to employees performing agricultural work.

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11.0 PROVISION OF COOL-DOWN AREAS FOR INDOOR WORKSITES

Cool-down areas are defined in section 1 of this HIPP and shall be made available in applicable indoor worksites in accordance with the following:

- Cool-down area(s) shall be located as close as practicable to work areas. GSA will maintain cool-down area(s) for indoor worksites at employees designated work location.

- One or more cool-down areas shall be maintained at all times while employees are present and shall be at least enough to accommodate the employees on recovery/rest periods while they are seated normally fully in the shade without making physical contact with other individuals. The same requirements apply to those who remain onsite during meal breaks.

- Employees are allowed and encouraged to take preventative cool-down rest periods when they feel the need to do so to protect themselves from overheating. Such access will be permitted at all times. Employees taking preventative cool-down rest periods will be monitored in accordance with this HIPP. Employees taking preventative cool-down rest periods shall be encouraged to remain in the cool-down area and shall not be ordered back to work until signs/symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the cool-down area.

12.0 TEMPERATURE ASSESSMENT FOR INDOOR WORKSITES

In accordance with CCR T8 § 3396, this section applies when the following conditions exist in an indoor work area:

- The temperature equals or exceeds 87°F when employees are present; or
- The heat index equals or exceeds 87°F when employees are present; or
- Employees wear clothing that restricts heat removal and the temperature equals or exceeds 82°F; or
- Employees work in a high radiant heat area and the temperature equals or exceeds 82°F.

When subject to this section, GSA must assess worksite temperature as follows:

- GSA shall measure the temperature and heat index, and record whichever is greater. Accurate records shall include the date, time, and specific location of all measurements. Sample recordkeeping form can be found in Appendix B.
    - Temperature measurements shall be taken and recorded by the highest-ranking supervisor present at the worksite or designated representative
    - Initial measurements shall be taken at employees' work locations during their shifts when exposures are expected to be highest or suspected to reach or exceed 82°F. Subsequent measurements will be taken if conditions are expected to rise by 10°F or more above the previous readings.
    - Records required by this section shall be retained for one year The records shall be made available to employees, designated representatives, and Cal/OSHA upon request.
    - Temperature measurements will be taken using a Heat index meter provided by GSA.
    - Heat index is defined in section 1 and refers to conditions in indoor work areas. Heat index is to be measured by referencing the National Weather Service Heat Index Chart available in Appendix A.

13.0 TEMPERATURE ASSESSMENT FOR OUTDOOR WORKSITES

The following applies to all outdoor worksites:

- Supervisors are to check the extended weather forecast prior to the commencement of work. Weather forecast can be checked by visiting www.nws.noaa.gov, calling the National Weather Service at (805) 988-6610, or by checking the Weather Channel TV Network. The work schedule is expected to be planned in advance, taking into consideration whether high temperatures or a heat wave is expected.
- Supervisor will monitor the weather and advise when it is necessary to make modifications to the work schedule, including, but not limited to, stopping the workday, rescheduling the work to cooler hours, increasing water and rest breaks.
- Supervisor will use The Reed R6200 or like heat index meter throughout the workday to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80°F, shade is made available. If the outdoor temperature does not exceed 80°F, shade is to be made available in a timely manner when requested by an employee. High heat procedures may be implemented in accordance with section 11 of this HIPP.

14.0 CONTROL MEASURES FOR INDOOR WORKSITES

In indoor worksites, control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87°F or higher.
- Indoor temperature is 82°F or higher and workers are either:
    - Wearing clothing that restricts heat removal, or
    - Working in an area with high radiant heat as defined in section 1.

Feasible engineering controls shall be implemented first to reduce the temperature and heat index to below 87°F (or 82°F when conditions apply above).

- Engineering controls are intended to make the work environment cooler or create a barrier between the worker and the heat. This may include, but is not limited to:
    - Cooling fans or air conditioning.
    - Increased natural ventilation such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index.
    - Insulating/isolating heat sources.

Once all feasible engineering controls have been implemented, administrative controls shall be implemented.

- Administrative controls are modified work practices that can reduce heat exposure. This may include, but is not limited to:
    - Modify or rotate work schedule and activities so that work can be completed during cooler parts of the day.
    - Monitor newly hired and unacclimatized workers and gradually increase workload over the first one to two weeks.
    - Require mandatory breaks in a cooler environment in accordance with this HIPP standard.
    - Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

PPE shall be provided in the event engineering and administrative controls do not decrease temperature exposure. PPE consists of special cooling devices worn on the body, including, but not limited to:

- Water and/or air-cooled garments, cooling vests, neck wraps, reusable ice packs, etc..
- Supplied air personal cooling systems.

Employees and their authorized representatives have the right to evaluate and report environmental risk factors for heat illness and may participate in planning, conducting, and recording heat index/temperature measurements.

15.0 HIGH HEAT PROCEDURES FOR OUTDOOR WORKSITES

When the temperature equals or exceeds 95°F, specific procedures related to high heat must be implemented for employees working outdoors in the following fields:

- Construction
- Landscaping
- Transportation or delivery of agricultural products, construction materials or other heavy materials, except when these tasks involve air-conditioned vehicles and do not include loading or unloading.

High heat procedures include, but are not limited to the following, to the extent practicable:

- Effective communication will be maintained at all times so that employees can contact a supervisor when necessary. If the supervisor is unable to be physically near the employees to monitor and converse, employees will have access to an electronic communication device such as a handheld radio or mobile phone to make contact. Mobile phones are only to be utilized when reception in the area is reliable.

- Employees shall be observed for alertness and symptoms of heat illness. Effective observation/monitoring is accomplished by implementing one or more of the following:

    - Supervisor or designee observation of groups of 20 or fewer employees.

    - Regular communication with employees by handheld radio or mobile phone.

- Employees on each worksite are authorized to call for emergency medical services when medically necessary. Employees are expected to be able to provide dispatch with a precise address and/or clear directions to the worksite.

- Employees will be reminded to drink water throughout the work shift verbally by supervisors/managers and peers.

- Pre-shift meetings are expected to take place to review these procedures and remind employees how they may access water and may take cool-down rest breaks when necessary by communicating this need to their supervisor.

16.0 HEAT ILLNESS

Heat illness is defined in section 1 and is to be treated as a serious medical condition.

16.1 Signs and Symptoms of Heat Illness

Heat illness may cause employees to experience weakness, tiredness, mental confusion, or irritable/erratic behavior. Heat illness may also impact employee work performance and ability to prevent accidents. Heat illness can be exhibited through one or more of the following:

- Heat rash: skin irritation caused by excessive sweating. Can cover large parts of the body, generally appears as a red cluster of small blisters/pimples, often occurs on the neck, chest, groin, or other body creases.

- Heat cramps: caused by a loss of salt, fluids, and minerals through excessive sweating. Painful muscle spasms that may occur during or after work.

- Heat syncope (fainting): caused by a lack of adequate blood supply to the brain. Dehydration and lack of acclimatization to hot environments may increase susceptibility. General symptoms include sudden dizziness, light-headedness, or brief periods of unconsciousness.

- Heat exhaustion: the body's response to an excessive loss of water and salt through sweat. General symptoms include heavy sweating, muscle cramps, extreme weakness/fatigue, nausea/vomiting, dizziness, headache, slight increase in body temperature, fainting, pulse fast and weak, breathing fast and shallow, and clammy/moist, pale, cool skin.

- Heat stroke: <u>often fatal unless prompt emergency medical treatment is provided</u>. Heat stroke occurs when the body can no longer control its temperature, causing the core temperature to rise rapidly. General symptoms include lack of sweating, mental confusion/delirium, convulsions/seizures, dizziness, hot and dry skin (may be red or mottled), uncontrollable muscle twitching, pulse rapid and weak, throbbing headache, shallow breathing, unconsciousness/coma, body temperature may rapidly increase to a range from 102 to 104 degrees Fahrenheit.

<u>NOTE</u>: This list may not reflect all possible signs or symptoms of heat stroke and is intended to serve as a general guideline for employee and supervisor awareness.

16.2 Environmental and Personal Risk Factors

Environmental risk factors include, but are not limited to, air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, and air movement. Environmental factors may have a higher impact based on workload severity/duration and the use of clothing and personal protective equipment (PPE). Certain types of clothing (dark colors, tight fit, non-breathable materials, multiple layers, etc.) may increase an individual's risk of heat illness.

Personal risk factors include, but are not limited to, water, caffeine, or alcohol consumption, degree of acclimatization, use of drugs/medications, individual age, and pre-existing health conditions.

16.3 Acclimatization

Employees are expected to understand the concept of acclimatization as defined in section 1 and be prepared to report to a supervisor without fear of reprisal, if they have recently returned to work following an absence or had a change in their work activities/location/conditions.

All employees shall be closely observed during a heat wave as defined in section 1. Any employee who has been newly assigned to a high heat area per this HIPP standard, will be closely observed by a supervisor or designee for the first 14 days of employment.

17.0 EMERGENCY RESPONSE PROCEDURES

- Employees are expected to report signs or symptoms of heat illness to a supervisor regardless of perceived severity without fear of reprisal.

- If a supervisor observes, or any employee reports signs or symptoms of heat illness in any employee, the supervisor is expected to take immediate action according to severity of symptoms. If an individual is showing signs or symptoms of heat stroke or severe heat illness (loss of consciousness, vomiting, disorientation, convulsions, etc.) emergency medical services shall be contacted immediately.

- An employee displaying signs or symptoms of heat illness shall be continuously monitored by a supervisor (or other employee if supervisor is not present) and not be left alone or sent home without being offered onsite first aid or medical attention.

- In the event of an emergency, GSA is expected to ensure emergency access vehicles are able to access the site. If needed, and safe to do so, the ill employee may be moved to an area that is more easily accessible.

- Employees are encouraged to take preventative cool-down rest breaks in the shade when they feel the need to do so without fear of reprisal. An individual who is known to be taking a preventative cool-down rest break shall be monitored and asked if they are experiencing symptoms of heat illness. Employee should be encouraged to remain in the shade and not return to work until signs and/or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access shaded/cool-down area. If an employee's symptoms do not improve after drinking water and resting in the shade/cool-down area, emergency medical services should be contacted.

17.1 First Aid

- <u>If an employee is suspected to be suffering from heat stroke, contact emergency services immediately. This is a life-threatening condition.</u>

- At least one individual able to render appropriate first aid shall be on the jobsite at all times. If there are no first aid trained individuals onsite, emergency services must be contacted.

- First aid equipment shall be easily accessible at all times.

- First aid measures to treat heat-related symptoms include, but are not limited to:

    - Ensure employee is in the shade or cooler indoor environment

    - Remove excess outer layers of clothing (protective gear, jackets, shoes/boots, etc.)

    - Ice or ice packs placed on the head, neck, in the armpits, and groin area. If ice packs are not available, cool wet towels can be used. Cool water can be used to wet skin, hair, and clothes. Do not submerge an individual in water or force them to drink water if they are unconscious.

    - Fan the employee or circulate air to the extent feasible.

    - Encourage frequent sips of water only if the individual is able to drink safely and independently. Do not attempt to provide water to an individual unable to independently drink or swallow.

18.0 TRAINING

Training is expected to be provided to each supervisory and non-supervisory employee before the employee begins work that is reasonably anticipated to result in exposure to the risk of heat illness. Training will be documented. At a minimum, training is to consist of:

- Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and PPE.

- GSA's responsibilities under CCR Title 8 § 3395-3396 including but not limited to, providing water, shade, cool-down rest break periods, and first aid as applicable. The employee must be informed regarding their right to exercise the rights provided to them in CCR Title 8 § 3395-3396 and this HIPP without fear of reprisal.

- The importance of frequent consumption of water (up to 4 cups per hour) when the work environment is hot, and employee is likely to be sweating more than usual in the performance of their job function.

- The concept, importance, and methods of acclimatization pursuant to section 11 of this HIPP.

- The different types of heat illness, common signs and symptoms, and appropriate first aid and/or emergency response to the different types of heat illness. Employee must be informed that heat illness may progress quickly from mild signs and symptoms to serious and life-threatening illness.

- The importance of employee immediately reporting to a supervisor or other designee signs or symptoms of heat illness in themselves or others.

- GSA procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided if required, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.

- GSA procedures for ensuring clear and precise directions to the worksite can and will be provided as needed in the case of an emergency. A supervisor or other authorized employee is to be available to ensure emergency procedures are implemented when needed.

In addition to the above and in accordance with CCR T8 § 3395-3396, supervisors shall also receive training consisting of the following:

- Procedures for supervisor to follow to implement this HIPP.

- Procedures to follow when an employee exhibits or reports signs or symptoms consistent with possible heat illness. This includes emergency response procedures.

- How to monitor weather reports and respond to hot weather advisories. In indoor worksites, supervisors are expected to know where and how outdoor temperatures affect the indoor work environment.

Rev	Description	Date	Originator
A	Initial Release	05/15/2025	Kenneth Leighton