HEAT ILLNESS PREVENTION PLAN

Insert Site Name

Insert Site Address

Date

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PROGRAM OVERVIEW

Purpose

This Plan adheres to California Code of Regulations (CCR), Title 8, Sections 3395 and 3396, which cover Heat Illness Prevention in outdoor and indoor workplaces. It provides employees with essential training and information to safeguard against heat-related exposures and illnesses.

Below is a summary table of the requirements of these standards. This program discusses each of these in detail.

Requirement	OUTDOOR STD (8 CCR 3395)	INDOOR STD (8 CCR 3396)
Application	Outdoor workspaces	Indoor workspaces when > 82°F indoors
Potable water	Located as close as possible to work area	Located as close as possible to the work area and cool down area.
Shade & Cool Down Areas	Provide shade when >80°F	Provide cool down area when > 82°F indoors. Area must be below 82°F.
Rest Periods	Encourage cool-down rest periods	**SAME**
High-Heat Procedures	Plan for temps > 95°F	**Not Applicable**
Assess/Control	**Not Applicable**	Measure temp & heat index, whichever is greater. Record when > 87°F (or > 82°F for employees in restricted clothing or radiant heat). Implement controls.
Monitor weather	Monitor outdoor temps & weather reports (shade when >	Monitor weather reports when indoor spaces are impacted by outdoor temps.

	80°F, high heat procedures when > 95°F)	
Emergency Response	Provide first aid when employees show signs of heat illness	**SAME**
Acclimatization	14-day acclimation period	**SAME**
Training	Required for supervisors & employees.	**SAME**
Written Program	Required	**SAME**

Exceptions: Indoor Heat Illness standard does not apply to:

1. Places of employment where employees are teleworking from a location of the employee's choice, which is not under the control of the employer,
2. Vehicles without effective and functioning air conditioning or,
3. Shipping or intermodal containers during loading, unloading, or related work.

Responsibility

The Site Administrator, Supervisor, or their designee has the overall authority and responsibility for implementing the provisions of this program in the workplace. In addition, all managers and supervisors are responsible for implementing, maintaining, and training employees on the Heat Illness Prevention Program within their assigned work areas, as well as ensuring that employees receive answers to any questions regarding these procedures.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

This plan can be accessed electronically at Heat Illness Prevention Plan or https://oehs.lausd.org/apps/pages/index.jsp?uREC_ID=4412577&type=d&pREC_ID=2644560. It is available to all employees or their representatives upon request.

PROCEDURES FOR INDOOR WORKPLACES

Section 1. Provision of Water for Indoor Spaces

Fresh, pure, suitably cool water will be provided to employees free of charge at all District sites. Drinking water fountains are available throughout the site and shall be utilized for replenishment. Employees should prepare for the day at the beginning of the work shift with a sufficient quantity of water, so that one quart per hour may be consumed during the entire shift. Potable drinking water shall be available in cool-down areas located in indoor workplaces.

In accordance with LAUSD Reference Guide 3930.7, all potable water outlets used for drinking water or food preparation will be flushed on the first day after weekends, holidays, and when water may have been stagnant for a long period of time before the first use of the day. All schools and offices must comply with these requirements regardless of when buildings were constructed. This helps sites ensure that the water is fresh, pure, and suitably cool during hot weather or high indoor heat conditions.

Employees are reminded and encouraged to frequently consume small quantities of water throughout their shift. This is reinforced via Policy Bulletin-963.2, Communication, and Trainings.

All water containers shall be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

Section 2. Access to Cool-down Areas for Indoor Spaces

At least one cool-down area will be designated on-site. Potable water will be made available in any designated cool-down area(s). The temperature in indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit. To achieve this, fans or air conditioners may be used.

Worksites may have multiple spacious cool-down areas to accommodate the number of employees on break or needing recovery so that they can sit comfortably without being in physical contact with one another. These areas are designed to accommodate everyone on break at any given time, ensuring sufficient seating for all.

Employees will be informed of the location of the cool-down area(s) and encouraged and allowed to take preventative cool-down rest in a cool-down area when they feel the need to do so to protect themselves from overheating. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to

access the cool-down area. In no case will staff be ordered back to work until signs or symptoms of heat illness have abated.

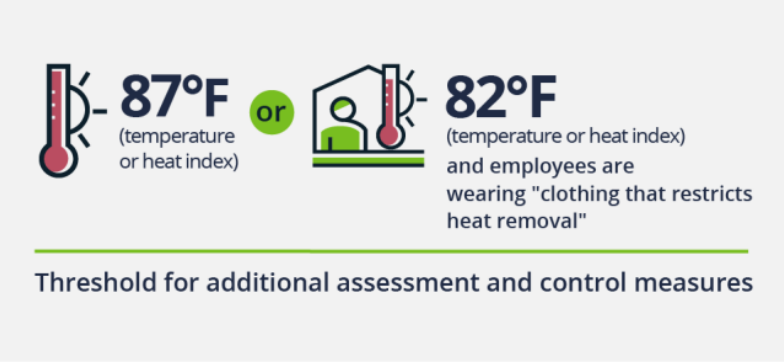
If an employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. See section 15, on Emergency Response for additional information and guidance.

Section 3. Temperature Assessment for Indoor Spaces

Temperature and heat index measuring instruments will be used to monitor and log temperature or heat index in indoor work areas whenever the temperature or heat index reaches 87 degrees Fahrenheit when employees are present.

Temperature and heat index measurements will be measured and logged at the lower temperature of 82 degrees Fahrenheit when the following conditions exist:

- Employees are wearing clothing that restricts heat removal, such as waterproof clothing or clothing used to protect against biological or chemical contamination,
- In high-radiant heat areas where other objects or surfaces will raise the temperature by 5 or more degrees Fahrenheit. Examples of these areas could include kitchens with ovens in use, or shops and mechanical rooms with heat-emitting power equipment in use.



Temperature measurements are not required for incidental heat exposures where an employee is exposed to temperatures at or above 82 degrees Fahrenheit and below 95 degrees Fahrenheit for less than 15 minutes in any 60-minute period.

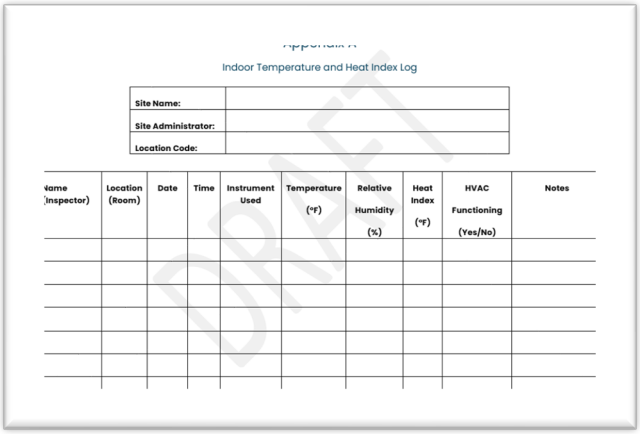
Monitoring instruments will measure the temperature and/or heat index and shall provide the same results as those in the National Weather Service (NWS) Heat index chart (Refer to Appendix B). Types of monitoring equipment that can be used include thermometer, Kestrel, weather station, wet-bulb globe thermometer, hygrometer for measuring humidity. Monitoring instruments will be maintained according to manufacturer's recommendations. Instruments

used to measure the heat index shall provide the same results as those in the NWS heat index chart in California Code of Regulations, Title 8, Appendix A to Section 3396. National Weather Service Heat Index Chart (2019).

Temperature Assessments

Employees and supervisors should be actively involved in identifying and assessing other environmental heat illness risk factors that may exist in the workplace, including heat restrictive Personal Protective Equipment that restricts heat removal or working in high radiant heat areas such as abatement work. The following procedures will be implemented for measuring and recording temperatures:

1. The temperature and/or heat index will be measured and recorded by the site designee.
2. Initial temperature or heat index measurements shall be taken when the indoor temperature or heat index (whichever is higher) is suspected to equal or exceed **87 degrees Fahrenheit.**
3. Measurements will be taken in areas that employees work in, during their working hours. Typical locations at a school site may include:
    - Kitchens
    - Classrooms
    - Offices
    - Shared Spaces (Auditorium, Library, Gymnasium, Multi-Purpose Room, Cafeteria etc.)
4. Measurements will be taken again:
    - When temperatures are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work
    - At the times during the work shift when exposures are expected to be the greatest.
5. All measurements will be documented on the "Indoor Temperature and Heat Index Log" located in **Appendix A** of this document. Items recorded will include the date, time, location, temperature, heat index, notation if the heating, air conditioning, and ventilation (HVAC) system was functioning.



Indoor Temperature and Heat Index Log

Site Name:	
Site Administrator:	
Location Code:	

Name (Inspector)	Location (Room)	Date	Time	Instrument Used	Temperature (°F)	Relative Humidity (%)	Heat Index (°F)	HVAC Functioning (Yes/No)	Notes

6. Records of the temperature or heat index measurements, whichever value is greater, will be retained onsite for 1 year or until the next measurements are taken, whichever is later.
7. Indoor temperature and Heat Index Logs will be made available at the main office for employees or designated representatives to review upon request. The records will include the date, time, and specific location of all measurements.

Section 4. Control Measures for Indoor Spaces

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and employees are either:
    - Wearing clothing that restricts heat removal or
    - Working in an area with high radiant heat.

Radiant heat means heat transmitted by electromagnetic waves and not transmitted by conduction or convention. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

Feasible engineering controls should be implemented first to reduce the temperature and heat index to below 87ºF or temperature to below 82ºF for employees working in clothing that restricts heat removal or working in high radiant heat areas. Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment can be provided.

Section 5. Engineering Controls for Indoor Spaces

The following is a list of engineering controls that can be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the employee and the heat. Engineering Controls remove or reduce heat or create a barrier between the employee and the heat source. This may include the following:

- 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.
- Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms, canopy hood in kitchen areas)
- Reflective shields to block radiant heat.
- Insulating/isolating heat sources from employees, or isolating employees from heat sources
- Elimination of steam leaks
- Cooled seats or benches
- Evaporative coolers
- Dehumidifiers
- Misters

Section 6. Administrative Controls for Indoor Spaces

The following is a list of possible administrative controls that can be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules, when feasible.

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves.
- For newly hired employees and unacclimatized existing employees, gradually increase shift length over the first 4 to 14 days of regular work.
- Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
- Rotate job functions among employees to help minimize exertion and heat exposure. If employees must be in proximity to heat sources, mark the radiant heat source clearly, so they are aware of the hazards.

- Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

Section 7. Personal Heat-Protective Equipment for Indoor Spaces

The following personal heat-protective equipment can be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that are worn on the body to help protect them in hot environments:

- Water and/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

Section 8. Procedures for Acclimatization of Indoor Spaces

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when working in hot areas, or when starting a new job that exposes the employee to heat to which the employee's body has not yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to.

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. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when an employee wears clothing that restricts heat removal or when an employee works in a high radiant heat area.

The intensity of the work may 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 when feasible).

PROCEDURES FOR OUTDOORS WORKPLACE

Section 9. Provision of Water for Outdoor Spaces

Fresh, pure, suitably cool water will be provided to employees free of charge at all District sites. Employees should prepare for the day at the beginning of the work shift with enough water, so that one quart per hour may be consumed during the entire shift. Potable drinking water can be available as close as practicable to the areas where employees are working. Drinking water fountains are available throughout the site and shall be utilized for replenishment.

In accordance with LAUSD Reference Guide 3930.7, all potable water outlets used for drinking water or food preparation will be flushed on the first day after weekends, holidays, and when water may have been stagnant for a long period of time before the first use of the day. All schools and offices must comply with these requirements regardless of when buildings were constructed. This helps sites ensure that the water is fresh, pure, and suitably cool during hot weather or high indoor heat conditions.

Employees are reminded and encouraged to frequently consume small quantities of water throughout their shift. This is reinforced via Policy Bulletin-963.2, Communication, and Trainings.

All water containers shall be kept in a sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be approved for potable drinking water systems, as shown on the manufacturer's label.

For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage employees to drink plenty of water and to remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foremen will lead by example and remind employees throughout the work shift to drink water.

Section 10. Access to Shade for Outdoor Spaces

Shade should be provided as close as practicable to employees when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Shade may be located by lunch shelters, arcades, breezeways, or tree shade. Shaded areas can include areas with air conditioning such as interior of classrooms and auditoriums.

Note: The interior of a vehicle cannot be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

To ensure sufficient shade for all employees, breaks, meal periods, and rest periods can be rotated if the number of employees exceeds the shade's capacity. During meal periods, shaded areas will be provided for all employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.

Employees will be informed of the location(s) of shade and encouraged to take a five-minute cool-down rest in the shade, when needed. Access will be permitted at all times. An employee who takes a preventative cool-down break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. The employee will not be ordered back to work until signs and symptoms of heat illness have abated and provided at least 5 minutes in addition to the time needed to access the shade. If symptoms do not abate; see the section on Emergency Response for additional information.

As crews move, shade structures can be relocated and placed as close as practicable to the employees so that access to shade is provided at all times. To ensure this is done, the supervisor is responsible for ensuring the shade structures are moved to each location. All employees on a recovery, rest break, or meal period will have full access to shade so that they can sit in a normal posture without having to be in physical contact with each other.

Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect employees throughout the workday, as the shade moves.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection.

Section 11. Monitoring the Weather for Outdoor Spaces

Supervisors and Site Administrators must monitor weather forecasts in advance to identify upcoming high-heat conditions and prepare accordingly.

- Check daily forecasts using reliable sources:
    - National Weather Service (NWS): https://www.weather.gov
    - Weather apps, Weather Channel, or NWS phone numbers

- CALIFORNIA Dial-A-Forecast
  Los Angeles 805-988-6610

- Office of Environmental Health and Safety (OEHS) may issue heat advisories during regular business hours to assist sites.

- Heat alerts will be posted on the OEHS website: https://achieve.lausd.net/oehs

Plan work schedules and outdoor activities with weather conditions in mind, especially when high temperatures or heat waves are expected. High-heat procedures must be implemented when the National Weather Service issues a high-heat advisory. Ensure all staff responsible for outdoor work or student activities remain aware of forecasted temperatures and follow required heat-illness prevention steps.

Prior to each workday, the supervisor or designee will monitor the weather at the worksite by one of the methods described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

The supervisor or lead will use monitoring instruments to measure temperature and heat index according to National Weather Service guidelines. Throughout the work shift and across the job site, monitor for increases in outdoor temperature. Ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures are opened and made available to employees. When the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures in Section 12 for additional information.

Section 12. High-Heat Procedures for Outdoor Places of Employment

High-Heat Procedures are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

Pre-shift meetings will be held before the commencement of work to review the high-heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

Effective communication by direct observation or working in a buddy system will be maintained so that employees at the worksite can contact a supervisor when necessary. If the

supervisor is unable to be near the employees (to observe them or communicate with them), then cell phone or radio communication can be used for this purpose.

Frequent communication will be maintained with employees working by themselves or in smaller groups by cell phone, text, or radio to be on the lookout for possible symptoms of heat illness. Employees will be contacted regularly and as frequently as possible throughout the day since an employee in distress may not be able to summon help on their own.

Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, an alternate responsible person can be designated by the supervisor ahead of time and the person responsible must be assigned to observe and look for signs and symptoms of heat illness. If a supervisor, designated responsible person, or any employee reports any signs or symptoms of heat illness in any co-worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures in Section 15).

Employees are reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed. Reminders can be made verbally or by electronic means such as cell phones, text messages, and radios.

Section 13. Handling a Heat Wave for Outdoor Spaces

A heat wave is defined as a period of unusually hot weather that typically lasts for two or more days. During a heat wave, all employees will be closely observed by a supervisor or designee to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

During a heat wave supervisors may consider modified work times (e.g., conducted at night or during cooler hours).

During a heat wave and before starting work, tailgate meetings will be held to review the Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, employees may be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.

Section 14. Acclimatization for Outdoor Spaces

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. 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 has not yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to.

The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures which employees have not been exposed to for several weeks or longer.

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 may 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 when feasible).

Employees and supervisors will be trained on the importance of acclimatization, how it is accomplished.

EMERGENCY PROCEDURES

Section 15. Communication

Effective communication will be ensured by voice, direct observation, mandatory buddy system, or electronic means, such as cell phone, text, or two-way radio and will be maintained so that employees can contact a supervisor when necessary. If the supervisor cannot be physically present to observe or communicate with the employees, they may use a cell phone, text message, or two-way radio to stay in contact.

Section 16. Signs and Symptoms of Heat Illness

Understanding personal risk factors is essential to preventing heat-related illnesses, as certain individual characteristics and behaviors can significantly increase vulnerability to heat stress. These factors include age, level of acclimatization, overall health, hydration practices, and the consumption of substances such as alcohol and caffeine, as well as the prescription medications that may affect the body's ability to retain water or regulate heat.

It is important to know the symptoms and signs of heat illness:

1. Heat rash
    - Skin irritation from excessive sweating.
    - Red clusters of small blisters or pimples
    - Itching or prickling feeling
    - Most common on neck, chest, groin, or elbow creases
    - Skin irritation from excessive sweating.
2. Heat cramps
    - Painful muscle spasms usually in the abdomen, arms, or legs:
    - Caused by either too much or too little salt
    - Fatigue muscles
3. Heat exhaustion
    - Caused by a combination of:
        - High temperatures
        - High humidity
        - Strenuous physical activity
    - Insufficient water and salt intake causes the body's cooling structure to break down
    - Sign/Symptoms:
        - Heavy sweating
        - Headache
        - Nausea or vomiting
        - Dizziness

    - Light headedness
    - Weakness
    - Thirst
    - Irritability
    - Fast heartbeat
4. Heat stroke
    - Caused by exposure to high environmental temperature and hard physical labor
    - Heat stroke can kill a person quickly
    - Signs/Symptoms
        - Red, hot, dry skin or excessive sweating
        - Very high body temperature
        - Confusion
        - Seizures or fainting
        - Combativeness
        - Strong rapid pulse
        - Delirium or coma

Section 17. Handling a Sick Employee for Indoor and/or Outdoor Spaces

When an employee shows signs or symptoms of heat illness, a trained first aid employee or supervisor will assess their condition and determine whether resting in the shaded or cool-down area and drinking cool water is sufficient or if emergency services are needed. A sick employee will not be left alone in the shaded or cool-down area as their condition could take a turn for the worse.

First aid kits will be available at all sites for use by staff during emergencies.

When an employee displays possible signs or symptoms of heat illness and no trained first aid employee or supervisor is available at the site, emergency service providers will be immediately called by the site administrator, designee, or coworker.

Heat Illness emergency response depends on the severity of the symptoms. If an employee's symptoms worsen it is important to call emergency services-911. Heat stroke is a life-threatening medical emergency and requires immediate action:

1. Call 911 immediately. Stay with the employee until help arrives and designate someone to call the school nurse, if available.
2. Move to a cool area. Get the person into shade or an air-conditioned room.
3. Cool rapidly. Use whatever is available:
    a. Immerse them in a cold water or ice bath to the neck if safe.
    b. Apply cold, wet clothes or ice packs to the neck, armpit, and groin.
    c. Mist the skin with cool water and fan the person.
4. Do NOT Give fluids. An employee with heat stroke may be at risk of aspiration (inhaling fluids).

The sick employee will not be sent home, as their condition could deteriorate further, posing a risk before reaching a hospital.

All incidents involving employee injuries must be documented in the LAUSD Incident System Tracking Accountability Report (ISTAR). If the employee is transported to the hospital the supervisor must notify California Occupational Safety and Health Administration (Cal OSHA) within 8 hours of the incident. OEHS has a written Cal OSHA Reporting Requirements for Serious Injury and Illness, Safety Alert No. 20-03 that provides a support to Site Administrators and Supervisors in complying with Cal OSHA regulations. The Safety Alert provides more information and local phone numbers.


HEAT EXHAUSTION
OR
HEAT STROKE
Faint or dizzy
Throbbing headache
Excessive sweating
No sweating
Cool, pale, clammy skin
Body temperature above 103°
Red, hot, dry skin
Nausea or vomiting
Nausea or vomiting
Rapid, weak pulse
Rapid, strong pulse
Muscle cramps
May lose consciousness
Get to a cooler, air conditioned place
Drink water if fully conscious
Take a cool shower or use cold compresses
CALL 9-1-1
Take immediate action to cool the person until help arrives

TRAINING PROCEDURES

Section 18. Procedures for Employee and Supervisor Training:

Training shall be available for all District employees. 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. Training records are maintained for 5 years by each site.

Employees and supervisors will be trained prior to working. Training will include the aspects of implementing LAUSD's written procedures, including:

- Access to sufficient water, shade, and cool-down areas; conditions for taking cool-down rests and when to increase water and rest breaks.
- Importance of frequent water consumption and recognizing that heat illness can progress rapidly from mild to life-threatening symptoms.
- Procedures for first aid and emergency response, including when to cease work early and how to contact emergency medical services.
- Requirements for monitoring weather at the job site-using predicted temperatures, heat index values, and on-site measurements- and how this information guides work-schedule adjustments.
- High-heat procedures and other control measures used to reduce heat exposure.
- Acclimatization procedures for new or returning employees.
- Employee's right to exercise protections under the heat standard without retaliation.
- The importance of ensuring emergency responders can easily find the worksite by having someone meet them at the nearest road or landmark and guide them in.

New employees will be assigned a "buddy," or experienced employee, to ensure that they understand the training and follow District procedures. In addition to initial training, employees and supervisors will be retrained annually.

Appendix A

Indoor Temperature and Heat Index Log

Site Name:	
Site Administrator:	
Location Code:	

Name (Inspector)	Location (Room)	Date	Time	Instrument Used	Temperature (°F)	Relative Humidity (%)	Heat Index (°F)	HVAC Functioning (Yes/No)	Notes

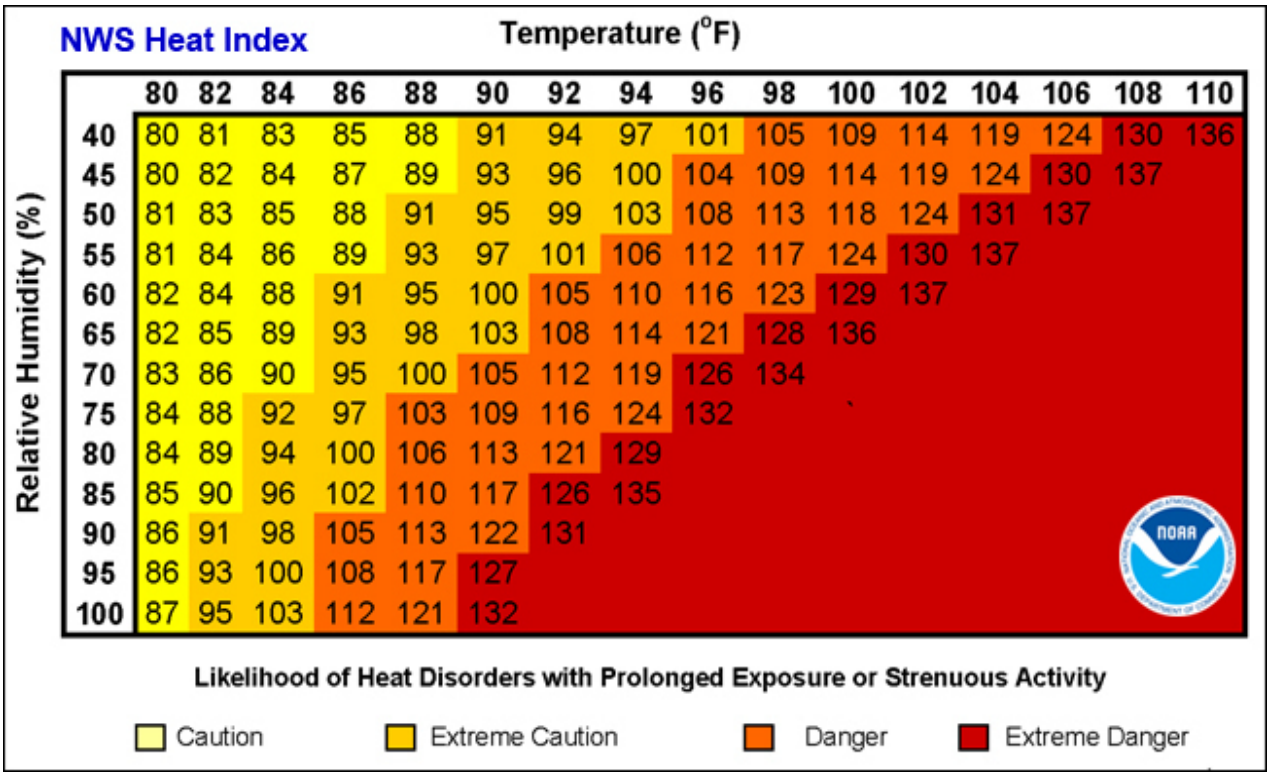
Appendix B

Heat Index vs Temperature

Heat index – or "apparent temperature," combines actual air temperature with relative humidity to show how hot it feels to the human body. As high humidity slows sweat evaporation, our natural cooling mechanism, making it feel hotter and increases heat related health risks.

The Heat Index Chart was developed by the National Weather Service (NWS) and is a crucial measure for heat safety. This heat index chart is for values in shaded areas. The heat index can be higher for exposures to direct sunlight.

National Weather Service Heat Index Chart:



Glossary

Acclimatization- means 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

Clothing that restricts heat removal- means full-body clothing covering the arms, legs, and torso that is:

(A) Waterproof; or

(B) Designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or

(C) Designed to protect the wearer or the work process from contamination.

"Clothing that restricts heat removal" does not include clothing demonstrated by the employer to be all of the following:

(A) Constructed only of knit or woven fibers, or otherwise an air and water vapor permeable material; and

(B) Worn in lieu of the employee's street clothing; and

(C) Worn without a full-body thermal, vapor, or moisture barrier.

Environmental risk factors for heat illness- means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Heat Illness- means a 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.

Heat index- a 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. Radiant heat is not included in the heat index. The required NWS heat index chart (2019) is in Appendix A to section 3396 of CCR Title 8.

Heat wave- any day in which the predicted high outdoor temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five days.

High radiant heat area- a work area where the globe temperature is at least five degrees Fahrenheit greater than the ambient 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 five degrees Fahrenheit or greater than the dry bulb temperature of the cool-down area.

Personal risk factors for heat illness- refers to factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Radiant heat- heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

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 of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Temperature- 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.