**INTRODUCTION**

We hope that you will find this heat illness safety program material useful in helping to maintain a safe worker environment.

* **Matter of life and death -** Workers die from heat stroke every summer.
* **Greater risk for accidents** - Workers suffering from heat exhaustion are less alert and can be confused.
* **Affects everyone** - Having a serious injury or death affects everyone at a worksite.

Employers are required to take steps to prevent heat illness including:

**1. Plan**

Develop and implement written procedures to prevent heat illness that includes procedures for training, water, rest, shade and emergencies.

**2. Train**

Train all affected employees and supervisors about heat illness prevention.

**3. Provide Water**

Provide enough fresh water so that each employee can drink at least 1 quart per hour the entire shift, and encourage them to do so.

**4. Provide Shade**

Provide access to shade and encourage employees to take a cool-down rest in the shade for at least 5 minutes. They should not wait until they feel sick to cool down.

We strongly encourage that your company customize this sample program by reviewing each section and making appropriate entries or modifications to the program to address your particular business operations and hazard exposures.

* Prompts have been included throughout the document where it is advisable to enter your company name and the name(s) of designated responsible personnel.
* Good to keep a hardcopy for ease of use.

**REPUBLIC INDEMNITY**

**LOSS PREVENTION SERVICES**

**1-800-821-4520 / Option 8**

**RICALC@ri-net.com**

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**HEAT ILLNESS PREVENTION PROGRAM**

**Applicability-** This program is intended to comply with California Code of Regulations Title 8, Section 3395, Heat Illness Prevention. The heat illness prevention standard is applicable to any outdoor workplace, whenever environmental risk factors for heat illness are present.

In order to comply with this regulation ***Enter Company Name here*** will:

1. Formulate the policies and procedures that apply to this exposure;
2. Train all supervisors, superintendents, and foremen in all aspects of this Program at time of hire or when conditions warrant;
3. Maintain records that document the implementation of the policies and procedures of the Program and make the program available in English and the language understood by the majority of the employees at the worksite to employees and representatives of the Division upon request.

The management and supervisory staff of ***Enter Company Name here*** are responsible for complying with this Program for controlling the risk of occurrence of occupational heat illness.

**Training**

Supervisors and non-supervisory personnel will receive training on:

1. Environmental and personal risk factors for heat illness.
2. Heat Illness Prevention procedures established by **Enter Company Name here,** which include but are not limited to the employer’s responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees’ right to exercise their rights under the standard without retaliation.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
4. The concepts, importance and methods of acclimatization.
5. The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
6. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
7. The employer's procedures for responding to symptoms of possible heat illness, including how to request emergency medical services if they become necessary.
8. The employer's 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.
9. The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders.
10. Provide employees with Heat Illness Prevention training which shall include a review of the company’s emergency response procedures.
11. To ensure emergency medical services are provided without delay, the following steps will be taken:
	* + 1. Phone number and location of emergency medical responders will be provided to managers and supervisors at the start of any work conducted outdoors where heat illness may be a risk. Managers or supervisors will monitor their staff, have a way to communicate with the designated emergency medical responders and be familiar enough with the location of their employees to provide emergency medical responders with adequate directions to the worksite.
			2. We will ensure that at least one person is trained in first aid for every 20 employees working at a remote worksite.

Supervisor-only training: Prior to assigning a supervisor to employees working in the heat, the supervisor will receive training on the following topics:

1. The procedures the supervisor is to follow to implement this Heat Illness Prevention program.
2. The procedures the supervisor will follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
3. How to monitor weather conditions.

**About Heat Illness**

As temperatures rise, so does the risk of heat illness. Heat illness is a medical condition that results from the body’s inability to cope with heat and cool itself. We at ***Enter Company Name here***, cannot emphasize strongly enough to all our employees that heat illness can be deadly. This risk is generally highest for people who work outdoors. The best defense against any heat-related illness or fatality is prevention. That is the purpose for this program. We have designated ***Enter program administrator here*** to monitor the implementation of this Heat Illness Prevention Program.

There are four basic steps that will be used to implement this program:

**Training:** Train all employees and supervisors about the program. To ensure employees are adequately trained, this Heat Illness Prevention Program will be reviewed in safety training sessions twice a year. Any new employee hired between safety training sessions of this program will be given the appropriate training to become familiar with all of its elements.

**Water:** We willprovide enough *free, fresh, pure, suitably cool* water so that each employee can drink at least one quart per hour. Employees must be encouraged to drink water in lieu of sodas, caffeinated beverages or other beverages with a high sugar content.

**Shade:** We will provide access to shade for a minimum of five minutes of rest when an employee believes that he or she needs a **preventive recovery period.** An employee should not wait until they feel sick to do so.

**Planning:** Being proactive in preventing heat-related illness is the responsibility of managers and supervisors. They are responsible for making a habit of checking the heat index and weather report for the following day and coordinating the effort to implement the program.

**Work Practices, Environmental and Personal Risk Factors** contribute to the risk of occurrence of **Heat Illness.**

**Environmental Risk Factors** for heat illness include:

* Air temperature
* Relative humidity
* Radiant heat from the sun or other sources
* Conductive heat sources such as the ground
* Air movement

**Personal Risk Factors** that increase susceptibility to heat illness include:

* Dehydration (lack of water intake)
* Lack of heat acclimatization (going out into the heat too soon for too long)
* Poor physical conditioning (obesity, lack of endurance) and poor health
* Use of medications, alcoholic beverages, and other controlled substances

**Work Practices** associated with development of heat illness include:

* Physically demanding work that offers no opportunity for periodic reduction in the level of physical exertion
* Long duration of physical exertion required to accomplish the work
* Clothing that may increase heat buildup as a result of impairment of movement of air, water vapor, or which adds significantly to thermal insulation of the body
* Availability of an ample supply of cool drinking water
* Work in a hot and solitary environment
* Remote worksites located far from available medical assistance

Employees working in the occupations listed below may be exposed to risk factors for heat illness.

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**Heat Related Illnesses and Symptoms**

**Heat Stroke-** Heat stroke is a life threatening illness that occurs when the body has depleted its supply of water and salt, and the victim's core body temperature rises above 104**°** F. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke when an employee collapses while working in a hot environment.

**Symptoms of Heat Stroke Include:**

* High body temperature greater than 104° F
* Absence of sweating (usually)
* Hot red or flushed dry skin (usually)
* Rapid heartbeat
* Fainting
* Elevated or lowered blood pressure
* Difficulty or shallow breathing
* Dilated pupils
* Any or all of symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion
* Bizarre behavior
* Convulsions
* Hallucinations

**First Aid for Heat Stroke**

It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Reduce body temperature as quickly as possible by applying cold packs or soaking the victim’s clothes with cool water and vigorously fanning the victim. Offer the victim cool water if the victim is able to drink. Call 911 immediately.

**Heat Exhaustion**- Heat exhaustion can occur after several days of exposure to high temperatures and inadequate or unbalanced consumption of fluids and salts to replace fluids lost through sweating**. Heat exhaustion is more serious than heat cramps.** If untreated, heat exhaustion may progress to heat stroke.

**Symptoms of Heat Exhaustion may include:**

* Headache
* Dizziness
* Nausea, vomiting
* Heavy sweating
* Dry mouth/intense thirst
* Fatigue
* Loss of coordination
* Impaired judgment
* Cool clammy skin
* Weak and rapid pulse and low to normal blood pressure
* Muscle cramps

**First Aid for Heat Exhaustion**

Move the employee to a cool location such as a shaded area or air-conditioned building. Have the employee lie down with the feet slightly elevated. Loosen clothing, apply cool, wet cloths and vigorously fan the victim. Offer the victim water or electrolyte drinks. Victims of heat exhaustion should avoid strenuous activity for at least a day, and continue to drink water to replace lost body fluids. Call paramedics at 911 if the person becomes non-responsive, refuses water, vomits, or loses consciousness.

**Heat Cramps-** Heat cramps are the most common type of heat related injury. Heat cramps are muscle spasms, which usually affect the arms, legs, or stomach. Frequently they do not occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating, especially when water is not replaced quickly enough or when large amounts of water is consumed with inadequate salt intake. Although heat cramps can be quite painful, they usually do not result in permanent damage.

**Prevention**

Drink plenty of water during the day and eat fruits such as bananas to help keep your body hydrated during hot weather.

**First Aid for Heat Cramps**

* Rest briefly and cool down.
* Drink water.
* Gently massage affected muscles and perform range of motion stretch exercises.
* Get medical attention if cramps do not go away in an hour.

**Fainting:** This may be a problem when a worker who is not acclimated to a hot environment simply stands still for a prolonged period of time out in the heat.

**First Aid for Fainting**

* Move victim to a cool and shady spot.
* Allow victim to lie down on back. After regaining consciousness, allow victim to slowly walk around. Immediate return to work is not advisable.

**Heat Rash-** This is also known as prickly heat and may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation. Heat rash that is extensive or infected can be so uncomfortable that it inhibits sleep and impedes a worker’s performance. It can result in temporary or permanent disability.

**First Aid for Heat Rash**

* Victim should be moved to a cool place.
* Allow the skin to dry.

**Procedures to Prevent Heat Illness**

* Before working outdoors, employees will be trained in this Heat Illness Prevention program.
* Where feasible, working hours will be modified so employees can avoid working during the hottest part of the day.
* Where a modified or shorter work shift is not possible, more water and more frequent and longer rest breaks will be provided.
* Supervisors or managers will carry cell phones and other means of communication to ensure that emergency services can be called if necessary and before each shift will ensure that the phones work and that batteries are fully charged.
* Employees will be reminded at the start of their shift of emergency procedures and the locations of designated shaded areas.

Supervisors and site foremen are responsible for monitoring the following conditions and taking appropriate corrective measures to safeguard employees against heat illness:

* Air temperature
* Relative humidity
* Radiant heat from the sun or other sources
* Conductive heat sources such as the ground
* Air movement
* Whether an employee is acclimatized
* Ascertaining if an exposed employee has experienced previous episodes of heat illness
* Observing employee behavior for signs of adverse physiological responses to heat
* Assessing the level and duration of physical exertion required to accomplish the work
* Assessing clothing which may increase heat strain as a result of impairment of movement of air or water vapor, or which adds significantly to thermal insulation of the body
* Ensuring the availability of an ample supply of cool drinking water
* Maintaining contact with any employee who is working in a hot and solitary environment
* Determining if work takes place at a location remote from access to medical assistance
* Provide a map to each crew that notes the location of a **designated** **shaded area**
* Providing opportunities for periodic reductions in the level and duration of physical exertion when needed

**Provision of Water**

Supervisors are responsible for ensuring that an adequate supply of clean, fresh, cool, potable water is readily available to all employees. Whenever environmental risk factors for heat illness exist, drinking water must be provided at the beginning of the shift in sufficient quantities to provide one quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift). Smaller quantities of water may be provided at the beginning of the shift if there are effective procedures for replenishing the water supply during the shift as needed to allow employees to drink at least one quart per hour. Employees will be encouraged to drink water frequently and in quantities that will counter the effects of heat.

**Acclimatization**

Whenever environmental risk factors for heat illness exist, supervisors are responsible for determining whether employees are adequately acclimatized for working in the heat for the duration and severity of the work to be accomplished. Workers who are determined not to be sufficiently acclimatized will be given an opportunity to become acclimatized by gradually increasing their exposure to high heat environmental conditions. All employees shall be closely observed by a supervisor or designee during a heat wave (80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days). Newly assigned employees to a high-heat area shall be closely observed by a supervisor or designee for the first 14 days of employment.

**Provision of Shade**

Supervisors are responsible for ensuring that employees have access to shaded area(s) when they are suffering from heat illness or believe they need a recovery period to prevent heat illness and during meals. The shaded area will be open to the air or ventilated and cooled and access is permitted at all times. Canopies, umbrellas or other temporary structures that block direct sunlight adequately may be used to provide shade. **Shade is** **sufficient** when objects do not cast a shadow in the shaded area and there is sufficient space for employees to be comfortable. **Shade is** **not sufficient** when the temperature in the shaded area prevents cooling.

**High Heat Procedures**

Ensure availability of effective communication by voice, observation or electronic means so that employees can contact their supervisor.

Provide observation of employees for alertness and signs or symptoms of heat illness. The employer shall implement one of the following:

A. Supervisor or designee observation of 20 or fewer employees, or

B. Mandatory buddy system, or

C. Regular communication with sole employee such as by radio or cellular phone, or

D. Other effective means of observation.

Designate one or more employees on each worksite as authorized to call for emergency medical services and allow other employees to call for emergency services when no designated employee is available.

Provide reminders to employees throughout the shift of the need to drink plenty of water.

Pre-shift meetings 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.

For agricultural employees when the temperature equals or exceeds 95 degrees, employers must provide one 10-minute “preventative cool-down rest period” every two hours.

**Medical Response to an Incident**

***Enter Company Name here*** will assure that a sufficient number of employees are trained and certified in Basic First Aid and Cardio-Pulmonary Resuscitation at each jobsite.

* The name, address and phone number of the nearest emergency medical center will be posted at each jobsite and publicized to all employees.
* A dependable means of communications must be available during operating hours at the worksite so that medical assistance can be immediately summoned.
* The responsible person (first responders, supervisors, superintendent, or foremen) will take action to stabilize the victim and then call 911 for emergency response personnel.
* The responsible person will post at the worksite, very clear directions to the worksite to provide to emergency response personnel.
* The responsible person will assign an employee to help emergency response personnel find the location of the injured employee and if necessary, transport to a place where they can be reached by emergency response personnel.

**Procedures to follow when an employee is exhibiting symptoms of heat illness:**

1. Have the employee rest in a designated shaded area.

2. Have the employee drink water. Fluids that replenish one’s electrolytes are effective as well.

3. Apply cool wet cloth such as towels or sheets or splash cold water on the body. Reduce body temperature by loosening or removing clothing and shoes.

4. Massage legs and arms. Let the employee rest in a comfortable position and watch carefully for changes in their condition.

1. Arrange for emergency medical response if necessary.
2. Monitor the employee and do not leave alone or send home without being offered on-site first aid and/or being provided with emergency medical services.

**Procedures to follow when an employee is exhibiting severe heat illness symptoms such as nausea, vomiting, confusion or unconsciousness/dizziness:**

1. Get the employee to a shaded area as quickly as possible.

2. If the employee is conscious, have the employee drink water or a fluid that replenishes electrolytes.

3. Reduce body temperature by loosening or removing clothing and shoes.

4. Apply cool wet cloth such as towels or sheets and splash cold water on the body and fan the victim vigorously.

1. If the victim vomits, stop giving fluids and position the victim on his/her side. Make sure all vomit is cleared from the mouth and nose to prevent choking. Watch for breathing problems. Keep the victim lying down. Arrange for emergency medical assistance. While waiting for emergency medical assistance, reposition the victim if vomiting has stopped and elevate the employee’s legs at least 12 inches.

**Jobsite Heat Illness Prevention Checklist**

**YES NO**

 **Adequate water supply available.**

 **Shaded or ventilated or cooled rest area available at worksite.**

 **Emergency supply of drinks containing electrolytes available on site.**

 **Cell phone or other emergency communication device available on site.**

 **List of emergency contact phone numbers posted at worksite.**

**Emergency procedures, including driving instructions to give to responding emergency personnel posted at the worksite.**

 **First aid trained personnel available at all times at the worksite.**

**Equipment or other means of monitoring Environmental Risk Factors available at the worksite.**

**Documentation of training provided to managers, supervisors, foremen, and work crews maintained.**

**Written Heat Illness Prevention Program maintained.**

**The following are sample specific procedures for heat illness prevention from Cal/OSHA in both English and Spanish. Please customize as necessary.**



**Resources (include but are not limited to):**

***(EMPLOYER’S NAME)***

**The following designated person or persons (Program Administrator Safety Coordinator/ Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.**

 **Name/Title/Phone Number**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Note: Any of the following items applicable for the provision of water, shade, high heat, acclimatization methods and emergency procedures must have additional language added to provide specifics on how your company intends on implementing these provisions at the jobsite.***

**Sample Procedures to Consider for the Provision of Water (include but are not limited to the following)**:

* Drinking water containers (of five to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
* Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
* As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers (e.g. five gallon bottles) will be carried, to replace water as needed.
* Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to insure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.
* Water containers will be located as close as practicable to the areas where employees are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
* Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. When employees are working across large areas, water will be placed in multiple locations. For example, on a multi-story construction site, water should be placed in a safely accessible location on every floor where employees are working.
* All water containers will be kept in 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 governmentally approved for potable drinking water systems, as shown on the manufactures label.
* Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, brief ‘tailgate’ meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
* Audible devices (such as whistles or air horns) will be used to remind employees to drink water.
* When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-shift meetings before the commencement of work to encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased. Supervisors/foreman will lead by example and workers will be reminded throughout the work shift to drink water.
* Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-workers container or bottle.

**Sample Procedures for Access to Shade (include but are not limited to the following)**:

* Shade structures will be opened and placed as close as practical to the workers, when the 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.

 **Note**: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

* Enough shade structures will be available at the site, to accommodate all of the employees who are on such a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. (Employers may rotate employees in and out of meal periods, as with recovery and rest periods.)
* Daily, workers will be informed of the location of the shade structures and will be encouraged to take a five minute cool-down rest in the shade. An employee who takes a preventative cool-down rest break will be monitored and asked if he/she is experiencing symptoms of heat illness and in no case will the employee be ordered back to work until signs or symptoms of heat illness have abated (see also the section on Emergency Response for additional information).
* Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.
* In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.
* In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.
* For non-agricultural employers, in situations where it is not safe or feasible to provide shade (mobile equipment and vehicle hazards, high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

**Sample Procedures for Monitoring the Weather (include but are not limited to)**:

* The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet ([http://www.nws.noaa.gov/),](http://www.nws.noaa.gov/%29%2C) or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

**CALIFORNIA Dial-A-Forecast**

* Eureka 707-443-7062 • Sacramento 916-979-3051
* Hanford 559-584-8047 • San Diego 619-297-2107 (#1)
* Los Angeles 805-988-6610 (#1) • San Francisco 831-656-1725 (#1)
* Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
* Prior to each workday, the supervisor will monitor the weather (using http://www.nws.noaa.gov/ or with the aid of a simple thermometer, available at most hardware stores) at the worksite. This critical weather information will be taken into consideration, to determine, when it will be necessary to make modifications to the work schedule (such as 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).
* A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

**Sample Procedures for Handling a Heat Wave**:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit **and** at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

* During a heat wave or heat spike, the work day will be cut short or rescheduled (example conducted at night or during cooler hours).
* During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.
* Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

**Sample High Heat Procedures (include but are not limited to)**:

**High Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit.**

* Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
* Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat

 illness. The employee(s) 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 his or her own.

* Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned, to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).
* Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.

In addition to the High Heat Procedures listed above, the following High Heat Procedures apply only to agricultural work sites.

* When the temperature equals or exceeds 95 degrees, employees will be provided one 10 minute “preventative cool-down rest period” every 2 hours. (During the first 8 hours of a shift, the cool-down periods may be provided at the same time as the rest periods already required by Industrial Welfare Commission Order No. 14.)
* Employees working longer than 8 hours will be provided an additional 10 minute cool-down rest period every 2 hours. (For example, if the shift extends beyond 8 hours, an additional rest period is required at the end of the 8th hour of work. If the shift extends beyond 10 hours, another is required and the end of the 10th hour, and so on.)
* All employees will be required to take the cool-down rest periods and merely offering the opportunity for a break is not enough.
* Once the temperature equals or exceeds 95 degrees, records will be kept documenting the fact that mandatory cool-down rest periods are provided and taken.

**Sample Procedures for Acclimatization (include but are not limited to)**:

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. 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 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 act effectively when conditions result in sudden exposure to heat their employees are not used to.

* The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven’t been exposed to for several weeks or longer.
* **During a heat wave or heat spike, the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours) or if at all possible cease for the day.**
* New employees, or those employees 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 (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.
* The supervisor, or the designee 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 to watch each other closely for discomfort or symptoms of heat illness.
* During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
* Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

**Sample Procedures for Emergency Response (include but are not limited to)**:

* Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
* Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
* Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
* All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
* When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). Under no circumstances will the affected employee be left unattended.
* At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible form the road or highway.
* During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing. Employees and supervisors training will include every detail of these written emergency procedures.

**Sample Procedures for Handling a Sick Employee**:

* **When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called.** A sick worker will not be left alone in the shade, as he or she can take a turn for the worse**!**
* When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.
* **Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim).** Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!
* If an employee does not look OK and displays signs or symptoms of severe heat illness (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, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

**Sample Procedures for Employee and Supervisory Training (include but are not limited to)**:

To be effective, training must be understood by employees and given in a language the employees understand. All employers must maintain records of the training showing the date of training, who performed the training, who attended training and subject(s) covered.

* Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company’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.
* Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.
* Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.
* All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing an effective Heat Illness Prevention Plan including but not limited to; providing sufficient water, providing access to shade, high-heat procedures, emergency response procedures and acclimatization contained in the company’s written prevention procedures.
* Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
* When the temperature is expected to exceed 80 degrees Fahrenheit, short ‘tailgate’ meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
* New employees will be assigned a “buddy” or experienced coworker to ensure that they understand the training and follow company procedures.

***(NOMBRE DEL EMPLEADOR)***

**La persona o personas designadas que se indican a continuación (Administrador del Programa, Coordinador de Seguridad /Supervisor/Encargado/Supervisor de Campo/Jefe de Cuadrilla) tienen la autoridad y la obligación de poner en práctica las disposiciones de este programa en este sitio de trabajo.**

 **Nombre/Cargo/Número de Teléfono**

**1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Procedimientos para el suministro de agua (entre otros)**:

* Se colocarán recipientes con agua potable (de 5 a 10 galones [20 a 40 litros] cada uno) en el sitio de trabajo, para que haya al menos 2 litros de agua por empleado al inicio de cada turno de trabajo. Todos los trabajadores tendrán acceso a agua potable, ya sea que trabajen en forma individual o en grupos más pequeños.
* Se pondrá a disposición de los trabajadores conos de papel o vasos desechables, que se mantendrán limpios hasta su uso.
* Como parte de los procedimientos efectivos de reabastecimiento, se verificará periódicamente el nivel de agua de todos los recipientes (por ejemplo, cada hora o cada 30 minutos) y con mayor frecuencia cuando la temperatura aumenta. Cuando el nivel de agua de un recipiente se reduzca a menos de la mitad, debe volver a llenarse con agua fresca. Se cargarán recipientes de agua adicionales (por ejemplo, botellones de 5 galones [20 litros]) para reponer el agua cuando fuera necesario.
* Se transportará hielo en recipientes separados, para añadirlos al agua potable y mantenerla fresca cuando fuera necesario.
* Los recipientes de agua se colocarán lo más cerca posible de los trabajadores (según el terreno y las condiciones del sitio de trabajo), para alentar a los trabajadores a tomar agua con frecuencia. Si debido a las condiciones del terreno no es posible colocar los recipientes de agua cerca de los trabajadores, se distribuirá agua embotellada o en recipientes individuales para que los trabajadores puedan acceder fácilmente al agua potable.
* Los recipientes de agua se moverán según la ubicación de los trabajadores, para que siempre tengan fácil acceso al agua potable.
* Los recipientes de agua se mantendrán en condiciones higiénicas.
* Diariamente se le recordará a los trabajadores dónde se encuentran los recipientes de agua fresca y la importancia de beber agua con frecuencia. Cuando la temperatura supere los 90 ºF (32.5 °C), o se espera que los supere, se organizarán breves reuniones informales por la mañana, para repasar con los empleados la importancia de beber agua, la cantidad de pausas que deben realizar para beber agua y para descansar, la programación de estas pausas, y los signos y síntomas de las enfermedades causadas por el calor.
* Se utilizarán dispositivos sonoros (como silbatos o bocinas) para recordarles a los empleados que tomen agua.
* Cuando la temperatura alcance o supere los 95 ºF (35 °C), o durante una ola de calor, se aumentará la cantidad de pausas para beber agua, y se recordará a los trabajadores que tomen agua durante el turno de trabajo.
* Durante la capacitación de los empleados y las reuniones informales, se hará hincapié en la importancia de beber agua con frecuencia.

**Procedimientos para acceder a un lugar con sombra (entre otros)**:

***Importante: Siga las pautas generales indicadas anteriormente, en la sección sobre suministro de agua (identifique a la persona que estará a cargo de esta tarea y enumere todas las tareas específicas que deberán realizarse).***

* Las estructuras para dar sombra se armarán y colocarán lo más cerca posible de los trabajadores, cuando la temperatura alcance o supere los 85 ºF (29.5 °C). Cuando la temperatura sea menor a 85 ºF (29.5 °C), se brindará rápido acceso a un lugar con sombra cuando el trabajador así lo solicite. Importante: No se podrá utilizar el interior de un vehículo como medio para brindar sombra, salvo que cuente con aire acondicionado y éste se encuentre encendido.
* El lugar de trabajo deberá contar con suficientes estructuras de sombra para abarcar como mínimo al 25% de los empleados de un turno.
* Diariamente, se les informará a los trabajadores la ubicación de las estructuras de sombra y se les alentará a que tomen un descanso de cinco minutos para refrescarse.
* Las estructuras de sombra se moverán a medida que los trabajadores se desplazan y se colocarán lo más cerca posible de los empleados, para que tengan acceso a un lugar con sombra en todo momento.
* En situaciones donde se utilicen árboles u otro tipo de vegetación para dar sombra (como en las huertas), se evaluará el espesor de la vegetación y la forma del área con sombra, antes de suponer que se cuenta con sombra suficiente para proteger a los empleados.
* Cuando no fuera seguro o viable brindar acceso a un lugar con sombra (por ejemplo, cuando hay vientos fuertes), se deberán documentar las condiciones inseguras o inviables, y los pasos que se tomarán para brindar sombra si se solicita.
* En el caso de empleadores no agrícolas, cuando no fuera seguro o viable dar sombra, se documentarán las condiciones inseguras o inviables, y los pasos que se tomarán para brindar medios alternativos para refrescarse con la misma protección que un lugar con sombra.

**Procedimientos para el monitoreo del clima (entre otros)**:

* El supervisor recibirá entrenamiento e instrucción sobre cómo verificar con anticipación el pronóstico extendido del tiempo. Los pronósticos meteorológicos pueden verificarse con la ayuda de Internet ([www.nws.noaa.gov](http://www.nws.noaa.gov)) o llamando a los números telefónicos del Servicio Meteorológico Nacional (consulte los números de California) o consultando el canal *The Weather Channel*. Así, se podrá planificar el horario de trabajo con anticipación, tomando en cuenta si se espera una ola de calor o altas temperaturas. Este tipo de planificación anticipada debe realizarse durante todo el verano.

**CALIFORNIA Dial-A-Forecast**

* Eureka 707-443-7062 • Sacramento 916-979-3051
* Hanford 559-584-8047 • San Diego 619-297-2107 (#1)
* Los Angeles 805-988-6610 (#1) • San Francisco 831-656-1725 (#1)
* Antes de cada jornada laboral, se revisará la temperatura y humedad pronosticadas para el lugar de trabajo y se las comparará con el Índice de Calor del Servicio Meteorológico Nacional para evaluar el nivel de riesgo de aparición de enfermedades causadas por el calor. Se determinará si los trabajadores estarán expuestos a temperaturas y humedades clasificadas como de “extrema precaución” o “peligro extremo”, ya que podrían ocasionar enfermedades causadas por el calor. Es importante destacar que la temperatura a la cual se dan estas advertencias debe reducirse por lo menos 15 grados, si los trabajadores en cuestión están expuestos al sol directo.
* Antes de cada jornada laboral, el supervisor debe monitorear el clima del lugar de trabajo (ingresando al sitio web [www.nws.nooa.gov](http://www.nws.nooa.gov) o con la ayuda de un simple termómetro, que puede comprarse en la mayoría de las ferreterías). Esta información climática es decisiva y debe tenerse en cuenta para decidir si es necesario realizar modificaciones al horario o programa laboral (por ejemplo, dejar de trabajar más temprano, reprogramar el trabajo, trabajar por la noche o durante las horas más frescas del dia, aumentar la cantidad de pausas para beber agua y descansar).
* Se utilizará un termómetro en el lugar de trabajo para verificar si hay un aumento repentino de la temperatura y para garantizar que, una vez que la temperatura supere los 85 °F (29.5 °C), se abran las estructuras para dar sombra y los trabajadores tengan acceso a ellas. Además, cuando la temperatura alcance o supere los 95 ºF (35 °C), se deberán tomar medidas preventivas adicionales, como la implementación de los procedimientos para altas temperaturas.

**Qué hacer frente a una ola de calor**:

* Durante una ola de calor o un pico de calor, se interrumpirá o se reprogramará la jornada (por ejemplo, se trabajará por la noche o durante las horas más frescas del dia).
* Durante una ola de calor o un pico de calor, y antes de comenzar a trabajar, deben organizarse reuniones informales para repasar los procedimientos de prevención de enfermedades causadas por el calor de la compañia, el pronóstico del tiempo y la respuesta ante una emergencia. Además, si no fuera posible implementar las modificaciones programadas, los trabajadores recibirán más agua y descansos que los habituales y se los observará de cerca para descartar cualquier signo o sintoma de enfermedades causadas por el calor.
* A cada empleado se le asignará un “compañero” que estará atento a cualquier signo o sintoma de enfermedades causadas por el calor, y que además se asegurará de que se activen los procedimientos de emergencia cuando alguien presenta un posible signo o sintoma de esta enfermedad.

**Procedimientos para altas temperaturas (entre otros)**:

**Los procedimientos para altas temperaturas son medidas preventivas adicionales que esta compañía utilizará cuando la temperatura alcance o supere los 95 grados Fahrenheit.**

* Se debe mantener una comunicación efectiva, ya sea oral, visual o a través de medios electrónicos, para que los empleados que se encuentran en el lugar de trabajo puedan contactarse con un supervisor cuando sea necesario. Si el supervisor no puede estar cerca de los trabajadores (para observarlos o comunicarse con ellos), se puede utilizar un dispositivo electrónico, como un teléfono celular o un aparato para enviar mensajes de texto, siempre y cuando haya buena recepción en el área.
* Se debe mantener una comunicación fluida con los empleados que trabajan solos o en grupos pequeños (manténgase informado por via telefónica o mediante una radio de dos vias), para estar atento a cualquier posible sintoma de enfermedades causadas por el calor.
* Se debe observar a los empleados y estar alerta a los signos y sintomas de las enfermedades causadas por el calor. Cuando el supervisor no esté disponible, se podrá designar a otra persona responsable para que esté alerta a los signos y sintomas de esta enfermedad. Este observador designado recibirá el entrenamiento adecuado para saber qué medidas tomar en caso de presentarse algún sintoma.
* Se debe recordar a los empleados que tomen bastante agua durante el turno de trabajo.
* Se debe vigilar de cerca a los empleados nuevos o asignarles un “compañero” o colega con más experiencia durante los primeros 14 días de empleo (a menos que dicho empleado indique en el momento de la contratación que estuvo realizando tareas similares al aire libre durante por lo menos 10 de los últimos 30 días, durante cuatro horas o más por día).

**Procedimientos para la aclimatación (entre otros)**:

La aclimatación es el cambio fisiológico temporal y gradual que se produce en el cuerpo cuando la carga térmica originada en el medio ambiente a la cual el cuerpo está acostumbrado aumenta significativa y repentinamente debido a cambios ambientales bruscos. En términos más simples, el cuerpo necesita tiempo para adaptarse cuando la temperatura aumenta repentinamente. Por eso, los empleados corren el riesgo de sufrir enfermedades causadas por el calor si no se toman el trabajo con calma frente a una ola de calor o cuando comienzan un empleo nuevo que les exige estar expuestos a temperaturas muy altas a las que el cuerpo todavía no se adaptó.

Una aclimatación inadecuada puede ser mucho más peligrosa en condiciones de altas temperaturas y estrés físico. Los empleadores son responsables de las condiciones laborales de sus empleados y deben actuar de manera eficaz cuando debido a estas condiciones los empleados queden repentinamente expuestos a un grado de calor al que no están acostumbrados.

* Se debe monitorear el clima todos los días. El supervisor estará atento a cualquier ola de calor o aumento repentino de la temperatura a la cual los empleados no hayan estado expuestos por varias semanas o más tiempo.
* **Durante una ola de calor o un pico de calor se interrumpirá la jornada laboral (por ejemplo, a las 12 p.m.), se reprogramará (es decir, se trabajará por la noche o durante las horas más frescas del día) o, de ser posible, se suspenderá por ese día.**
* Cuando se trate de empleados nuevos, se debe disminuir la intensidad del trabajo durante un período de adaptación de dos semanas (por ejemplo, programar el trabajo que requiera menos esfuerzo físico y que pueda realizarse más lento durante las horas más calurosas del día y el trabajo más pesado durante las horas más frescas del día, es decir, primeras horas de la mañana o por la tarde). Se deben documentar las medidas que se tomen para disminuir la intensidad de la carga de trabajo de los empleados nuevos.
* El supervisor debe prestarles mucha atención a los empleados nuevos y estar atento a la aparición de síntomas relacionados con enfermedades causadas por el calor.
* A los empleados nuevos se les debe asignar un “compañero” o colega con más experiencia para que se vigilen mutuamente y estén atentos a cualquier malestar o síntoma de enfermedades causadas por el calor.
* Durante una ola de calor, se debe observar atentamente a todos los empleados (o mantener una comunicación fluida por teléfono o radio), y estar atento a posibles síntomas de enfermedades causadas por el calor.
* Los empleados y supervisores recibirán una capacitación sobre la importancia de la aclimatación, cómo se logra y qué disponen sobre este tema los procedimientos de la compañía.

**Procedimientos para respuesta ante una emergencia (entre otros)**:

* Antes de asignar un grupo de trabajadores a un lugar de trabajo en particular, el encargado debe entregarles un mapa del lugar con instrucciones claras y precisas de cómo llegar (por ejemplo, los nombres de calles y carreteras, las características distintivas y las distancias que hay hasta las carreteras principales), para evitar demoras en caso de necesitar servicios médicos de emergencia.
* Antes de asignar un grupo de trabajadores a un lugar de trabajo en particular, hay que asegurarse de que una persona calificada, debidamente capacitada y con el equipo necesario esté disponible en el lugar, para prestar primeros auxilios de ser necesario.
* Antes de comenzar el turno de trabajo, se debe determinar si en ese lugar de trabajo existen problemas de comunicación debido al idioma y, de ser necesario, se deben tomar las medidas correspondientes (por ejemplo, asignarle al encargado o a un trabajador que hable inglés la responsabilidad de llamar para pedir servicios médicos de emergencia) para asegurarse de que se llame de inmediato al servicio médico de emergencia en caso de producirse una situación de emergencia.
* Los encargados y supervisores deben contar con teléfonos celulares u otros medios de comunicación, para poder comunicarse con los servicios médicos de emergencia. Además, se debe verificar que estos aparatos electrónicos funcionen bien antes de cada turno de trabajo.
* Cuando un empleado presente síntomas de una posible enfermedad causada por el calor, después de llamar al servicio de emergencia, se debe actuar de inmediato para mantener al empleado afectado fresco y cómodo (y así evitar que la situación empeore).
* En lugares remotos, como granjas rurales, descampados y zonas no urbanizadas, el supervisor debe designar a un empleado, o a varios, para que se dirijan hasta la carretera o autopista más cercana, donde el equipo de respuesta a emergencias pueda verlos. Si hay poca luz natural, se deberá entregar chalecos reflectantes o linternas a los empleados designados, para que puedan indicarle al personal de emergencias el camino hasta el lugar de trabajo, que posiblemente no se distinga desde la carretera o la autopista.
* Durante una ola de calor o altas temperaturas, se recordará y recomendará a los trabajadores que informen inmediatamente a su supervisor cualquier signo o síntoma que experimenten.
* La capacitación para empleados y supervisores incluirá todos los detalles de estos procedimientos escritos de emergencia.

**Cómo ocuparse de un empleado enfermo**:

* **Cuando un empleado presente posibles signos o síntomas de una enfermedad causada por el calor, un supervisor o trabajador entrenado en primeros auxilios debe revisarlo y determinar si alcanza con descansar a la sombra y beber agua fresca, o si es necesario llamar a los servicios de emergencia**. No deje a un trabajador enfermo solo en la sombra, ya que su condición podría empeorar.
* Cuando un empleado presente posibles signos o síntomas de una enfermedad causada por el calor, y no haya ningún supervisor o empleado con entrenamiento en primeros auxilios disponible en el lugar, llame a los servicios de emergencia.
* **Llame a los servicios de emergencia de inmediato si un empleado muestra signos o síntomas de una enfermedad causada por el calor (pérdida del conocimiento, dice incoherencias, convulsiones, rostro enrojecido y caliente), no tiene buen aspecto o no mejora después de beber agua fresca y descansar a la sombra. Mientras la ambulancia está en camino, comience a brindar primeros auxilios (refresque al trabajador: colóquelo a la sombra, quítele las prendas excesivas de ropa, coloque bolsas de hielo debajo de las axilas y en el área de la ingle, y abaníquelo)**. No permita que un trabajador enfermo abandone el lugar de trabajo, ya que podría perderse o incluso morir antes de llegar al hospital.
* Si un empleado no tiene buen aspecto y muestra signos o síntomas graves de una enfermedad causada por el calor (pérdida del conocimiento, dice incoherencias, convulsiones, rostro enrojecido y caliente), y el lugar de trabajo se encuentra a más de 20 minutos de un hospital, llame a los servicios de emergencia, informe los signos y síntomas de la persona afectada, y solicite una ambulancia aérea.

**Procedimientos para la capacitación de empleados y supervisores (entre otros)**:

* Se capacitará a los supervisores antes de asignarlos a la supervisión de otros trabajadores. La capacitación debe incluir los procedimientos escritos de esta compañía y los pasos que deben seguir los supervisores cuando los empleados presentan síntomas relacionados con enfermedades causadas por el calor.
* Se capacitará a los supervisores sobre cómo ir checando el clima en el lugar de trabajo (monitoreando los aumentos de temperatura pronosticados y mediante el uso periódico de un termómetro). Los supervisores recibirán instrucciones sobre cómo se utilizará la información climática para modificar los horarios de trabajo programados, para aumentar la cantidad de agua y descansos programados o para terminar de trabajar antes, si fuera necesario.
* Se capacitará a todos los empleados y supervisores antes de trabajar al aire libre. La capacitación debe incluir los procedimientos escritos de esta compañía.
* Se capacitará a los empleados sobre los pasos que deben seguir para contactar a los servicios médicos de emergencia; por ejemplo, cómo actuar si hay trabajadores que no hablan inglés, cómo dar instrucciones claras y precisas al personal de emergencias para que puedan llegar sin demora al lugar de trabajo y la importancia de hacer contacto visual con el equipo de respuesta a emergencias en la carretera o señal distintiva más cercana para mostrarles cómo llegar hasta el sitio.
* Cuando la temperatura supere los 75 ºF (24 °C), deben organizarse breves reuniones informales para revisar el pronóstico del clima, repasar las medidas de prevención de enfermedades causadas por el calor con los empleados, recordarles que beban mucha agua, comunicarles que se les dará acceso a un lugar con sombra cuando así lo soliciten y recordarles que deben estar atentos a los signos y síntomas relacionados con enfermedades causadas por el calor.
* A los nuevos empleados se les asignará un “compañero” o colega con más experiencia para asegurarse de que comprendan la capacitación y sigan los procedimientos de la compañía.

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