

INJURY AND ILLNESS PREVENTION PROGRAM

&

HEAT ILLNESS PREVENTION PLAN



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PREFACE

The following pages describe a model Injury and Illness Prevention Program (IIPP) which was prepared by the Schools Insurance Authority to assist its member school districts in preparing their own IIPPs. An IIPP must be individually tailored to meet the needs of each specific school district.

While many of the basic concepts of an Injury and Illness Prevention Program have already been implemented in our member school districts, it is important that the program be documented in writing and adopted by Board Policy. It is also important to state assigned responsibilities for implementation of the program. Finally, it is important to document in writing how your district will implement the specific elements of an IIPP, such as safety training, safety meetings, hazard identification, and accident investigation.

INTRODUCTION

On October 2, 1989, former Governor Deukmejian signed Senate Bill 198 into law. S.B. 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program. S.B. 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations may be found in the recently revised Section 3203, Title 8, CCR (General Industry Safety Orders). See Appendix A for a copy of S.B. 198 and Appendix B for a copy of Section 3203, Title 8, CCR.

The Injury and Illness Prevention Program must include:

- * The identity of the person or persons with authority and responsibility for implementing the program.
- * A means for identifying job safety and health hazards.
- * Routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- * Documented training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- * A method for assuring compliance with safety requirements, including disciplinary action.
- * A system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

The effective date of the new regulation is July 1, 1991.

INJURY AND ILLNESS PREVENTION PROGRAM

I DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

Board Policy and Administrative Regulation 4157/4257/4357 –
Employee Safety

B. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees and to provide a safe and healthful work environment.

C. Location of the Written Injury and Illness Prevention Program

A copy of the District's written Injury and Illness Prevention Program shall be kept in the school office along with documentation of specific elements of the program (i.e.,

completed inspection checklists, safety training rosters, etc.).

D. Responsibilities for Safety and Health

District employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

1. Program Administrator

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is listed below:

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY: Primary

NAME: Grant Coffin
TITLE: Superintendent
PHONE NUMBER: 530-620-6546Office
916-607-0717Cell

The Program Administrator's duties include, but are not limited to:

- a. Maintaining a safety program that will incorporate the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- b. Consulting directly with management personnel and employees on loss prevention matters, and provide guidance necessary to assure effective administration of this program.
- c. Periodically evaluating compliance with the program within the district. Make periodic inspections of worker compliance with Cal/OSHA standards. He/she should have full authority to stop jobs when safety precautions are not being enforced.
- d. Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety rules and policies.
- e. Ensuring that employees are trained in accordance with this Program.
- f. Developing methods for abating workplace hazards.
- g. Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

2. SUPERINTENDENTS, ADMINISTRATIVE ASSISTANTS

Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from school site to school site, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials at each site. To meet this goal, management will do the best of their knowledge and ability to:

- a. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.
- b. Provide the leadership and direction necessary for administering school and/or departmental safety policies, such as rules and regulations.
- c. Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- d. Promote safety training and education.
- e. Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.
- f. Ensure that the District has an effective Hazard Communication Program in place.
- g. Ensure that all accidents are immediately investigated and reported promptly to the Superintendent.
- h. Hold each principal/department head/supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees. An excessive number is an indication that some management policies and practices need re-evaluation.

3. PRINCIPALS/DEPARTMENT HEADS/SUPERVISORS

Each Principal/Department Head/Supervisor shall be fully responsible and accountable to the Superintendent/Assistant Superintendent for compliance with the provisions of the program within his/her school site/department. He/she should ensure that:

- a. All personnel are briefed and fully understand work procedures and policies and enforce their use for each job class.
- b. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
- c. All employees are instructed and understand the use and need for protective equipment relating to the job.
- d. Necessary safety equipment and protective devices for each job are available and used properly.
- e. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.
- f. Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- g. All serious accidents are thoroughly investigated, recorded and promptly reported to the Superintendent.
- h. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed. Each principal/department head/supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.
- i. Written documentation is maintained at each site reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- j. Employees are properly evaluated by indicating to the employees that: Following safe work procedures is required of all district employees; adherence to district safety policies is considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.
- k. In-service educational programs are planned at least upon hire and annually for all employees and that documentation is maintained for all educational activities.
- l. Proper safety procedures are prepared and used for all hazardous operations.
- m. All periodic inspections within his/her jurisdiction are completed as scheduled.

- n. Chemical hazards are known to employees, material safety data sheets are available and employees are trained on the safe use of such chemicals.

4. EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

- a. Adhere to all safety policies and procedures.
- b. Report potential unsafe conditions to the immediate supervisor.
- c. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
- d. Wear safety protective devices as necessary (or when instructed to do so).
- e. Report injuries immediately and seek immediate medical attention when required.
- f. Learn to lift and handle materials properly.
- g. Cooperate and take part in the District Safety Program, workshops, training, and safety meetings as appropriate.
- h. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.
- i. Use only the prescribed equipment for the job and utilize it properly.

5. PARENTS

Parents shall be encouraged to:

- a. Teach safety standards to children in the home.
- b. Support district safety requirements for employees and pupils.
- c. Help the school in its hazard correction activities.
- d. Serve on school safety committees when appointed.

II HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections.

1. Purpose

A safety inspection program is essential to disclose unsafe acts or conditions, determine reasons for their existence, and to recommend corrective action.

2. Scheduled Inspections

Inspections of District facilities will be conducted as follows:

District Facility	Frequency	Conducted by
SCHOOL SITES (Using SIA Monthly Property Checklist)	Monthly Report	Principal/Custodian
PLAYGROUNDS	Check Daily Monthly Report	Principal/Custodian
SPECIAL HAZARD AREAS Maintenance Shed MP Room	Check Daily	Principal/Custodian Principal/Custodian

3. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unscheduled, unannounced inspections. The list of subjects for these inspections will be chosen randomly, but with particular emphasis on:

General Housekeeping
Storage and Handling of Hazardous Materials
Use of Personal Protective Equipment
Proper guarding of equipment and machinery
Playgrounds/Fitness Courses/Athletic Fields

4. Red Tagging of Unsafe Facilities or Equipment

Facilities and equipment noted to be unsafe for use should be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

5. Documentation of Inspections

Copies of completed inspection reports should be filed in the Emergency binder at the District Office.

B. Employee Hazard Reporting Procedure.

Board Policy and Administrative Regulation 3514 – Environmental Safety
Board Policy and Administrative Regulation 3514.1 – Hazardous Substances

Employees should make every effort to correct hazards immediately within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Employee Hazard Reporting Form to report hazards (anonymously, if they so wish). The form should be submitted to the administration.

C. Job Hazard Analysis. (JHA)

Job Hazard Analyses are provided by Schools Insurance Authority and a full set is included in the Employee Handbook distributed to each employee each year.

Board Policy and Administrative Regulation 4157/4257/4357 – Employee Safety

Each supervisor shall maintain and periodically update a Job Hazard Analysis for the job classifications within his/her jurisdiction. The Job Hazard Analysis will be used to train new employees and provide on-going training for existing employees. The applicable JHA shall be maintained both in the Employee Handbooks and in the Injury and Illness Prevention Program binder.

D. Hazard Evaluation and Control

Board Policy and Administrative Regulation 3514 – Environmental Safety
Board Policy and Administrative Regulation 3514.1 – Hazardous Substances

All Inspection Reports should be forwarded to administration with appropriate work orders, if needed. Employee Hazard Reporting Forms should be forwarded to administration where appropriate work orders will be completed if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

E. Imminent Hazards

Whenever possible, it is the District's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the District cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III SAFETY AND HEALTH TRAINING

Board Policy and Administrative Regulation 4157/4257/4357 – Employee Safety

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthful work practices. To achieve this goal, the District will provide training to each employee with regard to general safety procedures and with regard to any hazards or safety procedures specific to that employee's work assignment.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
4. Whenever the District is made aware of a new or previously unrecognized hazard; and
5. Whenever the District or designee believes that additional training is necessary.

B. Training of Supervisors

The District will be responsible for providing and developing formal safety training in specific areas for supervisors.

C. Areas of Training

1. Hazard Communication, Employee Right-to-Know
2. Personal Protective Equipment
3. Fire Safety
4. Hand Tools and Portable Power Tools
5. Machinery and Machine Guarding
6. Back Injury Prevention/Proper Lifting Techniques

7. Cardiac Pulmonary Resuscitation (CPR) and First Aid
 8. Office Safety
 9. Defensive Driving
 10. Accident Investigation for Supervisors
 11. Other programs as necessary
- D. Documentation of Training

Documentation of training shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained in the Emergency binder in the office.

IV COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

This document, in conjunction with meetings, e-mail dispatches, memoranda, and Board Policy and Regulations will be used to communicate information with employees.

A. Safety Meetings

Safety meetings will be conducted by Administrators every month. During these meetings, administration shall discuss with the employees under his or her direct supervision such issues as:

1. New hazards that have been introduced or discovered in the workplace;
2. Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
3. Any health or safety issue deemed by the administration to require reinforcement.

These safety meetings will be documented using the Safety Meeting Report Form.

B. Anonymous Notification Procedures

Cal/OSHA highly recommends an anonymous procedure to encourage employees to report workplace hazards. The District has a system of anonymous notification whereby employees who wish to inform the District of workplace hazards may do so anonymously by sending a written notification to administration using the Employee Hazard Report Form. The administration shall investigate all such reports in a prompt and thorough manner.

C. Posters/Signs

The District will distribute in a timely manner all safety and health posters received from the Schools Insurance Authority to the appropriate facilities and ensure their

use. Where appropriate, signs and posters will be utilized to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute the Schools Insurance Authority's Wellness and Safety newsletter to all employees in a timely manner. Sample issues will be maintained in the Emergency binder in the office.

E. Training

The District has training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. These training requirements are described in greater detail in Section III of this program.

F. Safety Committees

1. District Safety Committee

Note: Due to district size (less and 25 ADA) the committee will consist of the administration and custodian and they will meet as needed.

The District Safety Committee will serve in an advisory capacity and shall:

- a. Assist in the development of safety policies, regulations, inspection techniques, schedules, and methods of coping with high incidence safety problem areas for implementation by principals, department heads, and school or departmental committees.
- b. Aid in the review and analysis of accident reports.
- c. Make recommendations with regard to the elimination of safety hazards or unsafe practices.
- d. Assist in conducting periodic on-site safety inspections.
- e. Assist in the development of in-service safety training programs and/or their use.
- f. Assist in the review and selection of literature and other material suitable for distribution throughout the district to assist in training or advertising the Injury and Illness Prevention Program.
- g. Assist in developing a budget for the implementation of the Injury and Illness Prevention Program.

The Safety Committee should meet monthly to develop safety programs and consider district safety needs.

It is the responsibility of the Safety Committee to share with the schools and service departments the safety posters, films, pamphlets, accident data, and other safety and health information.

V ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring. The objective of any investigation is **fact finding, not fault finding.**

B. District Policy

All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. Accident investigations will be documented in writing using the Accident Investigation Report Form.

C. Responsibility For Accident Investigation

The administration shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures For Investigation Of Accidents

The Administrator will investigate all accidents.

The following facts should be gathered:

1. **WHO** was involved? Include injured employees and witnesses.
2. **WHAT** happened? Describe what took place and include any equipment/machinery/tools which were involved.
3. **WHEN** did the accident occur? What time of day, day of the week, shift, break period did the accident occur? Was an employee working overtime involved?
4. **WHERE** did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

5. **WHY** the accident occurred? Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?
6. **HOW** could this accident have been prevented? Determine whether the accident was **preventable or non-preventable**. List the reasons why the accident was **preventable or non-preventable**.

Finally, describe:

7. **WHAT** action has been taken to prevent similar accidents from occurring in the future?

VI. DISTRICT SAFETY RULES

Reference Employee Handbook and Board Policy

VII. EMERGENCIES

A. Emergency Action Plan

Board Policy and Emergency Regulation 3516 –
Emergencies and Disaster Preparedness Plan

The school sites maintain a complete, comprehensive emergency action plan delineated by statute and applied by the Bowmac software. Plans can be found at both school sites.

B. Earthquake Procedures

Earthquake procedures are addressed in the Emergency Action Plan (VII.A above) and as drilled.

C. Fire Prevention Program

The District maintains a fully automatic fire alarm system in accordance with the requirements of its insurer, the Schools Insurance Authority. The District also conducts fire drills in accordance with Section 32110 of the California Education Code.

VIII ENFORCEMENT OF THE SAFETY PROGRAM

A. Incentive Program None available

B. Disciplinary System Reference Employee Handbook and Board Policy

**Indian Diggings School
Heat Illness Prevention Plan**

**District address: 6020 Omo Ranch Road
Somerset, CA 95684**

Lead Administrator: Grant Coffin, Superintendent

Heat Illness Prevention contact: Grant Coffin, Superintendent

Heat Illness Prevention Elements

Heat illness results when the body's internal temperature system is overworked. These procedures are designed to assist the district in reducing the risk of heat related illnesses and to ensure that emergency assistance is provided without delay.

The elements reflected within this Heat Illness Prevention Plan are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

- * Provision of Water
- * Access to Shade
- * Training
- * Response to an Emergency

Provision of Water

Water is a key preventive measure to minimize the risk of heat related illnesses.

According to regulation 3395 (c), employees shall have access to potable drinking water (meeting the requirements of Sections 1524, 3363, and 3457, as applicable). Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Smaller quantities of water are allowed if effective procedures for replenishment during the shift are established to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

To ensure access to sufficient quantities of potable drinking water and to encourage the frequent drinking of potable water, the following steps will be taken:

- Administration will provide repeated reminders to employees to drink frequently and more water breaks will be provided.
- Working water fountains will be available and within close proximity at most job sites.
- Where water fountains are not easily accessible, the district will provide water bottles.

Access to Shade

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

3395 (d) Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

To ensure access to shade and a preventative recovery period at all times, the following steps

will be taken:

- During days of anticipated heat, jobs requiring outside exposure will be conducted early in the day. When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Indoor jobs where air conditioning is available will be conducted in the late morning or afternoon when the temperatures are higher.
- Employees will be reminded regularly to take rest breaks in shaded and cooler areas.

Training

Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.

3395 (e) (1) Employee training: Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- (A) The environmental and personal risk factors for heat illness;
- (B) The employer's procedures for complying with the requirements of this standard;
- (C) The importance of frequent consumption of small quantities of water when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- (D) The importance of acclimatization;
- (E) The different types of heat illness and the common signs and symptoms of heat illness;
- (F) 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;
- (G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- (H) 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;
- (I) The employer's procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Note: T8 CCR 3203(a)(3) requires that communication for employees shall be in a form readily understandable by all affected employees.

(e) (2) Supervisor training: Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- (A) The information required to be provided by section (e) (1) above.
- (B) The procedures the supervisor is to follow to implement the applicable provisions in this section.
- (C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

To ensure appropriate training, the following steps will be taken:

- Employee training will be conducted as the weather begins to warm and on a weekly basis during the hottest days and heat waves.
- District will prominently display heat illness prevention information in designated employee areas.
-

Communication

Real Time Communication - We will establish and use a system to readily communicate with our workers in the field. Stay alert to the weather by monitoring weather conditions throughout

the work shift at your specific work locations. Based on current weather information and worker input from the field, make the proper adjustments in your work practices, or summon emergency response personnel if necessary.

- To accomplish this, we have a supervisor or “designated person(s)” at the worksite with the authority to communicate and implement any measures necessary to address heat illness.
- We will account for the whereabouts of our crews at appropriate intervals throughout the work shift and at the end of the work shift.

Extra Measures During Heat Waves - Because of extreme environmental conditions during a heat wave, employees’ physical and mental condition can change rapidly into a serious medical condition. The onset of heat illness may be confused with other problems and may not always be obvious before it becomes life-threatening. Therefore, extra measures may be required to prevent and/or respond to heat illness.

- Stay alert to weather – make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other environmental factors. Use current weather information to make the appropriate adjustments in work activities throughout the workday.
- Workers who were previously fully acclimatized are at risk for heat illness during a heat wave because during a heat wave, the body does not have enough time to adjust to a sudden, abnormally high temperature or other extreme conditions.
- Co-workers will use a “buddy system” to watch each other closely for discomfort or symptoms of heat illness.
- Extra vigilance – real time communication and the “buddy system” account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.
- Additional water consumption – encourage employees to drink small quantities of water more frequently and have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable.
- Additional cooling measures – employees may use alternative cooling measures in addition to shade (i.e. air conditioned rooms, spraying themselves with water)
- Additional and/or longer rest breaks –employees may be allowed to take more frequent and longer breaks.
- Changing work scheduling and assignments – supervisors may need to put into place one or more of the following additional measures:
 - Start the work shift even earlier in the day or later in the evening.
 - Cut work shifts short or stop work altogether.
 - Reduce the severity of work by 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.

Emergency Response

To ensure that emergency medical services are provided without delay, the following steps will be taken:

- Administration and co-workers are encouraged never to discount any signs or symptoms they are experiencing and will immediately report them.

- Administration will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.
- In the event of an emergency, supervisor or lead will call 911 and give clear and precise directions to the work site.

To report any concerns regarding our district's heat illness plan contact: Grant Coffin, Superintendent