

Heat Illness Prevention Program Work Planning and Site Checklist – Required for Outdoor Work

Department/Group/Project: _____

Supervisor Name and Phone Number: _____

Worksite Location (specific enough for emergency response directions, use landmarks if needed):

Expected Temperature: _____

Checklist Completed by: _____ Date: _____

List the names of all employees covered on the back of this form. Access to training can be found on the [BLR website](#).

Drinking Water Availability: At least one quart (4 cups) required per employee per hour for the entire shift, i.e., an 8 hour shift requires 2 gallons per employee. Water must be fresh and suitably cool.

Plumbed water Water cooler provided Bottled water provided Other, describe below:

Plumbed drinking water is readily available to employees in most locations on campus from drinking fountains and water fixtures in buildings. Supervisors are to provide reusable water bottles or cups to employees if they're expected to utilize the fountains and fixtures. These containers must be marked and identified for individual use. If plumbed drinking water is not available at a worksite, supervisors shall develop written procedures and ensure they are implemented, so that water is provided in sufficient quantity (at least one quart per employee per hour for the entire shift). If water coolers are provided, the cooler must be marked as to the nature of its contents.

Shade: Shall be made available when the temperature exceeds 80° F by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when heat in the area does not allow the body to cool (e.g. sitting in a hot car). Employees are permitted and encouraged to take cool down rest breaks in the shade when they feel the need to do so and shall be monitored for signs and symptoms of heat illness.

Building structures Trees Temporary Canopy/Tarp Vehicle with A/C Other, describe below:

Shade provided by building structures and trees is readily available to employees in most locations on campus. If shade is not available at a worksite, supervisors shall develop written procedures and ensure they are implemented, so that enough shade is provided to accommodate the number of employees on recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working.

Emergency Medical Procedures: All employees must be able to provide clear and precise directions to the work site Cell phone service available If no cell service, describe emergency plan below:

If any signs or symptoms of heat illness are observed or reported (see “Symptoms and Signs of Heat Illness” on the [EH&S Heat Illness Fact Sheet](#)) immediate action commensurate with the severity of the illness shall be taken (such as, but not limited to, notifying a supervisor, first aid measures, emergency response measures). Any employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services. Campus phones and cellular service are both readily available around campus.

On-campus emergency response procedures for heat related illness:

- Dial 415-422-2911 for Public Safety dispatch or 911 for emergency medical help;
- Tell the dispatcher this is a heat related illness;
- Provide information on your exact location using maps and building information which are readily displayed around campus if necessary.
- Provide first aid to victim until emergency responders arrive.
- **Notify your supervisor and follow the HR guidance on reporting a workplace injury/illness available online at <https://myusf.usfca.edu/human-resources/workers-compensation>**

High Heat Procedures -- Required when temperatures expected to exceed 95° F:

If possible limit strenuous tasks to morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for sign of heat illness is required at all times. **A pre-shift meeting is required to review high heat procedures, encourage employees to drink plenty of water, and encourage employees to take their cool-down rest breaks every two hours and when they feel the need to do so.**

Direct supervision Buddy system Reliable cell or radio contact Other, describe below:

Acclimatization Methods and Procedures: All employees shall be closely observed by a supervisor or designee during a heatwave. A “heat wave” means any day in which the predicted high temperature for the day will be at least 80° F and at least ten degrees higher than the average high daily temperature in the preceding five days. Employees who have been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee’s employment.

First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness

Signs & Symptoms	Treatment	Response Action:
HEAT EXHAUSTION <ul style="list-style-type: none"> • Dizziness, headache • Rapid heart rate • Pale, cool, clammy or flushed skin • Nausea and/or vomiting • Fatigue, thirst, muscle cramps 	<ol style="list-style-type: none"> 1. Stop all exertion. 2. Move to a cool shaded place. 3. Hydrate with cool water. 	Initiate treatment. If no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heat stroke.
HEAT STROKE <ul style="list-style-type: none"> • Disoriented, irritable, combative, unconscious • Hallucinations, seizures, poor balance • Rapid heart rate • Hot, dry and red skin • Fever, body temperature above 104 °F 	<ol style="list-style-type: none"> 1. Move (gently) to a cooler spot in shade. 2. Loosen clothing and spray clothes and exposed skin with water and fan. 3. Cool by placing ice or cold packs along neck, chest, armpits and groin. 4. Do not place ice directly on skin. 	<p>Call 911 or seek medical help immediately.</p> <p>Heat stroke is a life threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!</p>

Other Notes – Employees covered (Attach other documents, maps, etc. as needed)

Outdoor workers impacted by the Heat Illness Prevention Standard include but are not limited to USF employees in the following departments/groups:

- Public Safety
- Special events staff
- Club Sports (referees, camp staff, lifeguards, facilities)
- Athletics
- Outdoor Adventures (outdoor programs, camps)
- Grounds
- Facilities
- Housing & Dining (facilities, grounds, outdoor catering)
- Field Researchers
- EH&S
- Parking & Transportation
- Construction/Project Managers
- Shipping/Material Handling

Related Resources

Emergency Medical Response: 911
 Public Safety Emergency Number: (415) 422-2911
 Weather Forecasts: www.wunderground.com or www.weather.gov
 Office of Environmental Health & Safety:
<https://myusf.usfca.edu/environmental-health-safety> or (415) 422-5884
 USF Heat Illness Prevention Program & Training Resources: <https://myusf.usfca.edu/environmental-healthsafety/heat-illnessprevention>
 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>