Section T1

Indoor Heat Illness Prevention Program *est. 9/26/24*

Purpose

This Indoor Heat Illness Prevention Program aims to protect SBCEO and district staff from the risks of heat illness in indoor work environments. In compliance with California Occupational Safety and Health Administration (Cal/OSHA) guidelines (California Code of Regulations, Title 8, section 3396), this plan establishes procedures to minimize heat-related risks, provide training, and ensure emergency response capabilities.

Scope

This program applies to all SBCEO facilities where employees or students are exposed to heat indoors, particularly in classrooms, offices, kitchens, or maintenance areas without adequate air conditioning or ventilation.

Responsibilities

1. Management:

- Ensure this program is implemented and maintained.
- Provide resources for monitoring indoor temperatures and addressing heat hazards.
- Ensure heat illness prevention plans are communicated to all staff.

2. Supervisors:

- Monitor indoor environments and ensure temperatures remain within safe limits.
- Ensure access to drinking water, cool-down areas, and rest breaks during hot conditions.
- Schedule work to minimize heat exposure, especially during peak heat times.
- Respond to heat illness incidents and ensure affected individuals receive immediate medical attention.

3. Employees:

- Participate in all training sessions related to indoor heat illness prevention.

- Recognize symptoms of heat-related illness and report any concerns to supervisors immediately.
- Take advantage of water and rest breaks as needed.

Heat Illness Risk Factors

Indoor heat-related illness can occur under the following conditions:

- Inadequate ventilation or air conditioning.
- High ambient temperatures combined with humidity.
- Physical activity levels that generate internal heat.
- Extended periods of exposure to heat without proper breaks or hydration.

Prevention Measures

1. **Temperature Monitoring:**
   Indoor temperatures must be regularly monitored in areas of concern. Action is required when indoor temperatures exceed 82°F, especially when combined with high humidity or physical labor.
2. **Access to Water:**
   Employees and students must have access to potable drinking water at all times. Water dispensers or fountains should be located in high-traffic areas.
3. **Rest Breaks and Cool-Down Areas:**
   - A cool-down area must be provided where employees can rest when feeling overheated. Cool-down areas should have sufficient ventilation, fans, or air conditioning, and be maintained below 82°F.
   - Employees are encouraged to take frequent breaks to prevent heat illness. At least one break per hour is recommended when temperatures are above 90°F.
4. **Ventilation:**
   Ensure proper ventilation and use fans or air conditioning to maintain indoor temperatures. If air conditioning is not available or inadequate, additional measures such as portable fans, increased hydration, and limiting physical activities should be implemented.
5. **Work Scheduling:**
   Supervisors should modify work schedules to limit exposure during peak heat conditions. This may involve rotating work tasks, rescheduling strenuous tasks to cooler parts of the day, or shortening the duration of heat exposure.

6. **Emergency Procedures:**
    - If an employee or student exhibits signs of heat illness (e.g., dizziness, fainting, headache, nausea), supervisors must take immediate action, including moving the individual to a cool area and providing water.
    - Emergency medical services must be contacted immediately if the individual shows signs of heat stroke (e.g., confusion, rapid breathing, loss of consciousness).

Training

1. **Employee Training:**
   All employees must receive training on the risks of indoor heat illness, including:
    - How to recognize heat-related symptoms (heat exhaustion, heat cramps, heat stroke).
    - The importance of hydration and taking regular breaks.
    - Procedures for accessing cool-down areas and seeking assistance.
    - Emergency response protocols in the event of heat illness.
2. **Supervisor Training:**
   Supervisors must receive additional training on:
    - Monitoring heat conditions and preventing overexposure.
    - Conducting risk assessments in areas prone to heat build-up.
    - Proper emergency response and treatment for heat-related illnesses.

Emergency Response

Recognizing Symptoms of Heat Illness:

- **Heat Cramps:** Muscle spasms, usually in the abdomen, arms, or legs.
- **Heat Exhaustion:** Headache, nausea, dizziness, weakness, irritability, thirst, heavy sweating.
- **Heat Stroke (medical emergency):** Confusion, fainting, seizures, very high body temperature, lack of sweating, rapid breathing.

Emergency Procedures:

1. Move the affected individual to a cool place immediately.
2. Call 911 if symptoms indicate heat stroke.

3. Provide water for hydration.
4. Apply cool compresses and monitor until emergency responders arrive.

Recordkeeping

- Records of all training sessions, temperature monitoring, and incidents of heat illness must be maintained for at least 3 years.
- Incident reports should include the location, date, and time of the illness, description of the individual's symptoms, and actions taken.

Program Evaluation and Updates

This Heat Illness Prevention Program will be reviewed annually to assess its effectiveness. Modifications will be made based on any new Cal/OSHA regulations or significant changes in indoor heat conditions within SBCEO facilities.

Heat Index Chart

The **Heat Index** combines air temperature and relative humidity to provide an accurate estimate of how hot it feels to the human body. The chart below can be used to determine the appropriate preventive measures and risk levels. The higher the heat index, the greater the risk of heat-related illness.

Temperature (°F)	Relative Humidity (%)	Heat Index (°F)	Risk Level	Recommended Actions
80–90°F	40–60%	80–90°F	Caution	Encourage hydration, provide rest breaks, monitor conditions.
91–103°F	50–60%	91–103°F	Extreme Caution	Mandatory rest breaks, cool-down areas, monitor for symptoms.
104–124°F	60–70%	104–124°F	Danger	Limit time indoors, emergency response readiness.
125°F and above	70% and higher	125°F and above	Extreme Danger	Cease non-essential work, immediate medical attention for any symptoms.

- **Caution:** Employees should be reminded to drink plenty of water and take frequent breaks when the heat index reaches 80°F or above.
- **Extreme Caution:** The risk of heat-related illness becomes more likely between 91–103°F. Access to cool-down areas, mandatory breaks, and hydration are essential.
- **Danger:** Temperatures in this range require a serious focus on limiting heat exposure. Staff must be vigilant for symptoms of heat illness.
- **Extreme Danger:** All non-essential work or activities should cease. Immediate action must be taken if anyone exhibits symptoms of heat illness.