

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

Department/Group/Project: UCB Facilities Services -

Supervisor Name and Phone Number: _____

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

Street Address: _____

Campus Building: _____

Attach a map of campus available at <http://www.berkeley.edu/map>

Expected Temperature: _____

Checklist Completed by: _____ Date: _____

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:

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:

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, the following actions will be taken: notify a Supervisor, offer first aid measures, emergency response measures. Employees exhibiting signs and symptoms shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or emergency medical services.

Campus Police 510-642-3333 or 911 – tell dispatch this is a “**heat related illness**”

Designated employee for emergency contact:

Transportation method: Ambulance Another employee/Supervisor transport

For remote locations, list employees on site trained in First Aid and verify that a [Field Safety Plan](#) is in place and available:

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:

List names of any new employees working in heat for less than 14 days that must be supervised at all times:

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. 	The most common type of heat illness. 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 coldpacks 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)

Blank area for notes and attachments.

Related Resources

Emergency Medical Response: 911
 Campus Police Emergency Number: 510-642-3333
 University Health Services Occupational Health Clinic: <http://www.uhs.berkeley.edu/> or 510-642-6891
 Weather Forecasts: <http://www.wunderground.com/> or <http://www.weather.gov/>
 Office of Environment, Health & Safety: <http://ehs.berkeley.edu/> or 510-642-3073
 UC Berkeley Field Safety Program: <http://ehs.berkeley.edu/field-safety>
 UC Berkeley Heat Illness Prevention Program & Training Resources: <https://ehs.berkeley.edu/field-safety/heat-illness-prevention-and-response>
 Cal/OSHA Heat Illness Information and Regulations: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>