



Administrative Policy

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Title: Heat Illness Prevention Program			
Administered By: Human Resources Department – Safety Division			
Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
07-13-2020	8/19/25	Signed by: Lori Sassoon F6039B40F6F94B8...	DocuSigned by: Jacob Ellis 8CB6AE0895944B4...

ARTICLE I - PURPOSE

Section 1.1 General Purpose

City of Corona employees working outdoor or indoor places where environmental risk factors for heat illness are present are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this procedure is to reduce the potential for heat illnesses by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

It is the policy of the City of Corona that any employee who works in the heat and all individuals who supervise these employees must comply with the procedures in this program and in the Injury and Illness Prevention Program.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

Issue Date 05-01-2015
Last Revised: 07-13-2020

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

- A. Acclimatization - Is a temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- B. Cool-down area - An indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. A cool-down area does not include a location where: environmental risk factors defeat the purpose of allowing the body to cool; or employees are exposed to unsafe or unhealthy conditions; employees are deterred or discouraged from accessing or using the cool-down area.
- C. Environmental risk factors for heat illness - Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- D. Heat Illness - A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.
- E. Heat index - A measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that takes into account the dry bulb temperature and the relative humidity Appendix A. For purposes of this section, heat index refers to conditions in indoor work areas. Radiant heat is not included in the heat index.
- F. Heat wave - Any day in which the predicted high outdoor temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit greater than the average high daily outdoor temperature for the preceding five days, for the purpose of this section only.
- G. High radiant heat area - A work area where the globe temperature is at least five degrees Fahrenheit greater than the temperature.

- H. High radiant heat source - Any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area five degrees Fahrenheit or greater than the dry bulb temperature of the cool-down area.
- I. Indoor - A space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoor are considered outdoor. EXCEPTION: Indoor does not refer to a shaded area and is used exclusively as a source of shade for employees.
- J. Personal risk factors for heat illness - Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
- K. Preventive recovery period - A period of time to recover from the heat in order to prevent heat illness.
- L. Shade - Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all City employees. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervisors and managers to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.3 Exemptions from Scope

N/A

Section 2.4 Authority

A Heat Illness Prevention Program is required under California Code of Regulations, Title 8, General Industry Safety Orders 3395 and California Code of Regulations, Title 8, General Industry Safety Orders, Section 3396. The City of Corona is required to comply.

ARTICLE III – ROLES AND RESPONSIBILITIES

Section 3.1 Roles and Responsibilities of City Departments

A. Human Resources Department, Safety Division:

1. Prepare and maintain a written program, which complies with the requirements of Cal/OSHA Title 8, 3395 and Cal/OSHA Title 8, 3396.
2. Assist departments by providing communication and training tools to potentially impacted employees and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear. Training and distribution of the written *Heat Illness Prevention Program* should be provided annually, as a refresher, prior to the start of the summer season.

B. Directors, Managers and Supervisors:

1. Identify all employees who are required to work outdoors/indoors where potential heat illness could occur.
2. Ensure that adequate water, shade, and necessary rest breaks are available at a job site when the environmental risk factors for heat illness are present.
3. Ensure that all affected employees have received proper training on heat illness prevention.
4. Ensure that the requirements in this program are followed.

C. Employees:

1. Comply with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions.

2. Ensure that they always have the appropriate amount of drinking water available when the environmental risk factors for heat illness are present.
3. Be familiar with shaded areas in your designated work area and throughout campus.
4. Report heat related illness symptoms to the supervisor
5. Be familiar with the signs and symptoms of heat related illness.

ARTICLE IV – PROGRAM REQUIREMENTS

Section 4.1 Procedure

A. Access to Water

1. Fresh, pure, suitably cool water will be provided to workers free of charge. Where drinking water is not plumbed or otherwise continuous it 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.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool. During hot weather or high indoor heat conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.
3. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift. The supervisor will remind workers to drink water throughout the shift.
4. All water containers will be kept in a 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 approved for potable drinking water systems, as shown on the manufacturer's label.
5. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage workers to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example and remind workers throughout the work shift to drink water.

B. Access to Cool-Down Areas for Indoor Places of Employment

1. Cool-down areas(s) will be located at designated areas close to the work area. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by engineering controls such as air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, and/or local exhaust ventilation.
2. The cool-down area(s) will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other. The supervisor will ensure there are enough seats in the cool-down area to accommodate the work crew.
3. Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

C. Access to Shade for Outdoor Places of Employment

1. Shade will be as close as practicable to the workers when the outdoor 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 a worker. Trees, canopies, umbrellas, and other temporary structures or devices may be used to provide shade. Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.
2. Enough shade will be available at the site to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be

- enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that the provided shade will be enough, we will rotate workers in and out of breaks, including meal periods, and recovery and rest periods, if the number of workers in the crew is higher than the number that can fit comfortably under the shade.
3. Workers will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.
 4. As crews move, shade structures will be relocated to be placed as close as practicable to the workers so that access to shade is provided at all times. To ensure this is done, the supervisor shall assign a worker the responsibility for moving the shade structures in each location or crew. All workers on a recovery, rest break, or a 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.
 5. Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday, as the shade moves.
 6. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection, such as utilizing existing permanent structures.

D. Temperature Assessment for Indoor Places of Employment

1. A thermometer or indoor air quality meter capable of measuring temperature will be used to monitor temperature or heat index in high-temperature indoor places of employment. For each high-temperature indoor place of employment,

- The Safety Division in collaboration with supervisors will determine the locations where temperature measurements will be made that will be representative of worker exposure. Monitoring instruments will be maintained according to the manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A.
2. The temperature or heat index will be measured and recorded by supervisors or their designee. It will include date, time, and specific location of all measurements. Workers and/or their union representatives will be provided the opportunity to be actively involved in the planning, conducting, and recording of measurements of temperature or heat index.
 3. Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit.
 4. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.
 5. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
 6. Workers and/or their union representatives will be provided the opportunity to be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace

E. Monitoring the Weather for Outdoor Places of Employment

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet (<http://www.nws.noaa.gov/>), calling the National Weather Service phone numbers (805-988-6610), 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 whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.
2. Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., 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). Any modifications to the hours of work or work schedules are subject to the requirements of the collective bargaining agreement.
 3. The supervisor will monitor the weather throughout the work shift to monitor an increase in outdoor 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 high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

F. Control Measures for Indoor Places of Employment

1. Control measures will be implemented when either of the following occurs:
 - a. Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
 - b. Indoor temperature is 82 degrees Fahrenheit or higher and workers are either wearing clothing that restricts heat removal, performing moderate to heavy work, or working in an area with high radiant heat.
2. Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal, performing moderate to heavy work, or working in high radiant heat areas). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard. If both feasible engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then personal heat-protective equipment will be provided.

3. The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:
 - a. Cooling fans or air conditioning
 - b. Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
 - c. Local exhaust ventilation at points of high heat production or moisture (such as exhaust hoods in laundry rooms)
 - d. Reflective shields to block radiant heat
 - e. Insulating/isolating heat sources from workers, or isolating workers from heat source
 - f. Elimination of steam leaks
 - g. Cooled seats or benches
 - h. Evaporative coolers
 - i. Dehumidifiers
4. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:
 - a. Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. For newly hired workers and unacclimatized existing workers, gradually increase shift length over the first one to two weeks.
 - b. Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
 - c. Schedule work at cooler periods or times of day, such as early morning or late afternoon. Any modifications to the hours of work

- or work schedules are subject to the requirements of the collective bargaining agreement.
- d. Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
- e. Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.
- 5. The following personal heat-protective equipment will be provided if feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness. This personal heat-protective equipment consists of special cooling devices that the worker wears on their body that can protect them in hot environments:
 - a. Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
 - b. Supplied air personal cooling systems
 - c. Insulated suits
 - d. Heat-reflective clothing
 - e. Infrared reflecting face shields

G. High Heat Procedures for Outdoor Places of Employment

- 1. High-heat procedures shall be implemented when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:
 - a. Effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
 - b. Observing employees for alertness and signs or symptoms of heat illness. The supervisor shall ensure effective employee observation/monitoring by implementing one or more of the following:
 - i. Supervisor or designee observation of 20 or fewer employees, or

- ii. Mandatory buddy system, or
- iii. Regular communication with sole employee such as by radio or cellular phone, or
- iv. Other effective means of observation.
- c. Designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
- d. Workers will be reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed. The supervisor will remind workers to drink water.
- e. Pre-shift meetings will be held and documented 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.

H. Emergency Response Procedures

1. Effective communication will be ensured by voice, direct observation, mandatory buddy system, or electronic means, such as cell phone, text, or two-way radio, and will be maintained so that workers can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then communication methods including cell phone, text, or two-way radio may be used for this purpose.
2. Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services. Manager will designate a supervisor or lead to ensure prompt communication in the case of language barriers.
3. To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices, such as cell phone, text, or landline phones. These communication devices will be checked prior to each shift to ensure that they are functional.
4. When a worker shows signs or symptoms of severe heat illness, Dial 911 to request emergency medical services. Steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression

to more serious illness. Under no circumstances will the affected worker be left unattended.

5. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
6. Workers and supervisors will be trained in these written procedures for emergency response.

I. Acclimatization

1. Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to:
 - a. The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven't been exposed for several weeks or longer.
 - b. New workers, those who have been newly assigned to a high-heat area, or employees returning from an extended absence will be closely observed for signs of heat illness by the supervisor or designee for the first 14 days. The supervisor or designee will maintain close visual observation and regular communication with workers about how they are feeling and any symptoms they may be experiencing.
 - c. The intensity of the work will be lessened during a two-week break-in period by using procedures 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 workers will be documented.

- d. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal, performing moderate to heavy work, or when a worker works in a high radiant heat area.
- e. Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

F. Training

1. Employee Training

Effective training in the following topics should be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- a) The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- b) The City's procedures for complying with the requirement of this standard, including, but not limited to, the City's responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employee's right to exercise their rights under this standard without retaliation.
- c) 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.
- d) The concept, importance, and methods of acclimatization pursuant to the City's procedures.
- e) The different types of heat illness found in Appendix B, 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.

- f) The importance of immediately reporting symptoms or signs of heat illness in themselves or in co-workers.
- g) The City's procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- h) The City'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 City's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed by emergency responders. These procedures include designating a person to be available to ensure that emergency procedures are invoked when appropriate.

2. Supervisor Training

Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

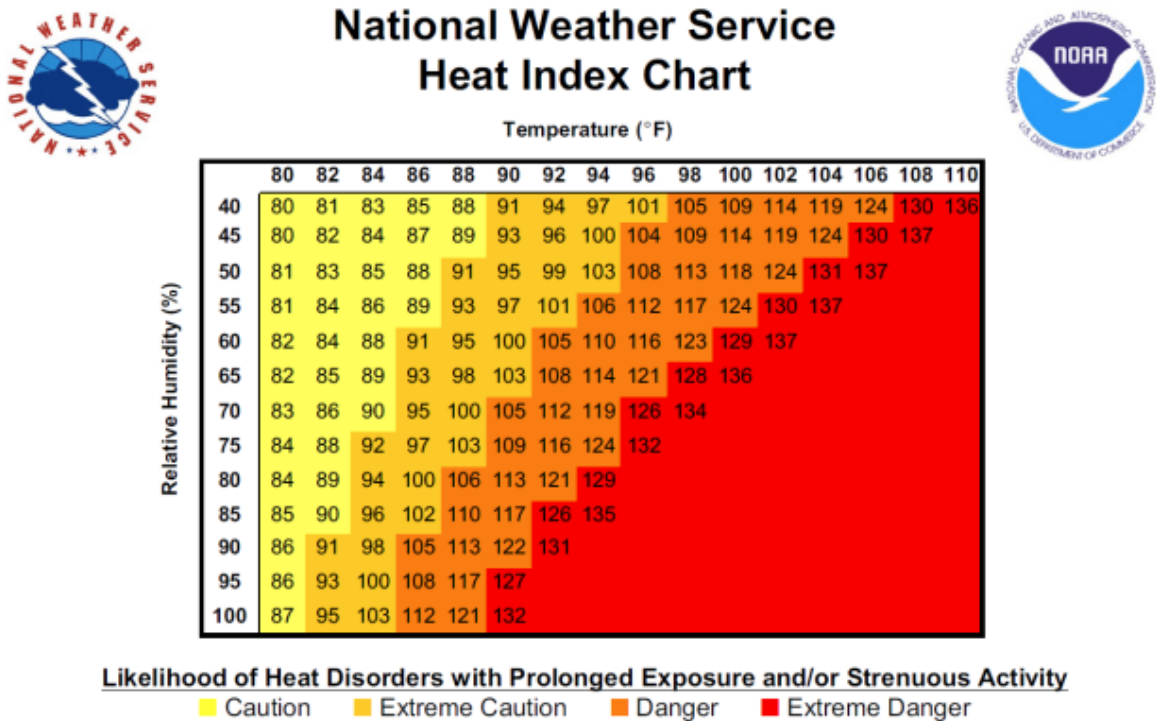
- a) The information required to be provided by (F)(1) above.
- b) The procedures the supervisor is to follow to implement the applicable
 - I. provisions in this section.
- c) The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures.
 - I. How to monitor weather reports and how to respond to hot weather advisories.

V. ATTACHMENTS

- A. Appendix A - Heat Index and Heat Illness Risk
- B. Appendix B - Heat Stress Fact Sheet

Appendix A - Heat Index and Heat Illness Risk

National Weather Service Heat Index Chart



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How to use Heat Index:

1. Locate on the **chart above** the current Air Temperature down left side
2. Locate the current Relative Humidity across the top
3. Follow across and down to find Apparent Temperature (what it feels like to the body)
4. Determine heat stress risk on **chart below**

Heat Illness Risk

Apparent Temperature	Heat Stress Risk with Physical Activity and/or Prolonged Exposure
80° to 90°	Exercise caution; dehydration likely if athlete fails to drink adequate fluids
91° to 103°	Exercise extreme caution: Heat cramps or heat exhaustion possible
104° to 124°	Danger: Exertional heat cramps or heat exhaustion likely, heatstroke possible
125° and up	Extreme Danger: Exertional Heatstroke highly likely

Appendix B Heat Stress Fact Sheet

High temperatures and humidity stress the body's ability to cool itself, and heat illness becomes a special concern during hot weather. There are three major forms of heat illnesses: heat cramps, heat exhaustion, and heat stroke, with heat stroke being a life threatening condition.

Heat Cramps

Heat cramps are muscle spasms which usually affect the arms, legs, or abdomen. Frequently they do not occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating and inadequate consumption of fluids or electrolytes. Although heat cramps can be quite painful, they usually do not result in permanent damage. To prevent getting heat cramps, drink one liter of an electrolyte solution for every three liters of water.

Heat Exhaustion

Heat exhaustion is more serious than heat cramps. It occurs when the body's internal air-conditioning system is overworked, but has not completely shut down. In heat exhaustion, the surface blood vessels and capillaries, which enlarge to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when you do not drink enough fluids to replace what you are sweating away.

The symptoms of heat exhaustion include: headache, heavy sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200bpm), and low to normal blood pressure.

Somebody suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down and have them checked by medical personnel.

Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids.

Heat Stroke

Heat stroke is a life-threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or the heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke - and to check for them anytime an employee collapses while working in a hot environment.

The early symptoms of heat stroke include a high body temperature (103 degrees Fahrenheit); a distinct absence of sweating (usually); hot red or flushed dry skin; rapid pulse; difficulty breathing; constricted pupils; any/all the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion, but more severe; bizarre behavior; and high blood pressure. Advance symptoms may be seizure or convulsions, collapse, loss of consciousness, and a body temperature of over 108 degrees Fahrenheit.

It is vital to lower a heat stroke victim's body temperature. Seconds count. Pour water on them, fan them, or apply cold packs. Call 9-1-1 and get an ambulance on the way as soon as possible.

Take these precautions to prevent heat-related illnesses:

- Condition yourself for working in hot environments. Start slowly then build up to more physical work. Allow your body to adjust over a few days.
- Drink lots of liquids. Do not wait until you are thirsty! By then, there is a good chance that you are already on your way to being dehydrated. Electrolyte drinks are good for replacing both water and minerals lost through sweating. Never drink alcohol and avoid caffeinated beverages like coffee and soft drinks.

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- Take frequent breaks, especially if you notice you are getting a headache or you start feeling overheated. Cool off for a few minutes before going back to work.
- Wear lightweight, light colored clothing when working out in the sun.
- Take advantage of fans and air-conditioners.
- With a little caution and a lot of common sense, you can avoid heat related illnesses.