



INDOOR HEAT ILLNESS PREVENTION POLICY

This policy will be updated soon pending new state guidance

PURPOSE STATEMENT

The City & County of San Francisco (City) has an obligation to provide a safe and healthy workplace for its employees. This Indoor Heat Illness Prevention Policy provides guidance to departments when indoor temperatures in their respective operations reach levels that may be unhealthy for employees.

LEGAL REQUIREMENTS

Cal/OSHA requires employers to maintain an Injury and Illness Prevention Program (IIPP) under the California Code of Regulations, 8 CCR, section 3203. Regulations specific to the prevention of indoor heat illness have not been formally adopted by the state but are available in draft form. The draft standards, while still subject to change, provide a set of procedures that have gone through extensive public scrutiny and are generally considered by public health officials to be appropriate for the prevention of indoor heat illness. This policy is based on the draft Cal/OSHA standards.

STATEMENT OF POLICY

Departments must identify essential functions consistent with their Continuity of Operations Plan (COOP). Decisions made that affect employee exposure to temperatures described in this policy guidance should be made in conjunction with essential functions. Departments are thus directed to consider critical employees needed to carry out the essential functions, whether they can schedule work earlier or later in the day, reduce work intensity or duration, and whether they can provide adequate “cool-down” areas consistent with this guidance. Departments that are unable to provide the administrative controls (such as those listed above) or engineering controls (such as fans, ventilation, shielding employees from sources of indoor heat) to maintain temperatures at required levels must be able to demonstrate why such controls are infeasible.

GENERAL DEPARTMENTAL REQUIREMENTS

Monitor Temperatures: Maintain the ability to measure indoor temperatures using thermometers freely exposed to the air, measure where employees are located, monitor the indoor temperatures, and act when indoor temperatures reach 82° Fahrenheit. When indoor temperatures reach 82° Fahrenheit, departments shall document temperatures throughout the day.

Water: Ensure that fresh drinking water is made available to employees free of charge. For those locations that are not plumbed or where water is not continuously supplied,

departments must provide employees with at least one quart per employee per hour during their shifts.

Prepare for Cool-Down Areas: Identify cool-down areas that can be maintained at less than 82° Fahrenheit for employees to access at all times when indoor temperatures reach 87° Fahrenheit. For departments without this capability, the department must determine whether to relocate employees to other buildings, reassign employees to perform appropriate functions within the department, or close the building and send employees home.

Learn To Spot Signs of Heat Illness: Communicate with employees on the signs and symptoms of heat illness. Managers and supervisors should be provided with information on how to spot signs of heat illness and trained on an annual basis. Managers and supervisors should monitor employees for signs of heat illness and take appropriate action when temperatures reach 82° Fahrenheit. Symptoms of heat stroke require immediate attention by calling 911. Symptoms include disorientation, changes in behavior, decreased level of consciousness, staggering, vomiting, or convulsions.

Attached to this policy is a document prepared by the Centers for Disease Control. The information describes the symptoms of different types of heat illnesses and recommended actions.

The Nurse Triage/Injury Hotline is also available if there are additional questions about heat illness or if someone is beginning to experience symptoms. Call 1-855-850-2249 for immediate advice from a registered nurse. The service is available 24/7.

Communicate with employees: Communicate with employees about how to access shade or air-conditioned space and encourage employees to drink water frequently when temperatures are expected to rise. When indoor temperatures reach 82° Fahrenheit, departments should encourage employees to take a cool down rest of at least five minutes.

LEAVE GUIDANCE

The City must remain open for business and continue to carry out its essential functions to the public. Should departments be unable to provide cool-down areas consistent with the emergency response procedures below, are unable to reassign non-critical employees to alternate locations that are cooler, or to approve telecommuting schedules consistent with the City's Telecommute Policy, employees may be sent home. In these situations, employees will continue to be paid for the remainder of their shift. In the event employees are instructed not to return to work for additional days, DHR will issue further leave and compensation guidance.

EMERGENCY RESPONSE PROCEDURES

Indoor Temperature	Actions
Below 82°F	No action needed
82-86°F	<p>Required:</p> <ul style="list-style-type: none"> • Communicate with employees on the signs and symptoms of heat illness • Provide a cool down area that is maintained below 82°F • Allow and encourage employees to take a preventative cool-down rest in a cool-down area when they feel the need to do so to protect them from overheating • If the outdoors is cooler, make sure employees stay in shaded areas • Ensure employees have access to adequate drinking water (at least 1 quart per employee per hour) and encourage employees to drink water frequently • Observe employees for signs of heat illness and ensure that they take cool down breaks or seek medical attention as appropriate (see addendum for more information on the signs of heat illness) <p>Recommended:</p> <ul style="list-style-type: none"> • Reschedule or limit strenuous work if possible • Relocate employees to cooler locations or allow telecommuting, consistent with the City’s telecommuting policy
87°F+	<p>Required (all of the above, plus):</p> <ul style="list-style-type: none"> • Record temperatures as soon as you suspect it is above 87°F and again during what is expected to be the hottest part of the day • Provide scheduled cooldown breaks every hour and/or provide Personal Protective Equipment to address heat <p>Recommended:</p> <ul style="list-style-type: none"> • Consider sending home non-critical employees
100°F+	<p>Recommended (all of the above, plus):</p> <ul style="list-style-type: none"> • Send home non-critical employees if relocation to a cooler area is not possible • Closely monitor remaining employees for signs and symptoms of heat illness