



**WALNUT VALLEY WATER DISTRICT**  
**271 South Brea Canyon Road**  
**Walnut, California 91789**

**PERSONNEL COMMITTEE MEETING**  
**Tuesday, February 13, 2018, at 9:00 a.m.**  
**Conference Room**

❖ **Chair** Director Hilden    ❖ **Member** Director Kwong    ❖ **Alternate** Director Ebenkamp

1. Public Comment
2. Injury Illness Prevention Program (IIPP) and Safety Committee Updates
  - A. Discussion
  - B. Committee Recommendation
3. Heat Illness Prevention Program
  - A. Discussion
  - B. Committee Recommendation
4. Recruitment/Organization Update (Verbal Report)
  - A. Discussion
  - B. Committee Recommendation
5. Other
6. Adjournment

***NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any committee meeting, please contact the General Manager's office at least 48 hours prior to the meeting to inform the District of your needs and to determine if accommodation is feasible.***

# WVWD – Staff Report



**TO:** Personnel Committee  
**FROM:** Director of Administrative Services  
**DATE:** February 13, 2018  
**SUBJECT:** Injury Illness Prevention Program (IIPP) and Safety Committee Policy Updates

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**Action/Discussion**

**Fiscal Impact**

**Resolution**

**Information Only**

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## **Recommendation**

That the Personnel Committee review and consider recommending that the Board of Directors adopt the proposed Injury Illness Prevention Program (IIPP) and Safety Committee policy updates in conjunction with policy recommendations made by the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA).

## **Background**

It is the regular practice of the District to periodically review and update the District various personnel and safety related policies to ensure that we have the most up-to-date provisions in place for the continued compliance with labor laws and safety regulations. Staff recently reviewed and updated the Safety/IIPP and Safety Committee policies to mirror the suggested language from ACWA/JPIA as well as ensure it is consistent with current District practice:

If adopted by the Board of Directors, the amended policies will be reviewed and distributed to all of the employees.

### *Attachments:*

- *Injury Illness Prevention Program*
- *Safety Committee Policy Updates*

# Walnut Valley Water District



## Injury Illness Prevention Program February 2018

# **WALNUT VALLEY WATER DISTRICT INJURY/ILLNESS PREVENTION PROGRAM**

## **PURPOSE**

The Injury/Illness Prevention Program (IIPP) is the employer's overall safety program. The purpose of the IIPP is to create an organized approach to employee accident prevention. The purpose of this section is to provide the ACWA/JPIA member with a water agency model that meets the requirements of Title 8 California Code of Regulations, Section 3203.

## **SCOPE**

Each member of the JPIA is expected to administer an effective IIPP. It is not necessary for each member to use this model, but it is desirable for all JPIA members to implement a program at least as effective as the model in this section.

# WALNUT VALLEY WATER DISTRICT INJURY/ILLNESS PREVENTION PROGRAM

## General Statement of Safety Policy

To our employees:

It is the policy of the Walnut Valley Water District to achieve the greatest practical degree of freedom from accidents and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual worker, often significantly changing his/her future, and frequently destroying the security of his/her family. They are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the Board of Directors that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing accidents and is expected to cooperate fully with the measures taken for safety.

Each employee has a responsibility to himself/herself for his/her safety, but likewise has a responsibility to his/her family, to his/her fellow workers, to his/her community, and to his/her employer.

In the performance of his/her duties, therefore, he/she shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of his/her work. The ideal in safe and efficient district operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury/Illness Prevention Program which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Every one stands to benefit, every one stands to gain. The cooperation of all employees in the District is expected. The results will be worth the effort.

Signed by,

*(Signature)*

\_\_\_\_\_  
Board President or General Manager

## **Responsibility**

The Injury/Illness Prevention Program (IIPP) administrator is the Safety/Risk Manager and he/she has the authority and responsibility for implementing the provisions of this program for Walnut Valley Water District.

### **Management:**

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Make a copy of the IIPP available to their employees; and
3. Provide the necessary leadership and resources to administer an effective program.

### **Supervisors:**

1. Responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP;
2. Know the program and providing the necessary leadership to insure its success;
3. Provide employees with necessary training; and
4. Be a good example.

### **Employees:**

1. Know the program and give it your total support;
2. Learn the hazards of your trade, and practice safe behavior; and
3. Help fellow employees to prevent accidents.

## Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all workers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing employees of the provisions of our IIPP;
2. Evaluating the safety performance of all employees;
3. Recognizing employees who perform safe and healthful work practices;
  - Quarterly safety drawings are held for all eligible field and office employees that do not have a work related injury caused by his/her own unsafe actions(s) , safety violation or chargeable accident within the past year. Winners receive an afternoon off with pay within the next year with pre-approval of their Supervisor.
4. Providing training to workers whose safety performance is deficient;
5. Disciplining workers for failure to comply with safe and healthful work practices; and
6. Applies to all workplace practices:and procedures requiring safe work practices.

## Communication

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one or more of the following items:

- New employee/worker orientation including a discussion of safety and health policies and procedures.
- Regular review of our IIPP.

- Workplace safety and health training programs.
- Safety meetings shall be scheduled quarterly, by the Safety Officer or as recommended by ACWA/JPIA and/or Cal-OSHA.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- Employees can anonymously inform management about workplace hazards by placing a notice in the suggestion boxes.
- A Safety Committee that is comprised of the General Employees Unit (GEU) and Management employees that:
  - meets at least quarterly;
  - prepares written records of the safety and health committees meetings;
  - reviews results of the periodic scheduled inspections;
  - reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents;
  - reviews investigations of alleged hazardous conditions; and
  - submits recommendations to assist in the evaluation of worker safety suggestions.

## **Hazard Assessment**

Periodic inspections to identify and evaluate workplace hazards shall be performed.

Periodic inspections are performed according to the following schedule and under the direction of the Safety Officer:

1. District offices and yard shall be inspected quarterly or more frequently if necessary.
2. District management in charge of Operations will ensure pump stations, reservoirs and well sites are inspected annually.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
4. When new, previously unidentified hazards are recognized;
5. When occupational injuries and illnesses occur;

6. When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist and any other effective methods to identify and evaluate workplace hazards.

### **Accident/Exposure Investigations**

The Safety Officer will oversee the following procedures for investigating workplace accidents and hazardous substance exposures including:

1. Visiting the accident scene as soon as possible and taking photographs of the accident site;
2. Interviewing injured employees and witnesses;
3. Examining the workplace for factors associated with the accident/exposure;
4. Determining the cause(s) of the accident/exposure;
5. Taking corrective action to prevent the accident/exposure from recurring; and
6. Recording the findings and corrective actions taken.

### **Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected in accordance with the following:

1. When identified through observation, accident/exposure investigations, hazard assessments, or hazard reports;
2. When an imminent hazard exists which cannot immediately be abated without endangering worker(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and

3. Actions planned, actions taken, and date the hazard is abated shall be documented on the appropriate forms (see the attached Hazard Assessment and Correction form and Hazard Correction Log).

### **Training and Instruction (Overseen by the Safety Officer)**

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program (IIPP) requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed. All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. To all new employees, except for those in construction who are provided training through a Cal/OSHA-approved construction industry occupational safety and health training program;
2. To all employees given new job assignments for which training has not been previously provided;
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
4. Whenever the employer is made aware of a new or previously unrecognized hazard;
5. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
6. To all employees with respect to hazards specific to each worker's job assignment.
7. General safety meetings shall be held monthly or as needed with mandatory attendance for all uniformed employees.
8. Field Supervisors shall conduct tailgate safety meetings at least every 10 working days.
9. Office Supervisors shall conduct departmental safety meetings at least every month to review and encourage safe work practices.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer's IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries;
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment;
3. Information about chemical hazards to which workers could be exposed and other hazard communication program information;
4. Availability of toilet, hand-washing and drinking water facilities; and
5. Provisions for medical services and first aid including emergency procedures.

In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

**List of Training Subjects (In no particular order):**

- The employer's Code of Safe Practices.
- Confined spaces.
- Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazard, including working around high voltage lines.
- Crane, manlift operations.
- Trenching, excavation, traffic control work.
- Asbestos Cement Pipe (ACP)

- CPR, AED, First Aid.
- Machine, machine parts, and prime movers guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Chainsaw and other power tool operation.
- Tree falling/bucking procedures and precautions, including procedures for recognizing and working with hazardous trees, snags, lodged trees, and unsafe weather conditions.
- Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
- Pipeline & infrastructure locating and proper use of locating equipment.
- Fall protection from elevated locations.
- Use of elevated platforms, including condors and scissor lifts.
- Driver safety including operating Class A vehicles.
- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.
- Respiratory equipment.
- Hazardous chemical exposures.
- Hazard communication.
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
- Laboratory safety.
- Bloodborne pathogens and other biological hazards.

- And any other job-specific hazards workers may encounter in the conduct of their work activities.

## **Recordkeeping**

We have taken the following steps to implement and maintain our IIPP:

1. Written documentation shall be kept in Human Resources, under control of the Human Resources Coordinator, of all safety inspections made to ascertain or identify unsafe conditions and work practices. Safety inspections shall include the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices
2. Written records shall be kept in Human Resources, under control of the Human Resources Coordinator, documenting the safety and health training for each employee and shall include the actual date the employee receives training, type of training received and the training provider. Follow-up testing of employee training shall be conducted to ensure the employee understands the training received.
3. Complete records of all accidents shall be kept by the Human Resources under control of the Human Resources Coordinator including full documentation of each accident, whether or not an injury occurs, and written evaluation of unsafe mechanical, physical or environmental conditions, unsafe acts by the injured employee or others contributing to the accident and the Safety Officer's appraisal and recommendation.

## **WALNUT VALLEY WATER DISTRICT EMPLOYEE SAFETY COMMITTEE**

### **PURPOSE:**

The Employee Safety Committee (Committee) will review accidents, injuries and potentially dangerous situations (including near misses) occurring or caused by District employees as determined by the Safety Officer and make recommendations and findings based on the review. The Committee findings shall be retained confidentially and released to outside third party(s) only with the consent of the employee and the General Manager. The General Manager will report as needed to the Board of Directors.

### **FUNCTION:**

The Committee will review vehicle accidents, incidents, and the Injury/Prevention Program (IIPP) to be sure it remains effective; make recommendations to correct, and if possible, eliminate unsafe working conditions, reduce vehicle and property damage accidents and employee injuries.

General safety inspections will be made by two (2) Committee members on a quarterly basis. The results of this inspection will be reported to the Safety Committee and follow-up items will be corrected in a timely manner under the direction of the Safety Officer. The Committee will evaluate employee safety suggestions, make recommendations, and verify corrective action is taken to remove/correct any unsafe condition. In addition, employees may at any time report an unsafe condition or hazard, to a Committee member, or anonymously, by depositing their comments in the Safety Suggestion Box located in the field crew lunchroom.

### **SCHEDULED MEETINGS:**

The Committee will meet on a quarterly basis. Meetings dates may be adjusted to allow for the timely review of the occurrence of an unsafe work condition, accident or employee injury. The Safety Officer will preside over all Committee meetings.

### **REVIEW PROCESS:**

An employee whose conduct becomes the subject of review by the Committee will be notified approximately 5 working days in advance of the Committee's regularly scheduled meeting date that a review of his or her conduct will take place by the Committee to allow the employee an opportunity to prepare an oral or written statement should the employee desire to do so. The employee may either personally appear before, or submit a written statement to the Committee prior to the scheduled meeting date. Should the employee require additional time in which to prepare a response, his/her request for an extension of time should be submitted two (2) working days in advance of the scheduled meeting date. Upon finding of good cause, the Committee may grant the employee a maximum extension of 10 working days, at which time a new review date will be scheduled and the employee so notified by Human Resources. Following conclusion of the review meeting, a copy of the notes relative to Committee's findings will be made available to the employee upon his/her written request.

### **FINDINGS:**

The Committee will determine whether a vehicle accident or incident is considered "at fault" to an employee and will advise the General Manager. An at-fault "incident" is an incident which is a result of an employee's actions which could have resulted in potential injury to him/herself or others due to the employee's neglect, carelessness, inattention to duties, or violation of safety rules or regulations. An at-fault "accident" is an accident that results in damage to property, injury, or death of an individual, due to the employee's neglect, carelessness, inattention to duties, or violation of safety rules or regulations and which could have reasonably been avoided.

# WVWD – Staff Report



**TO:** Personnel Committee  
**FROM:** Director of Administrative Services  
**DATE:** February 13, 2018  
**SUBJECT:** Heat Illness Prevention Program

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**Action/Discussion**

**Fiscal Impact**

**Resolution**

**Information Only**

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## **Recommendation**

That the Personnel Committee review and consider recommending that the Board of Directors adopt the proposed Heat Illness Prevention Program as recommended by the Association of California Water Agencies/Joint Powers Insurance Authority (JPIA).

## **Background**

In keeping with the District's ongoing commitment to its employee safety programs, staff works closely with JPIA to ensure that the District continues to follow recommended safety-related policies and updates. JPIA recently developed a model Heat Illness Prevention Program for its member agencies and recommended that the Districts develop similar programs for their respective employees. Although the District has historically maintained proactive efforts of providing training and hydration practices to field employees during periods of warmer weather, development and implementation of a documented policy helps to provide even greater clarity of the importance of ensuring continued safety practices in the workplace.

If adopted by the Board of Directors, a thorough review of the new program/policy will be conducted for all District field employees who may be subject to working in hot weather conditions.

*Attachment: Heat Illness Prevention Program*

# **HEAT ILLNESS PREVENTION PROGRAM**



**Walnut Valley Water District**

**February 2018**

# HEAT ILLNESS PREVENTION PROGRAM

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# HEAT ILLNESS PREVENTION PROGRAM

## I. Policy

It is the policy of the District to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness, and applies to all outdoor places of employment and other work environments, when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program (IIPP).

## II. Purpose

This program is to insure the health and safety of District employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace. The program follows the requirements of California Code of Regulations State Standard, Title 8, Chapter 4, Section 3395 - Heat Illness Prevention, and Title 8, Sections 1512, 1524, 3203, and 3400.

## III. Scope

Employees who work in outdoor places of employment, or who work in other environments 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 program 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.

## IV. Definitions

***"Acclimatization"*** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two-hours per day in the heat. (See XII. Acclimatization Procedures for details).

***"Heat Illness"*** means 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.

**"Environmental risk factors for heat illness"** means 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.

**"Personal risk factors for heat illness"** means 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.

**"Preventative recovery period"** means a period of time to recover from the heat in order to prevent heat illness.

**"Shade"** means 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 vehicle sitting in the sun does not provide acceptable shade to a person inside it, unless the vehicle is running with air conditioning.

## V. Responsibility

### A. Risk Management, Managers and Supervisors are responsible for:

1. Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur.
2. Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
3. Insuring that all affected employees are trained on heat illness prevention.
4. Ensuring that the requirements in this document are followed.

### B. Affected employees are responsible for:

1. Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
2. Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.

3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
4. Reporting heat related illness symptoms to the supervisor.

## VI. PROCEDURES

- All employees who work outdoors will receive heat illness prevention training.
- Supervisors and Lead personnel will monitor employees working outdoors and stay alert to the presence of heat related symptoms.
- Co-workers will use a buddy system to watch each other closely for discomfort or symptoms of heat illness.
- Supervisors and co-workers are encouraged to never discount any signs or symptoms they are experiencing, and will immediately report them.

## VII. PROGRAM REQUIREMENTS

### A. Water Consumption and Availability

**Water is a key preventative measure to minimize the risk of heat related illnesses.**

8 CCR 3395 (c) requires employees to have access to drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Water will be provided in sufficient quantity at the beginning of the work shift. The frequent drinking of water shall be encouraged.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, workers should consume at least two 500ml or two cups (16 ounces) of water before beginning work.

### **Procedures for Providing Potable Water:**

- The District's Safety Officer working in coordination with General Services staff will ensure the availability of drinking water to all District employees assigned outdoor work activities.
- Managers, supervisors, lead personnel and the District Safety Officer will encourage employees to take bottled water at the start of the work day. Employees will also be reminded to drink water often during the workday.
- Employees working outdoors will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the District).
- When the temperature equals or exceeds **80 degrees F** or during a heat wave, the supervisors and lead personnel will increase the number of water breaks, and will remind workers throughout the work shift to drink water.
- During employee training, the importance of frequent drinking of water will be stressed.

### **B. Shade/Rest Breaks**

CCR Title 8, Section 3395 (d) requires employees who may be suffering from a heat related illness and believe a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air, or provided with ventilation, or cooling. This cooling period should be **no less than 5-minutes**.

Such access to shade shall be permitted at all times. Cooling measures other than shade (e.g. use of misting machines) may be provided in lieu of shade, if it can be demonstrated that these measures are at least as effective as shade in allowing employees to cool.

## **Procedures for Providing Shade and Recovery Periods:**

- Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.

## **C. Identification/Weather**

### **Procedures for Monitoring the Weather:**

The District Safety Officer will coordinate efforts with Operations management to periodically check weather conditions and remind work crews of the importance of drinking water often during a high heat event.

When temperatures are forecasted to exceed 80 degrees (F), the District’s Safety Officer working in conjunction with Operations management will alert work crews of the high heat condition prior to the start of work and remind them of the need to stay hydrated throughout the work day.

## **D. High Heat/Heat Wave**

- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the Safety Manager and Operations Management will alert work crews of the high heat condition during the morning tailgate meeting and the need to reinforce heat illness prevention with emergency response procedures, and review the weather forecast with the workers. In addition, the Operations Management and/or lead personnel will institute alternative preventive measures such as provide workers with an increased number of water and rest breaks every 2 hours, supervise workers to ensure that they do stop work and take these breaks, and observe closely all workers for signs and symptoms of heat illness.

## **E. Acclimatization**

Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress, significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

### **Procedures for Acclimatization:**

- The District's Safety Officer will monitor the weather and in particular be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer. A heat wave is now defined as **at least 80 degrees F.**
- Operations Management and lead personnel will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- Operations Management and lead personnel will assign new employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, the supervisory and lead personnel will observe all employees closely (or maintain frequent communication via phone or radio), and be on the lookout for possible symptoms of heat illness. For the purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- The District's Heat Illness Prevention training for employees and supervisors will include the importance of acclimatization, how it is developed, and how these company procedures address it.

## **F. Emergency Procedures**

The Emergency Procedures Guide will be followed for those employees who are experiencing life threatening conditions as a result of a heat related illness. An appropriate number of employees per work location will be trained to render first aid as required by 8 CCR 3400 or 1512.

**See Appendix A, Heat Illness Action Plan, for signs and symptoms details**

### **Additional Procedures for Emergency Response:**

- When an employee is showing symptoms of possible heat illness, management, lead personnel or other available District personnel will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- The Districts heat prevention and response training for employees and supervisors will include a review of these written emergency procedures.

## Handling a Sick Employee:

- When an employee displays possible signs or symptoms of heat illness, a trained first aid employee, supervisor or lead worker or supervisor will check the sick employee, and determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers will need to be called. Do not leave a sick worker alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid employee, supervisor or lead worker is available at the site, call emergency service providers.
- Call emergency service providers immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker, place in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital!
- If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20-minutes away from a hospital, call emergency service providers and communicate the signs and symptoms of the victim .

## VIII. Employee and Supervisor Training

Training is the most important component of the District's Heat Illness Prevention Program, and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce the risk of heat related illness, and to assist with obtaining emergency assistance without delay.

### A. Training Requirements

Training in the following topics will be provided to all supervisory and non-supervisory employees in Operations[8 CCR 3395 (e) (1)]:

1. The environmental and personal risk factors for heat illness.
2. The procedures for complying with the requirements of this standard.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour (32 ounces), when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.

4. The importance of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
7. The procedures for responding to the symptoms if possible heat illness, including how emergency medical services will be provided if necessary.
8. The 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.
9. The 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, to emergency responders.
10. Supervisors and lead personnel will also be trained to recognize the dangers of heat illnesses. The training requirements are included, but not limited to topics listed under the training section of this program.

## **B. Levels of Training**

Training shall be provided for employees and supervisors working at locations where environmental risk factors for heat illness are present, as well as training for their respective supervisors.

### **Employees**

Before being assigned to a task where environmental factors are present for heat-related illnesses, employees will be trained in the following areas:

1. Environmental and personal risk factors for heat illness.
2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
3. The importance of pre/post work hydration and frequent consumption of small quantities of water, up to 4 cups per hour (32 ounces), under extreme conditions of work and heat.
4. Importance of acclimatization.
5. Different types, signs, and symptoms of heat illness.

6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in coworkers to their supervisor.
7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.

### **Supervisors of Affected Employees**

Supervisors or their designees are required to provide training on the following topics:

1. Information as detailed above in employee training requirements.
2. Procedures the supervisor shall follow to implement the provisions of this program.
3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

## APPENDIX A

### HEAT ILLNESS EMERGENCY ACTION PLAN

A copy of this procedure must be on location while working in the field.

**Drink water frequently and avoid soda, alcohol, and coffee.**

**If possible, provide shaded work area.**

**Establish rest breaks.**

**Have sufficient water on site at all times.**

#### Signs and Symptoms

<b>Heat Illness Symptoms:</b>	<b>Visible Warning Signs:</b>	<b>Early Warning Signs:</b>
Dehydration Dizziness Cramps Exhaustion Stroke Rash	High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness	Cramps Lack of Stamina Headache General Discomfort Dehydration

**Report all heat related illnesses to your supervisor.**

**In case of emergency Call 911.**

**Know your location and be able to direct emergency medical personnel in the event of an emergency.**

**Time is critical when responding to heat illnesses, so the following emergency facilities have been identified.**

**Hospital:** Pomona Valley Hospital Medical Center, 1798 N. Garey Ave., Pomona, 91767

**Occupational Health Center:** Pomona Valley Health Center, 3110 Chino Ave., Chino Hills 91709

**APPENDIX B**

**WALNUT VALLEY WATER DISTRICT**

**“HEAT ILLNESS PREVENTION ALERT”**

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: District Safety Officer

The National Weather Service (NWS) and/or National Oceanic & Atmospheric Administration (NOAA) have forecasted high temperatures (>80 degrees farenheit) in the San Gabriel Valley for the period of \_\_\_\_\_. As per the District Heat Illness Prevention Program please notify all work crews at the morning meet of each affected work day & throughout the day of the following guidelines:

- Employees shall be reminded to drink water prior to beginning work shift and to drink water often throughout the work day,
- Encourage workers to closely watch each other for signs of heat illness,
- Employee crews assigned physically exerting activities (hand excavating.....) shall periodically alternate tasks,
- Notify supervisor immediately anytime an employee shows signs of heat illness.

Supervisory staff is reminded that heat illness is 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 (fainting), and heat stroke. Please check on work crews throughout the day and follow the “Heat Illness Emergency Action Plan” (Appendix A of the Heat Illness Prevention Program) should an employee suffer a heat illness episode.