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## Heat Illness and Injury Prevention Plan

### **Purpose**

Hurt & Proffitt, Inc. recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Hurt & Proffitt, Inc. is firmly committed to the safety of our employees. We will strive to prevent workplace accidents and emergency situations, and are committed to providing a safe working environment for all employees.

This Heat Illness and Injury Prevention Plan is to establish procedures and provide information to ensure Hurt & Proffitt, Inc. employees are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others

The Safety Manager is responsible for keeping this plan updated.

### **Definitions**

**Acclimation:** The temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimation peaks in most people within 4 to 14 days of regular work for at least 2 hours per day in the heat.

**Heat illness:** Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, and heat stroke.

**Preventative recovery period:** A period of time to recover from the heat in order to prevent heat illness.


**Shade:** The blockage of direct sunlight. 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 the shade, which is to allow the body to cool.

### **Requirements**

All managers and supervisors are responsible for implementing and maintaining the Heat Illness Program for their work areas. All managers and supervisors will be training in preventing heat illnesses prior to supervising employees.

### **Provision of Water**

Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift. One quart of water shall be available for each employee per hour for drinking during the work shift.

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### **Access to Shade**

Employees will be provided with access to shade. Employees suffering from heat illness or believing 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. Such access to shade shall be permitted at all times.

### **Breaks**

Breaks must be taken at lengths and frequencies that increase as the heat index increases. Breaks should last long enough for personnel to recover from the heat. Break lengths depend on several factors including the heat index, the personnel's physical activity level, and their personal risk factors. The location of breaks also matters. Breaking in cooler locations allows personnel to resume work more quickly.

### **Control Measures**

For each work location in hot environments measures must be in place to control the effects of environmental factors that can contribute to heat related illnesses. The most common environmental factors are air temperature, humidity, radiant heat sources and air circulation.

Physical factors that can contribute to heat related illness shall be taken into consideration before performing a task. The most common physical factors that can contribute to heat related illness are type of work, level of physical activity and duration, and clothing color, weight and breathability.

Supervisors must ensure personal factors that contribute to heat related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. The most common personal factors that can contribute to heat related illness are age, weight/fitness, drug/alcohol use, prior heat-related illness, etc.

Each work site shall develop site specific procedures but shall include the minimum:

- Supervisors will provide frequent reminders to employees to drink frequently.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- Water levels shall be maintained so that there is water available at a rate of one quart per employee per hour.

Working hours will be modified to work during the cooler hours of the day, when possible.

When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.

Supervisors will continuously check all employees and stay alert to the presence of heat related symptoms.


Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.

Every morning, workers will be reminded about address and directions to the worksite to inform medical responders and emergency procedures.

All newly hired workers will be assigned a buddy or experienced coworker to ensure that they understood the training and follow the company procedures.

### **Training**

Supervisors and employees must complete training that covers:

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Hazards of working in the heat.

Types, symptoms and treatment of heat related illness and injuries.

Safe work practices and controls to prevent heat related incidents.

Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- The environmental and personal risk factors for heat illness;
- 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;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- 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;
- Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- 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;
- 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.

Supervisors will be trained in the heat illness emergency response procedures to prevent heat illness and procedures to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Communication for employees shall be in a form readily understandable by all affected employees.

All contractors, subcontractors, staffing companies, etc. employees (including temporary) working outdoors have been trained in heat illness prevention.