

Heat Related Illness Prevention Program

Contact: Director of Risk Management

1. Rogue Community College is committed to the safety of all employees regarding heat related illnesses. Rogue Community College is also committed to complying with all applicable federal, state and local health and safety codes and regulations. To ensure that all affected employees are provided with the necessary information and training, the following Heat Related Illness Prevention Program has been established. All affected employees of Rogue Community College will participate and comply with all sections of the Heat Related Illness Prevention Program. The written Heat Related Illness Prevention Program will be reviewed, updated and maintained by the Rogue Community College Risk Management Department. A printed copy of the program is available at the Risk Management office and online at www.roguecc.edu/riskManagement/occupationalSafety.asp.
2. The key requirements of the program are based on a set of numbers called the heat index – sometimes called the apparent temperature – published by the National Oceanic and Atmospheric Administration’s National Weather Service. There is a direct relationship between air temperature and relative humidity; the heat index indicates what the temperature feels like to the human body when relative humidity and the air temperature are combined. Oregon OSHA’s rules for preventing heat illnesses apply to workplaces whenever an employee is working and the heat index equals or exceeds 80 degrees Fahrenheit. More requirements apply (see High heat practices and Emergency medical plans, below) when the heat index exceeds 90 degrees Fahrenheit. Employees and supervisors can use the “OSHA-NIOSH Heat Safety Tool” App from any smartphone to determine the current and projected heat index at any location. A helpful tutorial for this app can be found at www.youtube.com/watch?v=T5VRI6_3XKc.
3. Potential Impacted Employees
 - a. Facilities Grounds
 - b. Facilities Maintenance
 - c. Outdoor Adventure Leadership Faculty
 - d. Shipping & Receiving
 - e. Outdoor Athletic Coaches
4. Key Requirements
 - a. Access to shade
 - i. RCC employees are instructed to go inside an RCC bldg. as needed to reduce heat exposure when the heat index equals or exceeds 80 degrees Fahrenheit. Shade is also available in numerous locations on each campus either by natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not discourage access or use.

- ii. The shade that is provided by RCC must:
 - 1. Be open to the air or have mechanical ventilation for cooling.
 - 2. Be located as close as practical to the areas where employees are working.
 - 3. Accommodate at least the number of employees on recovery, rest, or meal periods so they have room to sit.

b. Drinking water

- i. RCC must ensure that employees have an adequate supply of drinking water at all times and at no cost when the heat index is 80 degrees Fahrenheit or higher. RCC employees have access to water at all times by entering any RCC facility.
- ii. Enough drinking water must be available so that each employee can consume 32 ounces per hour.
- iii. Drinking water must be cool (66 to 77 degrees Fahrenheit) or cold (35 to 65 degrees Fahrenheit).
- iv. Drinking water packaged as a consumer product and electrolyte-replenishing drinks that do not contain caffeine – sports drinks, for example – are acceptable substitutes, but should not completely replace the required water.
- v. RCC is are not required to supply the entire quantity of drinking water for employees at the beginning of a shift; employers may begin the shift with smaller quantities of water if they have a procedure that ensures any water consumed during the shift will be replaced.
- vi. Cold water bottle fill stations are located in:
 - 1. RWC-CH Bldg.
 - 2. RWC-D Bldg.
 - 3. RWC-F Bldg.
 - 4. RWC-H Bldg.
 - 5. RWC-JO Bldg.
 - 6. RWC-SC Bldg.
 - 7. RWC-U Bldg.
 - 8. RWC-W Bldg.
 - 9. RWC-Welcome Center Bldg.
 - 10. RVC-Library
 - 11. RVC-B Bldg.
 - 12. RVC-HEC
 - 13. TRC-A Bldg.
 - 14. TRC-B Bldg.
 - 15. TRC-C Bldg.

- c. Supervisor and employee training
 - i. RCC must ensure that all employees – including new employees, supervisory, and nonsupervisory employees – are trained in the following topics utilizing online VectorSolutions (formerly known as SafeColleges) training modules, as well as topics within this program, before they begin work at sites where the heat index will be 80 degrees Fahrenheit or higher:
 1. The environmental and personal risk factors for heat illness, including the extra burden of heat caused by exertion, clothing, and personal protective equipment.
 2. The procedures for complying with the requirements of this standard, including the employer’s responsibility to provide water, daily heat index information, shade, cool-down rests, how to report symptoms of heat-related illness, and access to first aid, as well as the employees right to exercise their rights under this standard without fear of retaliation which are included in this program.
 3. The importance of frequent consumption of small quantities of water, up to 32 ounces per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
 4. The concept, importance, and methods of acclimatization explained below.
 5. The different types of heat illness, the common signs and symptoms of heat illness, and the appropriate first aid and emergency response to the different types of heat illness, including how heat illness may progress quickly from mild signs and symptoms to a serious and life-threatening condition.
 6. The importance for employees to immediately report to the employer, directly or through the employee’s supervisor, signs and symptoms of heat illness in themselves or in others.
 7. The effects of nonoccupational factors (drugs, alcohol, obesity, etc.) on tolerance to occupational heat stress.

- d. High heat practices
 - i. When the heat index exceeds 90 degrees Fahrenheit, RCC must implement the following additional high heat practices:
 1. Ensure that effective communication by voice, observation, or electronic means is maintained so that employees working at the site can contact a supervisor when necessary. Radios, cell phones and text messaging may be used for this purpose only if reception in the area is reliable. All impacted RCC employees are issued and required to carry a handheld radio while on duty on campus.

2. Ensure that employees are monitored for signs of heat illness, and whether medical attention is necessary, using one or more of the following:
 - a. Regular communication with employees working alone – by radio, cell phone, or other alternative means.
 - b. A mandatory buddy system.
 - c. Other equally effective means of observation or communication.
 3. Designate and equip one or more employees at each site who can call for emergency medical services. Any RCC employee has the ability to contact emergency medical services.
 4. Allow other employees to call for emergency services when designated employees are not immediately available.
 5. Ensure that each employee takes a minimum 10-minute preventive cool-down rest break in the shade or a cool building at least every two hours, regardless of the length of the shift, when working outdoors and the heat index exceeds 90 degrees Fahrenheit. When the heat index exceeds 100 degrees Fahrenheit, a 15-minute cool-down rest break must be allowed each hour.
 - a. The cool-down rest break can take place during any other meal or rest period required by policy, rule, or law if the timing of the break coincides with the required meal or rest period.
 - b. The cool-down rest break is a work assignment and employees must be compensated accordingly (unless the rest break coincides with an existing unpaid meal period).
 - c. The cool-down rest breaks are only required during the specified heat index.
 - d. Employees can perform “light” work such as paperwork if it can be conducted in a cool, temperature-controlled environment during the cool-down rest break.
- e. Emergency medical plan
- i. When the ambient temperature at a site exceeds the heat index of 90 degrees Fahrenheit, RCC will implement an emergency medical plan that complies with 437-002-0161, Medical and first aid, and includes procedures for:
 1. Responding to employees’ signs and symptoms of possible heat illness, including the use of first aid and how emergency medical services will be provided. If a supervisor observes or an employee reports signs or symptoms of heat illness, the supervisor must take immediate action appropriate to the severity of the illness.

- a. If a supervisor observes signs or an employee reports symptoms of heat illness, the employee must be relieved from duty and provided with a means to reduce body temperature.
 - b. If the signs or symptoms indicate severe heat illness – such as decreased consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions – immediately implement the emergency response procedures.
 - c. An employee exhibiting signs or symptoms of heat illness must be monitored and must not be left alone or sent home without being offered on-site first aid or provided with emergency medical services.
2. Contacting emergency medical services and, if instructed to do so by medical professionals, transporting employees to a place where they can be reached by an emergency medical provider.
 3. Ensuring that clear and precise directions to the site are provided to emergency responders so they can quickly find the affected employee.

f. Acclimatization

- i. RCC will utilize the effective acclimatization practices below that allow employees to gradually adapt to working at sites where the ambient temperature heat exceeds the heat index of 90 degrees Fahrenheit.
 1. Gradually increase exposure time in hot environmental conditions over 7 to 14 days.
 2. For new employees, the schedule should be no more than 20% of the usual duration of work in the hot environment on day 1 and no more than a 20% increase on each additional day.
 3. For employees who have had previous experience with the job, the acclimatization regimen should be no more than 50% of the usual duration of work in the hot environment on day 1, 60% on day 2, 80% on day 3 and 100% on day 4.
 4. The time required for non-physically fit individuals to develop acclimatization is about 50% greater than for the physically fit. Acclimatization can be maintained for a few days of non-heat exposure.
 5. Absence from work in the heat for a week or more results in significant loss in the beneficial adaptations leading to an increased likelihood of acute dehydration, illness, or fatigue. This can be regained in 2 to 3 days upon return to a hot job.