

# UCSB Outdoor Heat Illness Prevention Program Compliance Checklist

Department/Unit: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Applicability</b>			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>
Do employees perform work outdoors, or in indoor areas where Heat Illness is likely to occur?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , stop. Heat Illness Prevention Program not required.
<b>Training</b>			
Have employees and supervisors received documented Heat Illness Prevention Training?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure employees receive documented Heat Illness Prevention Training (available on UCSB Learning Management Center).
Have employees and supervisors reviewed the UCSB Heat Illness Prevention Program Manual?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , direct individuals to review the UCSB Heat Illness Prevention Program Manual.
<b>Water</b>			
Do employees have access to sufficient drinking water? (At least one quart per employee per hour for drinking for the entire shift.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop and implement procedures for providing access to sufficient drinking water.
<b>Cool-down Breaks and Shade</b>			
Are employees who take preventative cool-down breaks monitored and asked if they are experiencing symptoms of heat illness, and if so, encouraged to remain in shade until all signs or symptoms of heat illness are abated?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , employees shall be encouraged to remain in the shade until any signs or symptoms of heat illness have abated (no less than 5 minutes in addition to the time needed to access the shade).
Do employees have access to shade when temperatures exceed 80F? (Shade means the blockage of direct sunlight. Shade is not considered adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool (e.g. sitting in a hot car). Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions, or discourage its use.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop and implement procedures to ensure shade is provided.
<b>Heat Illness Prevention Plan</b>			
Do employees perform outdoor work off-campus, or in other areas not adequately covered by the UCSB Campus Heat Illness Prevention Plan?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>yes</b> , develop Worksite Specific Heat Illness Prevention Plans using the worksheet provided by EH&S.
Have employees covered by the Heat Illness Prevention Plan review it, and been trained on its procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure employees review the Heat Illness Prevention Plan and are properly trained on its procedures.

UCSB Heat Illness Checklist

<b>Work Scheduling and Acclimation</b>			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>
Do supervisors monitor weather conditions, and when possible schedule outdoor work during cooler times of the day to reduce the risk of heat illness?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure supervisors monitor weather conditions and scheduling work appropriately.
Are employees given time to acclimate to their environment? (Gradually exposed to regular working conditions for a least four to fourteen days for at least two hours per day in the heat.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to ensure employee(s) are acclimated prior to performing strenuous work in heat.
Are employees closely observed by a supervisor or designee during a heat wave (any day in which the predicted high temperature for the day will be at least 80F and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days)?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to closely observe employees during a heat wave.
Are employees who have been newly assigned to a high heat area closely observed by a supervisor or designee for the first 14 days of the employee's employment?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to closely observe employees during the first 14 days of their employment.
<b>Emergency Medical Procedures</b>			
If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, are there procedures in place to ensure appropriate first aid or emergency response is provided?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop first aid and emergency response procedures. <b>Special procedures may be necessary for remote/off-site workers.</b>
Are there established procedures for ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor or emergency medical services 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. If an electronic device will not furnish reliable communication in the work area, the supervisor shall ensure other means of summoning emergency medical services are available.)	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop effective communication procedures. <b>Special procedures may be necessary for remote/off-site workers.</b>
Are there established 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?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures. <b>Special procedures may be necessary for remote/off-site workers.</b>
Are there established 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? These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures. <b>Special procedures may be necessary for remote/off-site workers.</b>
Have employees been trained on these procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , train employees on Emergency Response Procedures.

UCSB Heat Illness Checklist

<b>High Heat Procedures</b> (only required for agricultural, construction, landscaping and transportation workers when temperatures exceed 95° F)			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>
Do employees perform agricultural work, construction, landscaping, or transportation and loading/unloading of heavy goods?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>yes</b> , High Heat Procedures must be implemented when temperatures exceed 95° F. (See High Heat Procedures section below.) If <b>no</b> , High Heat Procedures not required to be implemented but are recommended to be used as needed to ensure employees' safety.
Are pre-shift meetings held 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?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , conduct pre-shift meeting as necessary.
Are employees monitored by implementing one or more of the following: a) Supervisor or designee observation of 20 or fewer employees, or b) Mandatory buddy system, or c) Regular communication with sole employee such as by radio or cellular phone, or d) Other effective means of observation.	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , develop procedures to closely monitor employees when temperatures exceed 95°F.
Are one or more employees on each worksite designated as authorized to call for emergency medical services?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure one or more employees are designated as authorized to call for emergency medical services.
Are employees reminded to drink plenty of water throughout the work shift?	<input type="checkbox"/>	<input type="checkbox"/>	If <b>no</b> , ensure employees are reminded to drink plenty of water.
<b>Notes</b>			