

# CVMA Guide to Cal/OSHA Compliance

Sample Workplace  
Health & Safety Plan

**<PRACTICE NAME> will maintain a safety and health program conforming to the laws of this state. The personal safety and health of each employee of this practice is of primary importance. Prevention of occupationally-induced injuries and illnesses will be given the highest priority. This document details how this practice will ensure the workplace safety and health of its employees and includes the following components:**

**Injury/Illness Prevention Program**

**Emergency Action Plan**

**Fire Prevention Plan**

**Hazard Communication Program**

**Workplace Violence Prevention Plan**

**Other Applicable Cal/OSHA Requirements**

# Written Injury/Illness Prevention Program (IIPP)

## Policy Statement

It is the policy of this practice to fully comply with Labor Code 6401.7 and the General Industry Safety Order. This IIPP Policy was written with the California Code of Regulations, Title 8 Section 3203.

Business Name: <PRACTICE NAME>

Owner: <OWNER NAME>

Address: <ADDRESS>, <CITY>, <STATE>, <ZIP>

Telephone Number: <PHONE NUMBER>

*The has instituted and will administer a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees. The health and safety of the individual employee takes precedence over all other concerns. Our goal is to prevent accidents, personal injury and occupational illness and to comply with all safety and health standards.*

*Our system for identifying, evaluating, and preventing occupational safety and health hazards includes the following:*

- 1. Identification of a person or persons with the authority and responsibility to administer our safety program.*
- 2. Establishment of a system for ensuring employee compliance with our safety program.*
- 3. Establishment of a "readily understandable" employee/employer communication system, including review of reports by employees of potential and real hazards or concerns.*
- 4. Scheduled periodic inspections of general work areas and specific work stations.*
- 5. Investigation of all occupational injury or illness.*
- 6. Correction of all unsafe work practices, procedures or conditions when they are identified.*
- 7. Providing hazard/safety training to all employees at all appropriate times.*
- 8. Development and enforcement of a written "Code of Safe Practices." The Code of Safe Practices will be reviewed and updated as necessary.*
- 9. Maintenance of all applicable written records for at least the minimum times required. (Records for employees who have terminated employment before working a full year may be given to the former employee.)*

## **Section I: IIPP Safety Coordinator**

### **IIPP Safety Coordinator**

The following persons have the authority and responsibility for implementing and maintaining our Injury/Illness Prevention Program (IIPP). The IIPP Safety Coordinator is responsible for overall management and administration of the IIPP. Each Supervisor is responsible for maintaining the IIPP in their area. A copy of the IIPP shall be available from the IIPP Safety Coordinator. Questions regarding the program should be directed to the IIPP Safety Coordinator or Supervisor.

**IIPP Safety Coordinator: <IIPP SAFETY COORDINATOR>**

**IIPP Alternate Safety Coordinator: <IIPP ALTERNATE SAFETY COORDINATOR>**

SAMPLE

## Section II: Employee Compliance System

### Policy

The IIPP Safety Coordinator is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and other lead personnel are expected to enforce the rules fairly and uniformly.

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring compliance with these practices includes the following:

- Informing workers of the provisions of our IIPP.
- Informing workers where our IIPP can be accessed and reviewed.
- Evaluating the safety performance of all workers.
- Providing training to employees whose safety performance is deficient.

### Incentives

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews. In addition, the following incentives may be offered:

1. Verbal Commendation (with memo to employee file).
2. Written Commendation.
3. Awards for no injuries, occupational illnesses or safety violations for periods exceeding six months of full-time equivalent work time.

### Disciplinary Procedures

POSSIBLE CONSEQUENCES: In accordance with our at-will employment policy, employment may be discontinued at will, at any time, by either party, with or without cause or advance notice. Therefore, the following disciplinary procedures are advisory and not binding on the employer. At the employer's discretion the employee may be:

1. Given a written or oral warning; and/or
2. Required to undergo additional or repeat training; and/or
3. Suspended from duty without pay; or
4. Discharged from employment.

### Employer's Rights

The employer reserves the right to impose any rules or take any disciplinary action as deemed appropriate.

Nothing in this policy is meant to or should be construed to alter our at-will employment relationship.

## **Section III: Employee Communication System**

### **Employee communication on safety topics**

In accordance with standard requirements, this practice has established a system that will allow effective communication with employees on safety matters. The following is our system of communication, designed to facilitate a continuous flow of two-way (employer/ management and employee/ workers) safety and health information in a form that is readily understandable to and between all parties.

Methods of employer-to-employee communication on safety topics include:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- A system for workers to anonymously inform management about workplace hazards without fear of reprisal
- Direct communication from supervisors to employee or from employer to employee.
- Routes memos or emails.
- Informal / spontaneous training.
- Posted or distributed safety information written in an effective manner and including language translation when appropriate.
- Notes taken at monthly staff meetings.
- Monthly staff meetings.
- Workplace specific safety and health training.
- Follow-through by supervision to ensure effectiveness.

### **Methods of informing employees of new hazards**

At least one of these methods shall be used to inform employees of new hazards when they are introduced in our practice.

Employees have been advised that safe work conditions and practices and required personal protection equipment are mandatory as indicated by our training program and our Code of Safe Practices. Descriptions of safe working conditions, practices, and required personal protection equipment are included in initial and subsequent training.

Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

Employees have been advised that there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion or complaint about a safety-related matter.

The results of the investigation of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or shall be posted on appropriate bulletin boards.

## **Section IV: Inspections (Hazard Assessment)**

### **Hazard Assessment**

The IIPP Safety Coordinator or Alternate IIPP Safety Coordinator will conduct periodic inspections to identify workplace hazards, and to verify compliance with our Code of Safe Practices and other safety requirements:

- When our Injury and Illness Prevention Program is first established
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- 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
- Whenever workplace conditions warrant an inspection.

### **Periodic Inspections**

Periodic inspections shall consist of a visual exam of the work area and interviews of employees. We will utilize our Code of Safe Practices and the Inspection Checklist (CVMA Form 9) while conducting the inspections to help ensure that safe work conditions are maintained. The CVMA Form 9 will be used to document these inspections. The results of the inspection will be summarized on IIPP (CVMA Form 8), which includes a system of prioritization and correction completion date.

Inspection documentation will be maintained in the Cal/OSHA section of our filing system in the folder labeled "Inspections."

## **Section V: Injury/Illness Investigation**

It is our policy to investigate accidents, occupational injuries or illnesses, and unusual occurrences.

The purpose of this investigation is to find the cause of an injury, illness or incident and to prevent similar occurrences in the future, not to place blame.

### **Procedure to investigate occupational injury or occupational illness**

- Our IIPP Safety Coordinator, or a supervisor assigned to the investigation by the IIPP Safety Coordinator, shall conduct the investigation.
- The investigation shall be conducted as soon as possible after the incident, but no later than 48 hours after the incident is reported to management.
- All involved individuals and witnesses shall be interviewed. Interviews shall be conducted as privately as possible and shall be done individually.
- The site of the incident shall be inspected for unsafe conditions or hazards that may have contributed to the incident. If possible, the injured employee will be interviewed at the site of the accident. We will use sketches, diagrams or photos if indicated and document measurements when appropriate.
- If the facts of the incident are unclear or if there is any element of controversy, we will take signed statements from all employees involved and from witnesses.
- Injury and Illness Investigation documentation shall be kept for a minimum of one (1) year.
- Appropriate measure shall be taken to prevent a recurrence of the accident/exposure and appropriate additions shall be made to our Code of Safe Practices.

### **Documentation**

Injury and Illness Investigation documentation shall be kept for a minimum of one (1) year.



## Section VI: Correcting Unsafe Work Conditions or Practices

### Procedures

- When an unsafe work condition, practice or procedure is observed, discovered, or reported, it shall be documented on CVMA Form 8 – Inspection Summary and Action Plan. The specific hazard or work practice will be listed. Corrective measures shall be determined and listed on the form. Appropriate corrective measures shall be taken in a timely manner. A priority shall be assigned to corrective measures, which will reflect the severity of the hazard or unsafe practice.
- If the hazard involves equipment that can be removed from service, this shall be done. A tag shall be attached identifying the equipment as defective and not to be used.
- Employees will be notified of the hazard and interim protective measures taken until the hazard is corrected. This notification will be accomplished by memo, individual communication, at staff meetings or by other means that may be appropriate. Unsafe work practices will be pointed out to the involved employee. If the unsafe work practice is in violation of our Code of Safe Practices, appropriate disciplinary measures shall be taken. An appropriate addition shall be made to our Code of Safe Practices when necessary.
- If an imminent hazard exists that cannot be immediately abated without endangering employees, all exposed employees shall be removed from the area except those needed to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. If required safeguards are not available, our Emergency Action Plan shall be implemented. Employees may not enter an imminent hazard area without appropriate protective equipment, training, and the prior specific approval of the IIPP Safety Coordinator or designee.

## **Section VII: Training**

### **Policy**

It is our policy and the responsibility of the Safety Coordinator to provide training in the following circumstances:

1. When the IIPP is first established;
2. To all new employees / workers;
3. To all employees / workers given new job assignments for which training has not previously been received;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. For Supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. Whenever a new Cal / OSHA program or plan that applies to veterinary practice is instituted.

### **Training Program**

Our training program includes (but is not limited to):

- Our IIPP, Code of Safe Practices, emergency action plan, fire prevention plan, hazard communication program, zoonotic disease prevention program, and other Cal/OSHA required components for our practice. and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Workplace hazards specific to our practice such as general sanitation and housekeeping, safe lifting, ergonomics, slip, trip and fall, bite and scratch avoidance, safe animal handling, and others.
- Use of appropriate clothing and personal protective equipment.
- The rights and responsibilities of both employer and employees in maintaining a safe work environment.

### **Documentation**

Documentation of training is maintained on forms maintained in the Cal/OSHA section of our filing system in a folder labeled "Training."

Training-related documents shall be maintained for a minimum of one (1) year. Training records of employees who have worked for less than one (1) year may be provided to the employee upon termination of employment and may not be retained beyond the term of employment.

## **Section VIII: Recordkeeping**

### **Inspection Recordkeeping**

Our practice has taken the following steps to implement and maintain our IIPP.

### **Safety & Health Training Recordkeeping**

Our practice has fewer than ten employees and maintains a log of instructions (CVMA Form 6) provided to employees with respect to hazards unique to their job assignments when first hired or when they are assigned new duties.

Our practice retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment.

These records will be maintained in the Cal/OSHA area of our filing in sections titled "Safety Inspections" and "Safety Training".

SAMPLE

## Code of Safe Practices

### Code of Safe Practices

1. Report all unsafe conditions and accidents to Supervisors or the Safety Coordinator.
2. No one under 18 years of age may be involved in taking radiographs. Pregnant individuals should also avoid radiation exposure.
3. X-ray monitoring badges are to be worn whenever you are involved in taking radiographs.
4. Do not handle or restrain animals if you are not trained or feel uncomfortable with a particular animal.
5. Clean up fecal material, urine and other material on the floor that may cause slipping and falling as soon as possible.
6. Clean up all spills immediately. Refer to the appropriate SDS for specific hazards and procedures. Kitty litter may be used as an absorbent in many cases.
7. No food or drink are permitted in areas where medications or medical equipment are located, or where medical procedures are taking place.
8. Appropriate footwear in good condition shall be worn on the premises.
9. No smoking shall be permitted in the building.
10. Electrical cords shall be protected from moisture, foot traffic and animals.
11. Only authorized personnel shall operate autoclaves, X-ray equipment, anesthetic machines, and other devices that require training for safe and proper use.
12. Only trained and identified employees may attempt to respond to fire or other emergencies.
13. Safety devices on equipment shall not be circumvented.
14. When lifting heavy objects, the large muscles of the legs shall be used instead of the smaller back muscles. Request assistance when necessary.
15. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety of employees shall be prohibited.
16. Gloves are to be worn when: changing radiographic solutions or hand processing radiographs, bathing and treating animals with insecticides, administering Brucella or contagious ecthyma vaccine, handling animals suspected of harboring zoonotic agents.

# Emergency Action Plan (EAP)

## Procedures

**EAP Safety Coordinator: <EAP SAFETY COORDINATOR>**

**EAP Alternate Safety Coordinator: <EAP ALTERNATE SAFETY COORDINATOR>**

This Emergency Action Plan (EAP) was written to comply with the California Code of Regulations, Title 8, Section 3220.

In the event of an emergency, the following procedure shall be initiated:

1. Escape Procedures – Evacuation: If it is necessary to evacuate the building, all employees shall leave the building using the nearest exit and meet at/in the . If this area is inaccessible, meet at/in . See floor plan for location of exits and exit routes.
2. Critical Operations – Shut Down: We do not have any critical operations that require special action before evacuations. If necessary, after the initial emergency has passed, veterinarians on duty, registered veterinary technicians on duty, and other necessary personnel shall remain to help close down the practice. The Supervisor who will oversee the close down shall be , or the senior veterinarian on duty. If none are present, the senior supervisor present shall assume this duty.
3. Roll Call – Do not leave the assembly area without checking with your supervisor or the EAP Safety Coordinator or senior staff member present. This procedure will enable us to account for all employees. The EAP Safety Coordinator or senior staff person present will be responsible for notifying emergency responders of missing employees.
4. Rescue and Medical Duties (Medical Service and First Aid) – We have not designated specific individuals to provide CPR or first aid because emergency treatment is readily available by dialing 911.
5. Reporting Emergencies (Alarm system) – Notify your immediate supervisor or the EAP Safety Coordinator. Direct voice communication is our preferred means of communication, but our telephone intercom may also be used. Our primary employee alarm system shall consist of direct voice communication also. We will use our telephone intercom system or public address system as appropriate to inform employees of an emergency situation. Air horn/whistle option: For extreme emergencies such as fire, an air horn or whistle shall be used to notify employees.
6. EAP Safety Coordinator – is available if employees have questions or comments on this practice's Emergency Action Plan.
7. Notifying Practice Owner: If <NAME> , is not on the premises at the time, the senior supervisor on duty shall immediately call him/her at and/or at . Every effort shall be made to contact him/her as soon as possible if he/she cannot be reached at either of these numbers.
8. Fire Extinguishers: shall be trained and authorized to use fire extinguishers. Fire extinguishers are operated by pulling the pin that blocks the trigger of the unit, pointing the nozzle at the base of the fire and pulling the trigger. The spray should be directed at the base of the fire in a back and forth motion. Attempts to put out small fires may be made by supervisors. If the fire cannot be controlled, evacuate the building as detailed above.
9. Employee Emergency Contact Information: A list of home telephone numbers and emergency contact information (names and phone numbers) for employees is kept in the .
10. Patient Evacuation: Under no circumstances are employees to attempt to rescue patient animals when an evacuation is required. Only trained emergency responders shall make rescue attempts at this time. Employees may assist trained emergency responders by taking charge of the animals once they have been removed to a safe location. The Safety Coordinator or senior staff member present shall report to emergency responders the status of all employees present and once all employees are accounted for, emergency responders may be asked to attempt the rescue of patient animals.
11. Patient Contingency Plan: In the event that we are unable to care for patients left in our charge, we shall attempt to contact the client or the client's agent and make arrangements to have the patients removed from the premises. If this is not possible or the patient requires continued medical treatment, we will attempt to move the patients to nearby veterinary facilities: .

**Additional procedures, if any, include:**

- Meet outside in orderly fashion

SAMPLE

# Fire Prevention Plan (FPP)

This Fire Prevention Plan (FPP) was written to comply with the California Code of Regulations, Title 8, Section 3221.

## Potential Fire Hazards, Ignition Sources & Housekeeping

### Potential Fire Hazards

Potential fire hazards in our practice have been identified as the following:

1. Oxygen storage tanks used in the surgery room and treatment area.
2. Alcohol containers used throughout the hospital.
3. Clothes dryer / lint catcher.
4. Heating pads / cage dryers.

### Potential Ignition Sources

Potential ignition sources have been identified as:

1. Open flames.
2. Sparks from electrical switches and equipment.
3. Lint in dryers.

### Minimizing Potential Fire Hazards

Minimization of potential fire hazards shall include:

1. Smoking shall not be allowed anywhere within the hospital and open flames are not used in any routine procedure.
2. Accumulating waste including dust and paper products shall be removed from the building promptly or stored in a safe area until such removal is possible.
3. Combustible materials shall be stored in suitable containers with proper caps in place.
4. All electrical connections are to be kept in good working condition and extension cords shall not be used if not needed.
5. Electrical outlets shall have Ground Fault Circuit Interrupters (GFCIs) wherever possible or all cords/plugs being plugged in will have a ground prong.
6. Electrical outlets will not be overloaded with too many devices plugged into them.
7. All electrical equipment shall be kept in good working order.

### Housekeeping Measures

Housekeeping measures to reduce fire danger shall include:

1. Daily emptying of trash cans.
2. Regular cleaning of light fixtures.
3. Prompt removal of empty boxes and packing materials.
4. Keeping work areas free of clutter.
5. Routine emptying of lint catchers in dryers.

### Fire Extinguishers / Maintenance of Equipment

Fire extinguishers shall be tested and recharged annually and checked visually monthly to ensure that each unit is in good working order and has adequate pressure. See the floor plan for the locations of the fire extinguishers.

Our Fire Safety Coordinator, shall be responsible for maintenance of equipment and preventing the accumulation of flammable or combustible waste material and maintaining good housekeeping practices.

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# Hazard Communication Program (HCP)

This written Hazard Communication Program (HCP) has been developed to comply with Title 8, Section 5194 to protect the health and safety of our employees.

It applies to all operations that may expose employees to hazardous substances (chemicals) as a result of normal working conditions or as the result of a reasonably foreseeable emergency. The Safety Coordinator, , has full authority and responsibility for implementing and maintaining this program.

We provide information about the hazardous substances in our workplace, the associated hazards, and the control of these hazards through a comprehensive HCP that consists of the following components:

- Maintaining a list of the hazardous substances in the workplace.
- Maintaining a collection of Material Safety Data Sheets in a place accessible and known to all employees.
- Ensuring adequate labeling of all hazardous materials.
- Training Employees about the materials, labels, SDSs, emergency procedures and handling precautions.
- Alerting all employees in the hospital when they are at risk of exposure to chemicals used by their co-workers or contractors in the workplace.

, our HCP Safety Coordinator, will monitor our plan to ensure that the policies are carried out and that the plan is effective.

*If anyone has questions about this program, contact the HCP Safety Coordinator.*

The following pages outline how this program will be conducted.

## List of Hazardous Materials

Maintaining a list of the hazardous substances in the workplace.

<HCP SAFETY COORDINATOR NAME>, our HCP Safety Coordinator, will prepare and keep current an inventory list of all known hazardous substances present in our workplace. This list will be maintained in our Safety Program Binder immediately following our Hazard Communication Program. The list will be kept in alphabetical order using an identity that is referenced on the appropriate Safety Data Sheet (SDS). In most cases, this will be either the brand name or generic name, whichever is used more commonly. New substances that are considered hazardous will be added to the list as required. Specific information on each hazardous substance is available in our SDS collection.

It is our policy to list all substances that may present any level of physical or health hazard. We have elected to maintain one list for all hazardous substances in our facility. The list is as follows:

### Hazardous materials in this practice

1. Cleaning supplies
2. Oxygen tanks
3. Lithium batteries
4. Hand sanitizers
5. Bleach
6. Fire extinguishers

## SDS Collection

Maintain a collection of Material Safety Data Sheets in a place accessible and known to all employees.

1. <HCP SAFETY COORDINATOR NAME>, our HCP Safety Coordinator, will be responsible for obtaining and maintaining the Safety Data Sheet (SDS) collection for our practice.
2. The HCP Safety Coordinator will also be responsible for: (1) Reviewing incoming SDSs for new and significant safety information and their completeness, (2) Seeing that any new information is passed on to the affected employees, (3) Contacting the manufacturer if an SDS is missing or incomplete, and (4) Contacting Cal/OSHA if an complete SDS is not received within 25 days of a written request.
3. The collection will be kept in alphabetical order by brand name. In some cases, when the item is more commonly known by the compound or generic name, that name will be used. Occasionally, we have elected to maintain two copies of an SDS, one filed under the brand name and one filed under the generic or compound name.
4. SDSs are available to all employees for review during each work shift.
5. Notify <HCP SAFETY COORDINATOR NAME>, our HCP Safety Coordinator, if you cannot find a specific SDS or if a new hazardous substance is introduced and the appropriate SDS is not available.
6. SDSs for products no longer in use in our facility will be moved to our active SDS collection and archived for a minimum of 30 years.
7. If anyone has specific questions or needs more information on an SDS, please contact

## SDS Information

Our SDS binder name and location is as follows:

- SDS binder name: Binder
- Location of SDS binder: Front office

# Labeling of Hazardous Materials

## Instruction Document

Ensure adequate labeling of all hazardous materials.

,<HCP SAFETY COORDINATOR NAME>, our HCP Safety Coordinator, will be responsible for maintaining labels on all hazardous materials. will verify that all containers are labeled in accordance with HAZCOM 2012 and the Globally Harmonized system (GHS) of labeling. The system includes:

### PRIMARY CONTAINERS

- Name, Address, and Telephone Number
- Product Identifier
- Signal Word
- Hazard Statement(s)
- Precautionary Statement(s)
- Supplementary Information (Pictogram(s))

### SECONDARY CONTAINERS

- Identity of the hazardous substance(s)
- Applicable hazard warnings

The original label on a primary container will be maintained in good condition. In the event that the original label becomes unreadable, a "workplace label" that includes the name of the hazardous substance(s) and appropriate hazard warnings shall be placed on the container. The same "workplace label" shall be placed on secondary containers into which the material is transferred. In the event that the secondary container has limited space available for label warnings, our workplace label will include the product identifier and words, pictures, symbols or combination thereof, which in combination with other information immediately available (such as an SDS collection), will provide information regarding the hazards associated with the product.

Unmarked secondary containers may occasionally be used in some areas of the facility, such as the grooming area, where substances may be mixed or used in quantities sufficient for single use only. A single employee will use these materials, and the container will be empty at the end of the task. Mop buckets may not be labeled if they will be emptied at the end of the task.

# Employee Training

## Document

### Providing Employees with Training & Information

It is our policy to provide employees with health and safety training before they are assigned to their duties. This training will be arranged by our HCP Safety Coordinator, and the following topics will be covered:

- The requirements of the hazard communication regulation, including employee rights under the regulation (the right to personally receive hazardous substances information and not be discriminated against for showing an interest in how these substances may affect their health and safety).
- Location and availability of the written Hazard Communication Program.
- Location of the SDS collection.
- How to obtain information from a SDS and from container labels.
- Any operation in their work area, including non-routine tasks, where hazardous substances are present and exposures are likely to occur.
- The physical and health effects of the hazardous substances they may encounter.
- Symptoms of overexposure.
- Procedures and duties in the employee's work area where hazardous substances are present, including methods to reduce or prevent their exposure to these hazardous substances through safe work associations and use of personal protective equipment when indicated.
- Methods and observation techniques used to determine the presence or release of hazardous substances in their work areas.
- Emergency spill-containment and first aid procedures to follow in the event an employee finds a spill or is exposed to a hazardous substance.
- How to read labels on both primary and secondary containers. If a workplace ("secondary") label system is being utilized for secondary containers, training on how to read these labels will be included.

If employees have any additional questions, they are to contact the HCP Safety Coordinator.

When new hazardous substances are introduced into the work area,, our HCP Safety Coordinator, will review the training items relative to the new substance with the affected employees. The HCP Safety Coordinator may utilize a special meeting, regular staff meetings, memos, direct communication with the employee or notices on our bulletin boards to disseminate this information.

- I have read and the HCP employee training information above.

## Non-Routine Task - Hazard Notification

Alert all employees in the facility when they are at risk of exposure to chemicals used by their co-workers or subcontractors in the workplace.

1. Inform employees about hazardous non-routine tasks. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by our HCP Safety Coordinator, or by their Supervisor about hazards to which they may be exposed during such activity. This information will include:
  - Specific hazards.
  - Protective devices/safety measures that are to be utilized.
  - Measures the practice has taken to lessen the hazards, including special ventilation, protective equipment to be used, presence of other employees, and emergency procedures to be followed.

Examples for non-routine tasks performed by employees that may expose them to hazardous substances may include:

### **Examples of non-routine tasks performed by employees that may expose them to hazardous substances**

- Pest Control (Premises) – Insecticide / Rodenticide
- Painting – Paint Thinner, Paint
- Landscaping Maintenance – Gasoline

### **2. Inform Contractors**

To ensure that outside contractors work safely at our practice, it is the responsibility of our HCP Safety Coordinator, to provide and receive the following information from contractors:

- Hazardous substances to which they may be exposed while on the premises as well as substances they will be bringing into the workplace.
- Precautions and appropriate protective measures the contractor or employees should take to lessen the possibility of exposure.

# Workplace Violence Prevention Plan (WVPP)

, our WVPP Safety Coordinator, will be responsible for implementing the program plan.

## Ways to participate in identifying, evaluating, and correcting workplace violence hazards

Ways to participate in identifying, evaluating, and correcting workplace violence hazards are:

- described procedure that employees are to follow to notify the employer of hazard

## Ways to participate in designing and implementing training

Ways to participate in designing and implementing training are:

- Training ideas from all staff

## Ways to participate in reporting and investigating workplace violence incidents

Ways to participate in reporting and investigating workplace violence incidents are:

- Employees need to speak to direct supervisor or manager when appropriate.

## Procedure(s) to coordinate implementation of the WVPP so that both employers and employees understand their respective roles

Procedure(s) to coordinate implementation of the WVPP so that both employers and employees understand their respective roles:

- Employees will do training sessions and sign a form recognizing training

## Procedure(s) to receive workplace violence reports

Procedure(s) to receive workplace violence reports:

- Report to supervisor or practice owner in direct verbal communication or email.

## Procedure(s) to respond to workplace violence reports

Procedure(s) to respond to workplace violence reports:

- In this description, an affirmative statement should be made that employees who make a report of workplace violence will not be retaliated against.

## Procedure(s) to prohibit retaliation against an employee who files a report

Procedure(s) to prohibit retaliation against an employee who files a report:

- Disciplinary action when appropriate

## Procedure(s) to ensure that employees with supervisory work responsibilities comply with the WVPP

Procedure(s) to ensure that employees with supervisory work responsibilities comply with the WVPP:

- Supervisory employee trainings and resources

## Procedure(s) to ensure that employees with non-supervisory work responsibilities comply with the WVPP

Procedure(s) to ensure that employees with non-supervisory work responsibilities comply with the WVPP:

- Employee training and educational resources will be issued.

## Procedure(s) to communicate with employees about how they can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal

Procedure(s) to communicate with employees about they can report a violent incident, threat, or other workplace violence

concern to the employer or law enforcement without fear of reprisal:

- Report incident

**Procedure(s) to communicate with employees about how their concerns will be investigated and how they will be informed of the results of the investigation and any corrective actions taken**

Procedure(s) to communicate with employees about how their concerns will be investigated and how they will be informed of the results of the investigation and any corrective actions taken:

- employee concerns

**Procedure(s) to alert employees of the presence, location, and nature of workplace violence emergencies**

Procedure(s) to alert employees of the presence, location, and nature of workplace violence emergencies:

- Alert system

**Procedure(s) to evacuate and shelter plan for the worksite**

Procedure(s) to evacuate and shelter plan for this worksite:

- Employees need to meet in designated emergency spot

**Procedures to obtain help from staff assigned to respond to workplace violence emergencies, and if any, security personnel and law enforcement**

Procedures to obtain help from staff assigned to respond to workplace violence emergencies, and if any, security personnel and law enforcement:

- Calling law enforcement

**Procedure(s) to develop and provide the training**

Procedure(s) to develop and provide the training:

- Refer training materials provided

**Procedure(s) to evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns**

Procedure(s) evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns:

- Examples should include: scheduled periodic inspections to identify unsafe conditions and work practices, and immediate response to employee reports and concerns.

**When workplace violence inspections will be conducted**

Inspections shall be conducted when the plan is first established, after each workplace violence incident, whenever the employer is made aware of a new or previously unrecognized hazard, and:

- Examples should include: when the plan is first established, after each workplace violence incident, whenever the employer is made aware of a new or previously unrecognized hazard.

**Procedures to correct workplace violence hazards in a timely manner**

Procedure(s) Procedures to correct workplace violence hazards in a timely manner:

- Employee training

**Post-Incident Response Procedures**

In the event that a workplace violence incident occurs at the worksite, these are the post-incident response procedures:

- Response procedures

## **WVPP Review**

The plan shall be reviewed at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident occurs, and:

- Examples should include: a statement that the plan shall be reviewed at least annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident occurs.

### **Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan**

Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan:

- Workplace inspections



# Heat Illness Prevention Program (HIPP)

## Policy Statement

It is the policy of this practice to fully comply with Labor Code 6401.7 and the General Industry Safety Order (Title 8 Section 3395), Heat Illness Prevention.

Business Name: <PRACTICE NAME>

Owner: <OWNER NAME>

Address: <ADDRESS>, <CITY>, <STATE>, <ZIP>

Telephone Number: <PHONE NUMBER>

*The has instituted and will administer a comprehensive and continuous occupational Heat Illness Prevention Program for all employees. The health and safety of the individual employee takes precedence over all other concerns. Our goal is to prevent heat illness and/or subsequent injury by complying with all safety and health standards set forth in the Cal/OSHA Heat Illness Prevention Program. Such measures include:*

### 1. Identifying and Mitigating Heat Illness Risk Factors

- a. *Identification of a person or persons with the authority to and responsibility of administering a Heat Illness Prevention Program.*
- b. *Establishment of a "readily understandable" employee/employer communication system, including review of reports made by employees regarding potential heat related hazards.*
- c. *Scheduled periodic inspections of general outside work areas and review of outdoor work policies to ensure adequate shade and access to drinking water, as well as a method to monitor ambient outside temperature.*
- d. *Correction of unsafe work practices that may lead to Heat Illness.*
- e. *Provision of Heat Illness Prevention training including, but not limited to the contents found in Section II(b) of this Policy Statement. Provision of training will be provided to all employees prior to instances in which heat exposure will take place.*

### 2. Heat Illness Prevention

- a. *Establishment of a system for ensuring employee compliance with the Heat Illness Prevention Program.*
- b. *Training*
  - (i) *Employee training. Effective training in the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:*
    1. *The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.*
    2. *The employer's 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, 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 employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.*
    8. *The employer's 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 employer's 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 include a designated person to be available to ensure that emergency procedures are invoked when appropriate.

(ii) *Supervisor training.* Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

1. *The Supervisor will complete all employee training. The procedures the supervisor is to follow to implement the applicable provisions in this section.*
2. *The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.*
3. *How to monitor weather reports and how to respond accordingly.*
4. *How to adjust work schedules to accommodate new employees (non-acclimated) or to accommodate changes in the weather.*

(iii) *The employer's procedures for complying with each requirement of this standard are found in The California Veterinary Medical Association Heat Illness Training Document which shall be made available to employees upon request.*

- c. *Maintenance and storage of all applicable written records.*

## Education and Training

**Business Name:** <PRACTICE NAME>  
**HIPP Supervisor:** <HIPP SUPERVISOR>

"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.

### 1. The environmental and personal risk factors for heat illness

"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.

- a. Areas in or around or situations during mobile/field work where potential heat exposure/illness can occur are: Cleaning kennels, general outside building maintenance
- b. General environmental risk factors include: Minimal shade around building
- c. General personal risk factors include: low heat tolerance, inadequate water intake

### 2. The added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.

- a. Types of exertion at which may cause added burden of heat load include: Carrying heavy objects to clean outside kennels
- b. Types of clothing that may cause added burden of heat load include: Dark colored scrubs
- c. Personal protective equipment that may cause added burden of heat load includes: Gloves

### 3. Access to drinking water.

Provision of Water. Employees shall have access to potable drinking water meeting the requirements of the California Code of Regulations, Title 8; Sections 1524, 3363, and 3457, as applicable including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (f)(1)(C), shall be encouraged.

Location of plumbed or portable water suitable for drinking at: Outside building

- a. The Supervisor is responsible for assuring that workers have access to drinking water.
- b. The Supervisor is responsible for providing clean or disposable drinking cups.
- c. The Supervisor is responsible for making sure that workers have access to water within 50 feet.
- d. The Supervisor is responsible for making sure that ice is available in a separate and appropriate storage container when temperatures rise above 90 degrees Fahrenheit.
- e. The Supervisor 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 company).
- f. The company will reimburse The Supervisor for any cost incurred to fill up their water containers as needed on a daily basis or to purchase necessary disposable cups or cleaning supplies. The Supervisor will be given a per diem of \$100 per week for the purchase of water (when applicable) and/or drinking water supplies .
- g. The Supervisor will point out daily the location of the water coolers to the workers and remind them to drink water frequently.
- h. When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, the Supervisor will hold a brief meeting each morning to review with employees the importance of drinking water, the number and schedule of water and

rest breaks and the signs and symptoms of heat illness.

- i. When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the Supervisor will increase the number of water breaks, and will remind workers throughout the work shift to drink water.
- j. During ongoing employee tasks, the importance of frequent drinking of water will be stressed.

#### **4. Access to Shade**

Shade shall be present when ambient temperature equals or exceeds 80 degrees Fahrenheit.

"Shade" means 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 shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

"Temperature" means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

If trees are not available or are insufficient to provide adequate shade to employees, the Supervisor shall be responsible for supplying and setting up a shade structure.

- b. The Supervisor is responsible for making sure that shade is accessible to employees within a 2-1/2 minute walk from the work site.
- c. The Supervisor will be responsible for overseeing and ensuring that employees are taking adequate number of breaks in the shade.

#### **5. Monitoring the Weather**

a. Prior to each workday, the Supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather service Heat Index to evaluate the risk level for heat illness, for instance whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses such as heat stroke. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

b. Prior to each workday, the Supervisor will be responsible for monitoring the weather (using [www.nws.noaa.gov](http://www.nws.noaa.gov) or with the aid of a simple thermometer) at the worksite. This critical weather information will be taken into consideration, to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

c. The Supervisor will be responsible for using a thermometer at the jobsite and checking the temperature every hour to monitor for sudden increases in temperature, to ensure that once the temperature exceeds 80 degrees Fahrenheit, the shade structures are opened and accessible to the workers and to make certain that once the temperature equals or exceeds 95 degrees Fahrenheit additional preventive measures such as the High Heat Procedures are implemented.

In addition to the training subjects listed above, all supervisors of employees who work in outdoor locations receive additional training to understand:

- How to adjust work schedules and breaks at the beginning of the warm weather season, or during initial exposure by a new employee, to provide a period of acclimatization.
- How to adjust work schedules and breaks during periods of high heat to reduce exposure during daily periods of peak heat. The plan for adjustment of work schedules, in effect when peak temperatures reach or are expected to reach 95 degrees or above, includes: Outside work will be completed during mornings when temperatures are cooler. No outside work during peak heat times.
- Our procedures for ensuring that adequate water supplies are available at all times, is as follows: Ensuring fridges are stocked with water at all times, reminding employees where water is located
- If a problem with availability of water at the workplace should occur, workers are to contact: Manager

#### **HIGH HEAT PROCEDURES**

High Heat is defined as temperatures equal to or above 95 degrees Fahrenheit.

During times of high heat, the Supervisor will be responsible for the following:

- Maintain continual open communication with employees working outdoors
- Continually observe employees for alertness and signs and symptoms of heat illness
- Remind employees throughout the work shift to drink plenty of water
- Assign a work "buddy" if applicable so that workers may observe each other for signs and symptoms of heat illness

The employer shall implement high-heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

(2) Observing employees for alertness and signs or symptoms of heat illness. The employer shall ensure effective employee observation/ monitoring 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.

(3) Designating one or more employees on each worksite as authorized to call for emergency medical services, and allowing other employees to call for emergency services when no designated employee is available.

(4) Reminding employees throughout the work shift to drink plenty of water.

(5) Pre-shift meetings 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.

(6) For employees employed in agriculture, the following shall also apply:

When temperatures reach 95 degrees or above, the employer shall ensure that the employee takes a minimum ten minute net preventative cool down rest period every two hours. The preventative cool down rest period required by this paragraph may be provided concurrently with any other meal or rest period required by Industrial Welfare Commission Order No. 14 if the timing of the preventative cool down rest period coincides with a required meal or rest period thus resulting in no additional preventative cool down-rest period required in an eight hour work day. If the workday will extend beyond eight hours, then an additional preventative cool down-rest period will be required at the conclusion of the eighth hour of work; and if the work day extends beyond ten hours, then another preventative cool down-rest period will be required at the conclusion of the tenth hour and so on. For purposes of this section, preventative cool down rest period has the same meaning as "recovery period" in Labor Code Section 226.7(a).

## **6. Acclimatization**

The Supervisor shall be responsible for overseeing acclimatization of employees during heat conditions.

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Acclimatization is an immediate consideration at if, due to a sudden heat wave, employees are working at temperatures to which they haven't been exposed for several days or longer. New employees are among those most at risk of suffering the consequences of inadequate acclimatization, heat wave or not. An employer with new employees should be extra-vigilant, try to find ways to lessen the intensity of the employees' work during a two-week break-in period, and recognize immediately symptoms of possible heat illness.

- Implementation of acclimatization includes:
  - Taking frequent breaks in adequately shaded areas to avoid overheating
- Frequently drinking water
- Close observation of employee by the Supervisor
- Assigning work "buddies" to oversee new employees if applicable

## **7. Signs and Symptoms of Heat Illness**

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat rash, heat cramps, heat exhaustion, heat syncope and heat stroke.

- a. Early signs
  - i. Headache
  - ii. Muscle cramps
  - iii. Unusual fatigue

- iv. Weakness
  - v. Dizziness
  - vi. Heat Rash (small red bumps on skin, usually on back, arms, legs, stomach)
- b. Advanced signs
- i. Loss of consciousness
  - ii. Seizures
  - iii. Mental Convulsion
  - iv. Incoherent
  - v. Unusual behavior
  - vi. Nausea or vomiting
  - vii. Hot dry skin
  - viii. Unusually profuse sweating

### **Heat Rash**

#### **Symptoms:**

*Heat Rash* appears as a red cluster of pimples or small blisters, most likely to be found on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

#### **Causes:**

Excessive sweating during hot humid weather can cause heat rash. This occurs when the body substantially reduces its ability to sweat, thereby reducing the employee's tolerance to heat.

#### **First Aid:**

Wash the affected area with soap and water and dry it thoroughly. Apply calamine lotion or powder to relieve discomfort. The use of creams or ointments should be avoided as they may aggravate the condition.

### **Heat Cramps**

#### **Symptoms:**

*Heat Cramps* are muscle spasms that result from loss of large amount of salt and water through exercise. Heat cramps are associated with cramping in the abdomen, arms and calves. This can be caused by inadequate consumption of fluids or electrolytes.

#### **Causes:**

Electrolyte imbalance caused by sweating.

#### **First Aid:**

Interrupt all activity and remove victim to a cool environment. Increase intake of a sports beverage or water or juice. Continued rest for several hours is recommended. Seek medical attention if the cramps do not subside within one hour, as this may be a symptom of heat exhaustion.

### **Heat Exhaustion**

#### **Symptoms:**

*Heat Exhaustion* is an early form of heat illness and manifests as headache, weakness and fatigue and can rapidly progress into a more serious conditions such as muscle cramps, dizziness, nausea, vomiting and syncope if not treated.

*Heat Syncope* is fainting as a result of overheating. It is another stage in the same process as heat stroke, it occurs under similar conditions. The basic symptom of heat syncope is a body temperature above 40°C (104°F) with fainting, with or without mental confusion.

#### **Causes:**

Exposure to high temperature resulting in loss of fluid through sweating and from not drinking enough replacement fluids.

#### **First Aid:**

Call emergency medical provider for first-aid assistance or 911.

Rest the victim in a cool place or provide a cool water shower, spray or sponge bath.

If conscious, provide the victim with a sports beverage, water or juice, but not with any beverage containing caffeine or alcohol.

Severe cases, in which the victim vomits or loses consciousness, may require longer treatment under medical supervision.

### **Heat Stroke**

#### **Symptoms:**

*Heat Stroke:* Defined when body temperature rises above 105.1 degrees Fahrenheit due to environmental conditions with lack of thermoregulation. It is characterized by dry skin, rapid strong pulse, and dizziness. It can progress to delirium, loss of consciousness, convulsions or coma.

Causes:

Body fails to regulate its core temperature. Sweating stops and the body can no longer dissipate excess heat.

First Aid:

Immediately call emergency personnel or 911. If conscious, provide water or sports drink. While awaiting medical help, move the victim to a cool place and fan vigorously. Gradually soak the victim's skin and clothing with cool (not cold) water. You may place the victim in a tub of cool water, or shower with cool water.

## **8. Medical Response for Heat Illness**

All heat illness should be treated as an emergency and addressed appropriately and immediately.

It is highly recommended that someone in the office be trained in first aid and available on site to administer such treatment should an employee have heat illness. have someone available on-site who is trained in first aid. (Training shall be equal to that of the American Red Cross or the Mine Safety and Health Administration) If applicable, the person trained in first aid is: .

ensures the ready availability of medical personnel for advice and consultation on matters regarding Heat Illness beyond that of a person on the premises trained in first aid. The name of medical personnel for advice is: and the telephone number is: .

keeps on-hand adequate and appropriate first-aid materials, approved by the consulting physician, readily available for employees on every job. Such materials shall be kept in a sanitary and usable condition. The supervisor will routinely inspect these materials on a monthly basis and materials replenished or replaced as necessary.

will provide a map along with clear and precise directions (such as streets or road names, distinguishing features, contact phone number and distances to major roads) of the site, to avoid a delay of emergency medical services. This information will be made available in a conspicuous place within reasonable distance from a work site. The Supervisor will be responsible for notifying employees of its whereabouts.

If applicable, at remote locations such as rural farms, lots or undeveloped areas, the Supervisor will designate a person or persons to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated person(s) shall be given either a reflective vest or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.

When an employee is showing symptoms of possible heat illness, the Supervisor 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).

### **a. Medical Aid Measures**

The Employer shall implement effective emergency response procedures including:

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, employer will ensure a means of summoning emergency medical services.

When an employee displays possible signs or symptoms of heat illness, the 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. Sick workers will not be left alone in the shade during this period.

When an employee displays possible signs or symptoms of heat illness and no first aid is available at the site, emergency service providers will be called by the Supervisor. The telephone number is 911.

Emergency service providers will be called immediately by the Supervisor if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not improve after drinking cool water and resting in the shade. While the ambulance is in route, will initiate the following first-aid measures:

- Cooling the employee by fanning and using damp cloth to wet skin
- Placing the employee in the shade
- Removing excess layers of clothing from the employee

- Placing ice packs in the armpits and groin area of the employee
- Not allowing the employee to leave the site unless by ambulance

If an employee does 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 min away from a hospital, the Supervisor will call 911, communicate the signs and symptoms of the victim and request Air Support.

Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided.

If a supervisor observes or any employee reports any signs or symptoms of heat illness in any employee, the supervisor shall take immediate action commensurate with the severity of the illness.

If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the employer must implement emergency response procedures.

An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with the employer's procedures.

Contacting emergency medical services and, if necessary, transporting employees to a place where they can be reached by an emergency medical provider.

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.

## **9. Compliance**

will ensure that all employees are trained on Heat Illness Prevention. Training will include these written training procedures as well as any other training materials that chooses to provide. will further ensure that all employees are trained prior to working outside.

The Supervisor will train employees on the steps that will be followed for contacting emergency medical services, including how clear and precise directions to the site will be provided.

When the temperature exceeds 75 degrees Fahrenheit, the Supervisor will hold short meetings to review the weather report, reinforce heat illness prevention with all workers and provide reminders to drink water frequently, to be on the lookout for signs and symptoms of heat illness and inform them that shade can be made available upon request.

For updates on compliance with the Heat Illness Prevention Program as well as access to educational and training materials, visit the Cal/OSHA website at: <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.