Worldwide Flight Services
Heat Illness Prevention Program

This Policy is established as minimum procedures for all WFS locations. When preparing for High Heat and/or Heat Wave operations, WFS Managers should, to effectively comply with these procedures, carefully review the key elements listed in this document and evaluate the individual conditions present at your station such as:

1. Size of the crew
2. The length of the work-shift
3. The ambient temperature (which can be taken either with the aid of a simple thermometer or by monitoring the weather)
4. The presence of Personal Protective Equipment or additional sources of heat.

This plan implements efficient and safe work practices that will prevent both indoor and outdoor heat-related illnesses among employees at our workplace. It will be used for training new employees and for the annual refresher training of employees. All employees potentially exposed to hot working environments are subject to his plan.

These procedures may not include every workplace scenario, so it is crucial that you evaluate and consider conditions found in your individual station that are likely to cause a heat illness.

The Heat Illness Prevention Program includes but is not limited to the following procedures:

Station Code	Primary Address	Last Updated

The following designated person or persons (Program Administrator Safety Coordinator/ Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this station.

Name	Title	Heat Prevention responsibilities	Phone	Mobile Phone
		Program Administrator		
		Safety Coordinator		
		Supervisor		
		Supervisor		
		Supervisor		

Background: Heat-related illnesses can happen if workplace activities in a hot environment overwhelm the body's ability to cool itself. This becomes more likely if any of the risk factors are present. Examples include working in a hot environment without adequate access to water for rehydration, working in protective gear that does not allow air circulation across the skin, or working where the humidity is too high for sweat to evaporate.

Risk factors: The following are environmental risk factors for heat illness (see heat index on Page 7): Air temperature above 90 degrees F - Relative humidity above 40 percent - Radiant heat from the sun and other sources - Conductive heat sources such as dark-colored work surfaces - Lack of air movement - Physical effort needed for the work - Use of nonbreathable protective clothing and other personal protective equipment

The following are personal risk factors for heat illness: Lack of acclimation to warmer temperatures - Poor general health - Dehydration - Alcohol consumption - Caffeine consumption - Previous heat-related illness - Use of prescription medications that affect the body's water retention or other physiological responses to heat such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

Procedures for the Provision of Water

Drinking water is made available via permanent water coolers located

For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During Heat Wave conditions, drinking water containers (of 5 to 10 gallons each) will be positioned in the work area, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.

Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used. Use of personal re-fillable water bottles will be encouraged to lessen waste and production of FOD.

As part of the Effective Replenishment Procedures, the water level of all containers will be checked hourly, and more frequently when the temperature rises. Water containers will be refilled with cool water when the water level within a container drops below 50 percent. Additional water containers (e.g. 5 gallon bottles) will be carried, to replace water as needed.

Water containers will be located as close as practicable to the areas where employees are working to encourage the frequent drinking of water.

Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

All water containers will be kept in sanitary condition. Water containers must be sanitized prior to start of shift and each time water is added to the container or every 4 hours (whichever is lesser). Water from non-approved or non-tested water sources are not acceptable. All water will be supplied from a certified water system or bottled water bearing manufacturers certification that the water meets or exceeds Federal Drinking Water standards. Water from hoses is not acceptable.

When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, Safety briefings will include a review with employees the location of drinking water and the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.

When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, pre-shift meetings will be conducted that should be held before the commencement of work that will encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased. Supervisors/foreman will lead by example and workers will be reminded throughout the work shift to drink water.

Procedures for Access to Shade

Employees will seek shade in an air-conditioned office or terminal space located:

Procedures for Monitoring the Weather:

The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet, or by calling the National Weather Service phone numbers or by checking the Weather Channel TV Network, or weather services listed below (refer to heat index on page 7):

OSHA Smartphone Heat App	
https://www.weather.gov/	

Procedures for Handling a Heat Wave:

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave or heat spike, and before starting work, safety briefings will be held, to review the heat illness prevention procedures, the weather forecast and emergency response. In addition, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Employees working as a crew will be briefed to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness. For employees working alone or in singular job functions, it may be necessary to assign a ‘buddy’ system for periodic check-ins.

High Heat Procedures:

High Heat Procedures are additional preventive measures that WFS will use when the temperature equals or exceeds 95 degrees Fahrenheit.

Effective communication by voice, direct observation (applicable for work crews of 20 or fewer), mandatory buddy system or electronic means will be maintained, so that employees can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups (via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, a designated alternate responsible person must be assigned, to look for signs and symptoms of heat illness. If a supervisor, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed.

Procedures for Acclimatization to High Heat:

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not acclimating 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.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

New employees or those employees who have been newly assigned to a high heat area will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened (as much as possible) during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early- morning or evening).

The supervisor or the designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.

Crew briefings will include the importance of monitoring new employees to watch closely for discomfort or symptoms of heat illness.

Employees and supervisors will be trained on the importance of acclimatization.

Procedures for Emergency Response:

Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.

When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness). No employee with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization.

During a heat wave or high heat conditions, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Procedures for Employee and Supervisory Training:

Supervisors will be trained prior to being assigned to supervise other workers. Training will include the written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.

Supervisors will be trained on their responsibility to provide water, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this policy without retaliation.

Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illnesses.

Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks.

All employees and supervisors will be trained prior to working outside.

Employees will be trained on the steps that will be followed for contacting emergency medical services,

Resources (include but are not limited to):

California OSHA	http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html
US CDC	www.cdc.gov/niosh/topics/outdoor/
US OSHA	https://www.osha.gov/SLTC/heatstress/index.html
NWS	https://www.weather.gov/