

Heat Illness Prevention Program Compliance Checklist

Department/Unit: _____ Supervisor: _____

Completed by: _____ Date: _____

Heat Illness Program			
	Yes	No	Comments
Do employees perform work outdoors, or in indoor areas where Heat Illness is likely to occur?	<input type="checkbox"/>	<input type="checkbox"/>	If no , Heat Illness Protection Program not required.
Have employees reviewed UCSC Heat Illness Prevention Program?	<input type="checkbox"/>	<input type="checkbox"/>	If no , direct employees to review UCSC Heat Illness Prevention Program.
Training			
Have employees received documented Heat Illness Training?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure employees receive Heat Illness training (available on UCSC Learning Management Center).
Have the supervisors received documented Supervisor Heat Illness training?	<input type="checkbox"/>	<input type="checkbox"/>	If no , ensure supervisors receive documented Supervisor Heat Illness training (available through EHS).
Heat Illness Prevention Measures			
Have employees been 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 no , closely monitor employee(s) for signs and symptoms of heat illness and allow employee(s) to acclimate before performing strenuous work in heat.
Do employees have access to shade? (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.)	<input type="checkbox"/>	<input type="checkbox"/>	If no , develop and implement procedures for providing shade to employees.
Are employees provided or do they 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 no , develop and implement procedures for providing access to sufficient drinking water.
Are employees allowed and encouraged to rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating?	<input type="checkbox"/>	<input type="checkbox"/>	If no , allow and encourage employees to take breaks in a cool, shaded area as needed to allow the body to cool and dissipate internal heat load.
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 no , Supervisors are responsible for monitoring weather conditions and scheduling work appropriately.

Emergency Medical Procedures			
	Yes	No	Comments
Are there 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 no , develop procedures. Special procedures may be necessary for remote/off-site workers.
Are there 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 no , develop procedures. Special procedures may be necessary for remote/off-site workers.
Have employees been trained on these procedures?	<input type="checkbox"/>	<input type="checkbox"/>	If no , train employees on Emergency Medical Procedures.
High Heat Procedures (only required for agricultural, construction, landscaping and transportation workers when temperatures exceed 95° F)			
Do employees perform agricultural work, construction, landscaping, or transportation and loading/unloading of heavy goods?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , High Heat Procedures must be implemented when temperatures exceed 95° F. (See High Heat Procedures section below.) If no , High Heat Procedures not required to be implemented but are recommended to be used as needed to ensure employees' safety.
Are effective means of communication by voice, observation, or electronic means maintained so that employees at the work site can contact a supervisor when necessary in place when temperatures exceed 95° F? (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.)	<input type="checkbox"/>	<input type="checkbox"/>	If no , develop procedures to ensure effective means of communication are in place when temperatures exceed 95° F.
Are new employees closely monitored by a supervisor or designee for the first 14 days of the employee's employment by the employer when temperatures exceed 95° F?	<input type="checkbox"/>	<input type="checkbox"/>	If no , develop procedures to closely monitor employees for the first 14 of employment when temperatures exceed 95° F.
Are employees observed for alertness and signs or symptoms of heat illness when temperatures exceed 95° F?	<input type="checkbox"/>	<input type="checkbox"/>	If no , observe employees for signs and symptoms of heat illness when temperatures exceed 95° F.
Notes			