

Attachment G: SFSU 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?			If no , Heat Illness Protection Program not required.
Have employees reviewed SFSU Heat Illness Program Manual?			If no , direct employees to review SFSU Heat Illness Prevention Program, available on the EHS website.
Training			
Have employees received documented Heat Illness Training?			If no , ensure employees receive Heat Illness training (available on SFSU Learning Management Center).
Have the supervisors received documented Supervisor Heat Illness training?			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.)			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.)			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.)			If no , develop and implement procedures for providing access to sufficient drinking water.
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.)			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?			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.

	Yes	No	Comments
Do supervisors monitor weather conditions and when possible schedule outdoor work during cooler times of the day to reduce the risk of heat illness?			If no , Supervisors are responsible for monitoring weather conditions and scheduling work appropriately.
Emergency Medical Procedures			
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?			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.			If no , develop procedures. Special procedures may be necessary for remote/off-site workers.
Have employees been trained on these procedures?			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?			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.)			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?			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?			If no , observe employees for signs and symptoms of heat illness when temperatures exceed 95° F.
Notes			