

Purpose

[Company Name] has put in place measures to safeguard the well-being and health of its team members by reducing the likelihood of heat-related illnesses. This policy aims to give team members the essential knowledge to identify, evaluate, and manage symptoms of heat stress while on the job.

Standard

- Per OSHA requirements, the Community Manager and Maintenance Supervisor must ensure that communities whose workers are exposed to high temperatures establish a [Heat Illness Prevention Plan](#).
- The Community Manager and Maintenance Supervisor are responsible for ensuring that team members are trained in heat stress hazards and prevention, including:
 - Being able to recognize the symptoms of heat stress, including heat rash, heat cramps, heat syncope, heat exhaustion, heat stroke, and rhabdomyolysis.
 - Being aware of outdoor temperatures and the heat index during hot weather.
 - Paying attention to heat advisories and planning the workday accordingly.
 - Knowing how to monitor for and respond to heat stress in themselves and their coworkers.
- The Community Manager and Maintenance Supervisor must ensure that team members are provided with the necessary administrative controls (e.g., sufficient quantities of pure and cool potable water, sanitary water containers and stations, a shaded or air-conditioned space nearby for rest and water breaks), are gradually introduced to the heat, and have scheduled breaks in cool areas.

Procedure

Preventing Heat Stress – Community Manager and Maintenance Supervisor

1. Monitor weather conditions.
 - a. During warm weather months, pay careful attention to weather forecasts, particularly any heat advisories.
 - b. Consider downloading [OSHA's Heat Safety Tool](#) to monitor daily heat indexes.
2. When it is extremely hot outside, schedule the heaviest work for the coolest part of the day.
3. Acclimatize new team members and those returning after time away from work by gradually increasing their workload, and allowing more frequent breaks in cool areas, as they build up a tolerance for working in the hot environment.

Preventing Heat Stress – Team Members

1. Drink eight ounces of water every 15 to 20 minutes while working in the heat.
 - a. Try to drink 24–32 ounces every hour.
 - b. Drink small amounts of water at regular intervals versus drinking 16 ounces at one time.
2. Take breaks to allow your body to cool itself (e.g., take a 15-minute rest break for every hour of work in the heat).
 - a. When possible, rest in an air-conditioned space.
 - b. If resting indoors is not possible:
 - Rest somewhere in full shade.
 - Ensure your shady spot is well-ventilated and open to a breeze.
3. Monitor yourself and your coworkers for signs of heat stress.
4. If there is any reason that working in the heat could pose a greater risk of heat stress, inform your supervisor.

First Aid Measures

1. In all cases, seek medical attention when needed.
 - a. Call 911 when warranted. (Any sign of heat stroke is an emergency that requires immediate medical attention.)
 - b. Always notify your supervisor as soon as possible.
2. Heat rash:

- a. Symptoms can include red or clear bumps or a prickly or itchy sensation.
 - b. Move to a cooler, less humid environment, if possible.
 - c. Keep the rash area dry.
 - d. Apply powder to increase comfort, if desired.
 - Do not use ointments or creams, which may impair cooling and worsen the rash.
3. Heat cramps:
- a. Symptoms can include throbbing muscles or muscle spasms.
 - b. Drink small amounts of water every 15 to 20 minutes.
 - c. Eat a snack or sip a sports drink to replenish electrolytes.
 - Do not take salt tablets.
 - d. Seek medical attention if:
 - You have a history of heart problems.
 - You are on a low-sodium diet.
 - The cramps do not go away within an hour.
4. Heat syncope:
- a. Symptoms can include light-headedness, dizziness, or fainting.
 - b. Carefully sit or lie down.
 - c. Slowly sip water or clear juice.
 - d. Seek medical attention if your condition does not improve within one hour.
5. Heat exhaustion:
- a. Symptoms can include headache, nausea, weakness, clammy skin, or a rapid pulse.
 - b. Move to a cooler, less humid environment.
 - c. Take frequent sips of cold water.
 - d. Remove unnecessary clothing, including shoes and socks.
 - e. Cool yourself with water, cold compresses, or fans.
 - f. If a coworker is incapacitated, you may need to assist them or follow the above steps for them.
 - g. Call for medical help or take the team member to a medical facility for evaluation and treatment. Do not leave the individual alone.
6. Heat stroke (procedure assumes the team member is incapacitated):
- a. Symptoms can include headache, dizziness, confusion, slurred speech, or seizures.
 - b. Call 911.
 - c. Move the team member to a cool area.
 - d. Remove unnecessary clothing, including shoes and socks.
 - e. Cool the team member with water, cold compresses, an ice bath, or fans.
 - f. Circulate air around the team member to speed cooling.
 - g. Place cold, wet cloths or ice packs on the head, neck, armpits, and groin.
 - h. Stay with the team member until emergency medical services arrive.
7. Follow the instructions in [Accident or Medical Emergency](#).

Resources

Related Resources

- [OSHA Heat-Related Illnesses and First Aid](#)