



City of Newport Beach Heat Illness Prevention Program

**Appendix I to the
City of Newport Beach
Injury and Illness Prevention Plan**

Program last updated: **January 28, 2026**

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1. MISSION

It is the policy of the City of Newport Beach (“City”) to protect the health and safety of employees, guests, and the environment. This goal can be met through the development of a comprehensive and effective environmental health and safety plan known as the Injury and Illness Prevention Program (IIPP) that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. Such a program can benefit the City and community by reducing illness and injury to employees, preventing property damage, and preserving the environment. The City will make every reasonable effort to promote, create, and maintain a safe and healthful environment. This can only be realized by adherence to basic safety principles, sound management practices, and compliance with applicable law.

2. INTRODUCTION AND POLICY

Employees working in outdoor and indoor places of employment or in other areas at times when the environmental risk factors for heat illness are present are at risk for developing heat illnesses if they do not protect themselves appropriately. The objective of this program is employee awareness regarding heat illness symptoms, ways to prevent illness, and what to do if symptoms occur. Any employee who works in the heat and all individuals who supervise these employees must comply with the procedures in this program and in the Injury and Illness Prevention Program.

3. AUTHORITY

Title 8 of the California Code of Regulations, Section 3395 and Section 3396. The Heat Illness Prevention Plan may be integrated into the employer’s Injury and Illness Prevention Program required under the California Code of Regulations, Title 8, Section 3203.

4. SCOPE

This program applies to employees and supervisors working in places of employment during those times when the environmental risk factors for heat illness are present.

5. DEFINITIONS

“Cool Down Area” means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high-radiant heat sources and is either open to the air or provided with ventilation and cooling.

“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. See Appendix A for specific information on forms of heat illness.

“Indoor Places of Employment” means spaces that are under a ceiling or overhead covering that restricts airflow and are enclosed along the entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed.

“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.

“Preventative Recovery Period” means a period of time to recover from the heat in order to prevent heat illness.

“Shade” means the blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices (natural or artificial) may be used to provide shade and that does not deter or discourage access or use. Shade must be large enough to accommodate the number of workers on rest breaks so they can sit comfortably without touching one another. 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 turned on.

6. ACCOUNTABILITY

City of Newport Beach Administration. Administration will:

- Prepare and maintain a written program which complies with the requirements set forth in Title 8 of the California Code of Regulations, Sections 3395 and 3396; and
- Provide training to all potentially impacted employees and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear. Training should be provided annually as a refresher prior to the start of the summer season.

Administrators, Directors, Managers, and Supervisors. They must:

- Identify all employees who are required to work outdoors and indoors where potential heat illness could occur and identify the supervisor of the employees;
- Assure that adequate water and shade are available as close as possible to work areas when the environmental risk factors for heat illness are present;
- Ensure that all affected employees have received proper training on heat illness Prevention;
- Ensure that the requirements in this program are followed; and
- Contact appropriate emergency medical services in the event medical assistance is required. Administrator will direct emergency medical services to the work site.

Affected Employees. Employees are required to:

- Comply with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend;
- Ensure they are aware of where City-provided drinking water is available at all times when the environmental risk factors for heat illness are present;
- Ensure they have access to a shaded area to prevent or recover from heat related symptoms;
- Report heat related illness symptoms to their supervisor; and
- Look for the signs and symptoms of heat stress on their co-workers.

7. PROCEDURES

Procedures for Provision of Water

- 1) Drinking water containers (of five to 10 gallons each) will be brought to the site, 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.
- 2) Water will be fresh, pure, suitably cool and provided to employees free of charge.
- 3) 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.

All water containers will be kept in a sanitary condition. Supervisors should visually inspect the water to ensure its cleanliness and pour some on their skin to ensure it is suitably cool. Water from non-approved or non-tested water sources is not acceptable. If hoses or connections are used, they must have a manufacturer's label displaying their approval to be used for potable drinking water.

- 4) As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (e.g. every hour, every 30 min), 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. five-gallon bottles) will be carried, to replace water as needed.
- 5) Water containers will be placed as close as possible to the areas where workers are working (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
- 6) Employees will be reminded throughout the work shift to frequently drink small quantities of water through messages from their supervisor.

Procedures for Access to Shade for Outdoor Places of Employment

- 1) When shade from a nearby site is not readily available or accessible, shade structures will be opened and placed as close as practical to the employees, when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly, when requested by an employee. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and has been cooled down ahead of time.
- 2) The amount of shade present shall be enough to accommodate the number of workers on recovery or rest periods and for those that remain at the work site for meal periods, so they can sit comfortably without having to physically contact each other.
- 3) Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so. Such access to shade shall be permitted at all times. An employee who takes a preventative cool-down rest shall:
 - Be monitored and asked if he or she is experiencing symptoms of heat illness;
 - Be encouraged to remain in the shade; and not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.
- 4) If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response according to the Procedures for Emergency Response in this policy. Under no circumstances should an employee be ordered back to work until the symptoms of heat illness have abated.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment

- 1) Cool-down areas will be located as close as practical to the employees when the temperature exceeds 82 degrees Fahrenheit. The area will be kept at a temperature below 82 degrees Fahrenheit, as controlled by a thermostat and an air conditioning unit.
- 2) The cool-down areas will be large enough to accommodate all workers who are on a break at any point in time sitting in a normal posture without having to be in physical contact with each other. Managers are to monitor the capacity of indoor cool-down areas and open additional cool-down areas should the demand exceed the capacity of the existing cool-down area(s).
- 3) Employees working indoors shall be allowed and encouraged to take a preventative cool-down rest in the area when they feel the need to do so. Such access to the cool-down area shall be permitted at all times. An employee who takes a preventative cool-down rest shall:
 - be monitored and asked if he or she is experiencing symptoms of heat illness;
 - be encouraged to remain in the cool-down area; and
 - not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the cool down-area.
- 4) If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest period, the employer shall provide appropriate first aid or emergency response according to the Procedures for Emergency Response in this policy. Under no circumstances should an employee be ordered back to work until the symptoms of heat illness have abated.

Procedures for Monitoring the Weather

- 1) The supervisor will be trained and instructed to check in advance the extended weather forecast.
- 2) Weather forecasts can be checked with the aid of the internet (<https://www.weather.gov>), by calling the National Weather Service phone number: 805-988-6610 (#1), or by checking the Weather Channel TV Network.
- 3) The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

Procedures for Control Measures for Indoor Places of Employment

Control measures will be implemented when either indoor temperature or heat index is 87 degrees Fahrenheit or higher, or indoor temperature is 82 degrees Fahrenheit or higher and workers are either wearing clothing that restricts heat removal or working in an area with high radiant heat.

- 1) Engineering controls, including but not limited to, cooling fans, air conditioners, and exhaust vents will be used to lower the indoor temperature, heat index, or both to the lowest possible level.
- 2) Administrative controls, including but not limited to, modified work schedules, working in small groups, and rotating job functions will be used to reduce heat exposure, if needed, once all feasible engineering controls have been implemented.

Procedures for Temperature Assessment for Indoor Places of Employment

- 1) Supervisors shall engage in the "Procedures for Monitoring the Weather" described above to check the weather and respond to hot weather advisories.
- 2) When supervisors learn that the weather will be nearing 87 degrees Fahrenheit or 82 degrees Fahrenheit for workers in clothing that restricts heat removal or in high-radiant-heat areas, the supervisor shall measure the temperature. The temperature may be measured using a weather station, thermostat, or thermometer. Monitoring instruments will be maintained and used according to the manufacturer's recommendations. The instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396.
- 3) Locations requiring temperature measurement will be determined by the facility's manager. The facility manager or designee will measure and record the temperature where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.
- 4) Records of the temperature or heat index measurements, whichever is greater, will be retained for 1 year or until the next measurements are taken, whichever is greater, and made available by Risk Management to workers or designated representatives upon request. The records will state the date, time, and specific location of all measurements.

- 5) Workers and their designated representatives will be actively involved in planning, conducting, and recording measurements of temperature or heat index by contacting City management. They can be involved in identification and evaluation of environmental risk factors for heat illness that may exist in the workplace by submitting the Safety and Health Suggestion Form incorporated into the City's IIPP.

High Heat Procedures

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

- 1) Frequent communication, observation and monitoring will be maintained with employees working by themselves or in groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness. Each employee will be assigned a "buddy" 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.
- 2) One or more employees will be designated 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.
- 3) Water will be cooler than the ambient temperature, but not so cool as to cause discomfort. Before starting work, tailgate meetings will be held, to review the City's Heat Illness Prevention Program procedures, the weather forecast, and emergency response. Employees will be encouraged to drink plenty of water and reminded of their right to take a cool-down rest when necessary. In addition, if schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Procedures for Acclimatization

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 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.

- 1) 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. Supervisors or their designee(s) will closely observe employees during a heat wave (any day with a predicted high of at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days).
- 2) The supervisor will be extra-vigilant with new employees, observing them closely for the first 14 days of employment. Supervisors must stay alert to the presence of heat related symptoms.

Procedures for Emergency Response

- 1) Ensure 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. All supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
- 2) Respond to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided. Workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Contact emergency medical services and, if necessary, transport employees to a place where they can be reached by an emergency medical provider.
- 7) Crews will be provided with a map of their location or detailed direction that can be given to emergency responders.

Procedures for Handling a Sick Employee

- 1) Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade.
- 2) While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site!

Procedures for Employee and Supervisory Training

Training will be provided for employees working on job tasks where environmental risk factors for heat illness are present, and training will be provided for their respective supervisors. Training will include the City's written prevention procedures and refresher training will be provided annually.

- **Employees** - All employees working on job tasks where environmental risk factors for heat illness are present shall receive instruction before being assigned to work tasks. Training topics shall include the following:
 - The City's procedures for complying with the requirements of this standard, including, but not limited to, the employer's 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 standard without retaliation;
 - Environmental and personal risk factors for heat illness;
 - Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness;
 - Employees who experience excessive sweating require frequent consumption of small quantities of water, up to 4 cups per hour when working in extreme conditions of heat;
 - The concept, importance, and methods of acclimatization, pursuant to the employer's procedures under that subsection;
 - The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness;
 - Importance of immediately reporting symptoms or signs of heat illness in themselves or in coworkers to their supervisor;
 - Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary; and

- Procedures for contacting emergency medical services.
- **Supervisors and Affected Employees** - Supervisors shall receive training on the following topics prior to being assigned to supervise employees:
 - Information as detailed above in employee training requirements;
 - Training will include the City's written procedures, and the steps supervisors will follow when employees exhibit symptoms consistent with heat illness;
 - Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer); and
 - Supervisors will be instructed on, how weather information will be used to modify work schedules and/or to increase number of water and rest breaks or cease work early if necessary.

8. RECORDKEEPING

All training records prepared in association with the Heat Illness Prevention Program will be maintained by those departments with field operations by the safety committee representative or designee.

9. RESOURCES

<https://www.dir.ca.gov/dosh/heatillnessinfo.html>

HEAT STRESS FACT SHEET - APPENDIX A

High temperatures and humidity stress the body's ability to cool itself, and heat illness becomes a special concern during hot weather. There are three major forms of heat illnesses: **heat cramps**, **heat exhaustion**, and **heat stroke**, with heat stroke being a life-threatening condition.

Heat Cramps: Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. Frequently they don't occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating, especially when water is replaced by drinking, but not salt or potassium. Although heat cramps can be quite painful, they usually don't result in permanent damage. To prevent them, drink electrolyte solutions such as Gatorade during the day and try eating more fruits like bananas.

Heat Exhaustion: Heat exhaustion is more serious than heat cramps. It occurs when the body's internal air conditioning system is overworked, but hasn't completely shut down. In heat exhaustion, the surface blood vessels and capillaries, which originally enlarged to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when you don't drink enough fluids to replace what you're sweating away.

- The symptoms of heat exhaustion include: headache, heavy sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200), and low to normal blood pressure.
- Somebody suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down, and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids.

Heat Stroke: Heat stroke is a life-threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke - and to check for them anytime an employee collapses while working in a hot environment.