


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Heat Illness Prevention Plan	
Approved by: Greg Savoy	Rev. 2/14/12

1 Purpose/Scope:

The purpose of this plan is to ensure employee health during hot and humid days while working indoors/outdoors where heat is a factor.

This plan applies to all employees of the Company who work outdoors when there is a risk of heat illness. In general, there is a significant risk of heat illness for employees when the air temperature for the day is 80 to 90 degrees F or above. With high humidity and temperatures close to 80 degrees F, the concern arises.

Supervisors must take personal factors into consideration before assigning a task where there is a possibility of a heat related illness occurring.

2 Requirements:

2.1 **Water** - Employees shall have access to potable drinking water at all times. Sufficient water shall be supplied to ensure that one quart of water is provided per employee per hour for drinking for the entire shift. The frequent drinking of water shall be encouraged.

2.2 **Shade** - The following measures shall be in place to control the effects of environmental factors that can contribute to heat related illnesses:
Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times.

It is the responsibility of the supervisor to ensure that if trees, buildings or other permanent shade is not available at a work site, that canopies, umbrellas and other temporary structures or devices are used to provide shade. Open or moving air is important for cooling.

Every employee has the right to request access to shade for a recovery period at any time if they feel heat distress. Employees have a responsibility to report to the supervisor any other employee they observe showing signs of heat distress. No discipline or retaliation will be taken for an employee requesting recovery from symptoms of heat illness or for providing information to a supervisor about the health condition of another worker.

2.3 Employee Training

- On the first day of employment, and at the start of every warm weather season of work for the company, every employee shall be provided training in the Heat Illness Prevention Plan, including:
 - 1 The environmental and personal risk factors for heat illness;
 - 2 The Company's Heat Illness Prevention Plan.
 - 3 The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
 - 4 The importance of acclimatization;
 - 5 The different types of heat illness and the common signs and symptoms of heat illness;
 - 6 The importance to employees of immediately reporting to their supervisor any symptoms or signs of heat illness in themselves or in co-workers;
 - 7 The company's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
 - 8 The company's 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;
 - 9 The company's 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.

2.4 Supervisor Training

- Supervisors shall be trained at the beginning of this plan, prior to being assigned as a supervisor of outdoor employees and at the start of every warm weather season of work for the company and all of the items above (section 2.3).
- Supervisors shall be trained in the Company's heat illness emergency response procedures.
- The supervisor is also responsible for:
 - ensuring sufficient quantities of water to ensure one quart of water is provided per employee per hour for drinking for the entire shift.
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 - ensuring training or training materials are provided to each new employee on the first day of employment and to stress the importance of "acclimatization" which means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it.

2.5 Physical Work Factors That Can Contribute to Heat Related Illnesses

Measures to address environmental factors must be identified during the JSA process to mitigate the possibility of heat illness while performing tasks.

Physical factors include 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.

2.6 Environmental Effects

Environmental risk factors for heat illness include: working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

3 References:

None.

4 Exhibits:

None.