

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

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6.07 Hazard Communication

- C. Measures the City of Tumwater has taken to lessen the hazards, including ventilation, personal protective equipment, operating procedures, the presence of another employee, and emergency procedures.

6.07.11 Personal Protective Equipment

Where the need for personal protective equipment is indicated on the MSDS's, the Department Manager or designee shall obtain the appropriate equipment and ensure that employees are trained in the proper use of the equipment. Employees who fail to use prescribed protective equipment may subject themselves to disciplinary action.

6.07.12 Hazard Communication Training Documentation

Certificates of Attendance will be issued to all employees who attend City-wide Hazard Communication training. The original, or a copy, of the certificate will be placed in the employee's personnel file.

6.08 Heat-related Illness

The City of Tumwater recognizes the potential hazards of working outdoors in hot weather, therefore this policy is created for application May 1 to September 30 annually and may be extended before May 1 or after September 30 for unusually high temperatures at the discretion of the City Administrator or his designee. Such conditions can put employees at risk for heat-related illness such as heat exhaustion or heat stroke and such illnesses can cause serious problems, including death.

6.08.01 Procedures to reduce the risks of heat-related illness

- A. Identification and evaluation of temperature, humidity, and other environmental factors associated with heat-related illness

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1. To determine the temperature trigger at which sections 6.08.02 and 6.08.03 of this policy apply, select the type of clothing or PPE (personal protective equipment) each employee is required to wear pursuant to the table below:

Outdoor Temperature Action Levels

All other clothing	89 F
Double-layer woven clothes (e.g., cotton coveralls, jackets, sweatshirts).	77 F
Nonbreathing clothes including vapor barrier clothing or PPE such as chemical resistant suits.	52 F

This table is applicable when an employee is performing work activity outdoors for more than fifteen minutes in any sixty minute period.

“Double-layer woven clothes” means clothing worn in two layers allowing air to reach the skin. For example, coveralls worn on top of regular work clothes.

“Vapor barrier clothing” means clothing that significantly inhibits or completely prevents sweat produced by the body from evaporating into the outside air. Such clothing includes encapsulating suits, various forms of chemical resistant suits used for PPE, and other forms of nonbreathing clothing.

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2. Employees also need to be aware of and are responsible for monitoring other environmental factors such as radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration and personal protective equipment worn by themselves and their co-workers.
3. Employees will monitor all outdoor environments including vehicle cabs, sheds, and tents or other non-permanent structures when the environmental factors are not controlled.
4. Using the table in 6.08.01 A(1) employees will reduce, to the extent feasible, the risks associated with heat-related illness.
 - a. Such methods of prevention may include, but are not limited to, scheduling hardest work earlier in the day, alternating heavy work with light work when possible, taking rest breaks that are adjusted for the environmental factors, frequent consumption of water (one cup every 15 minutes), working in the shade when possible, and any other steps as deemed appropriate by the supervisor.
 - b. Employees are responsible for monitoring their own personal factors for heat-related illness, including ensuring they consume adequate water.

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6.08.02 Availability of drinking water

When conditions identified in 6.08.01 (A) 1 are present, drinking water will be provided by the City and made readily accessible in sufficient quantity to provide at least one quart of potable water per employee per hour. Employees working in these conditions will be given the opportunity to drink at least one quart of water per hour. A workgroup may begin a shift with a smaller quantity of drinking water when effective procedures are in place for replenishment during the shift as needed to allow employees to drink one quart or more per hour.

“Drinking water” means potable water that is suitable to drink. Drinking water packaged as a consumer product and electrolyte-replenishing beverages (i.e. sports drinks) that do not contain caffeine are acceptable.

6.08.03 Responding to employees showing signs of heat-related illness

A. When in doubt, **call 911**.

B. Heat-related illnesses do not always occur in the same way – a person can go from muscle cramps straight to heat stroke quickly and without experiencing any other signs or symptoms. Heat-related illness may progress over several days. The signs and symptoms listed below are not necessarily an accurate method to assess a person’s condition since response to heat vary from person to person and day to day. However, one should assume the possibility of a heat-related illness when employees are experiencing any of the signs or symptoms listed below.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Rash	<ul style="list-style-type: none"> ▪ Red blister-like eruptions ▪ Itching (prickly sensation) 	<ul style="list-style-type: none"> ▪ Red blister-like eruptions 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Allow the skin to dry. ▪ Monitor for infection.
Heat Cramps	<ul style="list-style-type: none"> ▪ Painful spasms 	<ul style="list-style-type: none"> ▪ Abnormal body posture - Grasping the affected area 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Drink water or a heavily diluted sports beverage (such as Gatorade). ▪ Seek medical attention if cramping is severe or does not go away.

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Severe Heat-Related Illnesses			
Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion	<ul style="list-style-type: none"> ▪ Weakness ▪ Fatigue Blurred vision ▪ Dizziness Headache 	<ul style="list-style-type: none"> ▪ High pulse rate ▪ Extreme sweating ▪ Pale face ▪ Insecure gait ▪ Normal to slightly elevated temperature ▪ Clammy and moist skin 	<ul style="list-style-type: none"> ▪ Lay the worker down in a cool, shaded area; do not leave them alone. ▪ Loosen and remove heavy clothing that restricts evaporative cooling. ▪ Give cool water to drink, about a cup every 15 minutes. ▪ Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion (continued)			<ul style="list-style-type: none"> ▪ Recovery should be rapid. Call 911 if they do not feel better in a few minutes. ▪ Do not further expose the worker to heat that day. Have them rest and continue to drink cool water.
Heat Stroke	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Chills ▪ Restlessness ▪ Irritability 	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Red face ▪ Hot dry skin (25-50% of cases) ▪ Disorientation ▪ High temperature (≥ 104 F) ▪ Erratic behavior ▪ Shivering ▪ Collapse ▪ Convulsions ▪ Fainting <p style="text-align: center;">Heat stroke may resemble a heart attack.</p>	<p>Get immediate medical help; call 911 for transport to a hospital as quickly as possible.</p> <ul style="list-style-type: none"> ▪ If the person is alert and not feeling nauseous, have them sip cool water. ▪ Move the worker to a cool, shaded area and remove clothing that restricts cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Seconds count - Cool the worker rapidly using whatever methods you have available. For example, <ul style="list-style-type: none"> ○ Immerse the worker in a tub of cool water; ○ Place the worker in a cool shower; ○ Spray the worker with cool water from a garden hose; ○ Sponge the worker with cool water; ○ If the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Continue cooling until medical help arrives. ▪ If emergency medical help is delayed, call the hospital emergency room for further instructions.

- C. Employees experiencing signs or symptoms of heat-related illness must be relieved from duty and provided with a sufficient means to reduce body temperature. Examples include, but are not limited to, the provision of shaded rest areas, misting stations, or temperature controlled environments such as an air conditioned vehicle.
- D. Employees experiencing signs or symptoms of heat-related illness must be carefully monitored to determine whether it is appropriate to return to work or if medical attention is necessary. **If in doubt, call 911.**

6.08.04 Providing heat-related-illness prevention training

- A. All Department Managers with employees who work outdoors when conditions meet or exceed the temperatures listed in section 6.08.01 (A) 1 are responsible for the proper training of supervisors and employees prior to outdoor work assignments that meet the criteria of 6.08.01 (A) 1 and, at least, annually thereafter.

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1. Employee training in the following topics will be provided to all employees who may be exposed to a heat-related illness hazard.
 - a. The environmental factors that contribute to the risk of heat-related illness;
 - b. Awareness of personal factors that may increase susceptibility to heat illness;
 - c. The importance of removing personal protective equipment that increases exposure to heat-related illness hazards during all breaks;
 - d. The importance of frequent consumption of small quantities of water;
 - e. The importance of acclimatization (the body's temporary adaptation to work in the heat that occurs as a person is exposed to it);
 - f. The different types of heat-related illness and the common signs and symptoms of heat-related illness;
 - g. The importance of immediately reporting to the person in charge, symptoms or signs of heat illness in themselves, or in co-workers; and
 - h. The procedures the reporting/responding employee must follow including appropriate emergency response procedures.

2. Supervisor training. Prior to supervising employees working in outdoor environments that meet the criteria list in 6.08.01 (A) 1, supervisors will have training on the following topics.
 - a. The information required to be provided to employees as listed above;
 - b. The procedures the supervisor is to follow to implement the applicable provisions of this section;

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- c. The procedures the supervisor is to follow when an employee exhibits signs or symptoms consistent with possible heat-related illness, including emergency response procedures; and
- d. Procedures for moving employees to a place where they can be reached by an emergency medical service provider, if necessary.

6.09 Fatality, Probable Fatality or Other Serious Accident Reporting

In the event of an incident that causes 1) the death of an employee, 2) the probable death of an employee, or 3) the admittance to the hospital of an employee, notice is to be provided to the Washington State Department of Labor and Industries within 8 hours of the incident.

- 6.09.01 The highest ranking supervisor working at the time of the incident will be responsible for contacting the Department of Labor and Industries. The contact can be made in person or via telephone at 1-800-4BE SAFE (1-800-423-7233).
- 6.09.02 In the event no supervisor is working, the next employee in charge is responsible for following the proper accident reporting procedures set up within the department.
- 6.09.03 No equipment or machinery will be moved except to rescue injured persons or to prevent further injury until directed to do so by a representative from the Department of Labor and Industries.
- 6.09.04 The supervisor is responsible for conducting the accident investigation in accordance with department policy.
- 6.09.05 After notifying the Department of Labor and Industries, the supervisor will notify the Human Resources Director for follow-up with the Department of Labor and Industries.