	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	<p>Human Resources</p>
---	--	-------------------------------

Purpose The purpose of this policy is for the City and its employees to prioritize awareness of health risks associated with heat exposure and to establish workplace heat-illness prevention and safety practices.

Policy It is the policy of the City of Albany to comply with the requirements under the OR-OSHA heat-safety rules, which apply to work performed in both indoor and outdoor environments when the apparent temperature in the work area is at or above 80 degrees Fahrenheit. Additional rules apply when the temperature breaches 90 degrees Fahrenheit.

Scope and Application This policy applies whenever an employee performs work activities, both in indoor and outdoor environments, except as excluded above, and the heat index (Apparent temperature) equals or exceeds 80 degrees Fahrenheit.

The standard does not apply to incidental exposure (less than 15 minutes of exposed work activity in any 60-minute period), to transportation of employees inside vehicles when they are not otherwise performing work, to employees working from home, or where other standards apply (e.g., where heat is generated from a work process).

When any other applicable standard addresses other hazards that may be present, the City will comply with the provisions of that standard as well as this standard. Where the requirements of one standard are more restrictive than the other, the City must follow the more stringent requirements. Departments subject to other activity-specific standards, such as OAR 437-007-1300 et seq (Wildland Fire Suppression and Prescribed Fire), must comply with the standards to the degree feasible without interfering with the ability of the City and its employees to complete the necessary work.

A. **Heat Index Resources**

1. OSHA Heat Safety Tool (Phone Applications)
iPhone:
<https://apps.apple.com/us/app/osha-niosh-heat-safety-tool/id1239425102>
Android:
<https://play.google.com/store/apps/details?id=erg.com.nioshheatindex>

2. Email from Weather Sites – The City uses an online system that identifies the heat index and sends an automated email to all supervisors when the heat index is expected to exceed the 80-degree threshold. This is delivered in the early morning.

	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	<p>Human Resources</p>
---	--	-------------------------------

B. Access to Shade

City work activities covered by this rule must establish and maintain one or more shade areas when the heat index temperature in the work area equals or exceeds 80 degrees Fahrenheit.

1. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use. A shade area must meet the following:
 - i. The shade area must either be open to the air or provide mechanical ventilation for cooling.
 - ii. The amount of shade present must be large enough to accommodate the number of employees on recovery, rest periods, or meal periods so that all employees may remain on site and can rest in a normal posture fully in the shade.
 - iii. The shade must be located as close as practical to the areas where employees are working.
2. When the City can demonstrate that providing access to shade is not safe or feasible in a particular situation (e.g., during high winds), supervisors must identify and implement alternative cooling measures that provide equivalent protection.


C. Drinking Water

City work activities covered by this rule must ensure that an adequate supply of drinking water is readily accessible to employees, and at no cost to employees, when the heat index in the work area equals or exceeds 80 degrees Fahrenheit.

1. The City will supply each employee enough water to enable them to consume 32 ounces per hour.
2. The City is not required to supply the entire quantity of drinking water needed to be supplied for all employees on a full shift at the beginning of the shift. Supervisors may begin the shift with smaller quantities of drinking water if effective procedures are established to replenish the water consumed during the shift.
3. Supervisors must ensure that employees have ample opportunity to drink water supplied under this section.

D. Required Annual Training

The City will ensure that all employees, including new employees, supervisory, and non-supervisory employees receive annual training that covers physical

	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	<p>Human Resources</p>
---	--	-------------------------------

symptoms, heat sickness, heat exhaustion, heat stroke, how to cool down, first aid, etc. Before employees begin work that can reasonably be anticipated to expose employees to a heat index equal to or in excess of 80 degrees Fahrenheit, employees will complete training that meets the criteria of the OR-OSHA rule:

1. The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
2. The procedures for complying with the requirements of this standard, including, but not limited to, the City’s responsibility to provide water, provide daily heat index information, shade, cool-down rests, how to report symptoms of heat-related illness, and access to first aid as well as the employees' right to exercise their rights under this standard without fear of retaliation.
3. The concept, importance, and methods of acclimatization.
4. The importance of employees immediately reporting symptoms or signs of heat illness in themselves or in coworkers.
5. The effects of nonoccupational factors (certain medical conditions, medications, obesity, off-duty alcohol consumption, etc.) on tolerance to occupational heat stress.
6. The different types of heat-related illness and the common signs and symptoms of heat-related illness.

E. High Heat Practices (Above 90 degrees Fahrenheit)

City supervisors must implement the following additional high heat practices when the ambient heat index exceeds 90 degrees Fahrenheit.

1. Supervisors must ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone for calls or text messaging, may be used for this purpose only if reception in the area is reliable.

Daily email: Information gathered through website monitoring is automatically sent to supervisors each day before shifts begin informing when air quality and heat index criteria require additional standards to be followed.

2. Supervisors must ensure that employees are observed for alertness and signs and symptoms of heat illness and monitored to determine whether medical attention is necessary by implementing one or more of the following:

	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	<p>Human Resources</p>
---	--	-------------------------------

- i. Regular communication with employees working alone, such as by radio, cellular phone, or other alternative means; or
 - ii. Create a system where employees are mandatorily paired or teamed up with one another (i.e., a buddy system); or
 - iii. Implement other equally effective means of observation or communication.
3. Supervisors must designate and equip one or more employees on each worksite as authorized to call for emergency medical services, and must allow other employees to call for emergency services when designated employees are not immediately available.
 4. Supervisors must ensure that each employee takes a minimum 10-minute preventative cool-down rest period in the shade at least every 2 hours, regardless of the overall length of the shift.


Note: The preventative cool-down rest period required by this paragraph may be provided concurrently with any other meal or rest period required by policy, rule, or law if the timing of the preventative cool-down rest period coincides with the otherwise required meal or rest period. Except when such a rest period coincides with the existing unpaid meal break, the preventative cool-down rest period is a work assignment and will be compensated accordingly.

5. Supervisors must develop and implement effective acclimatization practices when the ambient heat index exceeds 90 degrees Fahrenheit. The City utilizes the NIOSH Acclimatization plan for this purpose.

F. Emergency Medical Plan

With this policy and additional guidance within the City’s Safety Manual, the City maintains an effective emergency medical plan, in compliance with OAR 437-002-0161, for when the ambient temperature exceeds the heat index of 90 degrees Fahrenheit. In addition to the requirements of the emergency medical plan, the procedures include and address the following:

1. Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how emergency medical services will be provided if a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor must take immediate action appropriate to the severity of the illness.
 - i. If a supervisor observes signs or an employee reports symptoms of heat illness, the employee must be relieved from duty and provided with a

	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	<p>Human Resources</p>
---	--	-------------------------------

sufficient means to reduce body temperature. Examples include, but are not limited to: cooling blankets, cooling vests, and fans.

- ii. 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), immediately implement the emergency response procedures.
 - iii. An employee exhibiting signs or symptoms of heat illness must be monitored and must 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 City of Albany's procedures.
2. Contacting emergency medical services and, if necessary and instructed to do so by the medical professionals, transporting employees to a place where they can be reached by an emergency medical provider.
 3. Ensuring that, in the event of an emergency, clear and precise directions to the work site are provided for first responders to quickly navigate to the location of the affected worker.

Definitions

Heat Index (apparent temperature) – a measure of temperature as it is experienced, which reflects the actual temperature as affected by factors such as wind chill and humidity.


Acclimatization – temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to heat. For most individuals with no underlying medical conditions, acclimatization peaks within 7 to 14 days of regular work for at least 2 hours per day in the heat.

NIOSH – National Institute of Occupational Safety and Health

References and Resources

[Employee and Labor Housing Occupant Exposure to High Ambient Temperatures \(oregon.gov\): https://osha.oregon.gov/OSHARules/adopted/2022/ao3-2022-letter-alh-heat.pdf](https://osha.oregon.gov/OSHARules/adopted/2022/ao3-2022-letter-alh-heat.pdf)

NIOSH Acclimatization Plan: [Heat Stress Acclimatization | NIOSH | CDC](#)

	<p>City of Albany Administrative Policy Safety Policy #: HR-SF-09-001 Title: Heat Safety</p>	Human Resources
---	--	------------------------

Review and Authorization

Supersedes: Temporary Administrative Directive 2021-05-001	Created/Amended by/date: HR; 6/7/2023	Effective Date: 6/7/2023
Human Resources Director: <i>Signature on File</i>		
City Manager: <i>Signature on File</i>		
City Emergency Manager/Safety Officer: <i>Signature on File</i>		

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes