Checklist for Outdoor and Indoor Heat-Related Injury and Illness Prevention

This checklist, adopted from OSHA, is designed to ensure that the following requirements are satisfied and to help protect employees from heat illness. ESSR encourages the daily use of this checklist before any operation is conducted when the heat index in the work area equals or exceeds 80 degrees Fahrenheit. Please refer to NIOSH's Heat Stress App (https://www.cdc.gov/niosh/topics/heatstress/heatapp.html) for the methods to obtain heat index information for the operations. This checklist, or an alternative checklist including the elements below, should be completed by the Manager or Supervisor of the Unit.

Directions:
Review and answer the questions on the checklist to identify if your operations have job-related risk factors for heat exposure.

Section 1 helps you identify job-related risk factors for heat exposure in your operations:

1. For each question, mark the answer (Yes, No, N/A) that is most applicable to your workplace.
2. If you answer "Yes" to any of the questions, continue to section 2 of the checklist to assess your preparedness.

Section 2 helps you assess your preparedness to prevent heat-related injuries and illnesses in your operations:

1. For each question, mark the answer (Yes, No, N/A) that is most applicable to your workplace.
2. If you answer "No," to any of the questions, identify the specific actions you will take to show your commitment to reducing the risk of heat-related injuries and illnesses in your workplace.

At the end of the checklist, you will find links to additional resources on heat-related injury and illness and exposure.

Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
Section 1: Are any of these job-related risk factors for heat exposure present in your workplace?				
Outdoor work in warm/hot weather or direct sun	☐	☐	☐	
Indoor work in warm/hot environments with heat sources such as ovens, fires, hot tar, and/or other radiant heat sources	☐	☐	☐	
Moderate to strenuous physical activity performed in warm/hot indoor or outdoor environments	☐	☐	☐	
Heavy or non-breathable work clothes and/or personal protective equipment worn in warm/hot indoor or outdoor environments	☐	☐	☐	
High relative humidity combined with a warm/hot indoor or outdoor environment (Heat Index above 80° F)	☐	☐	☐	
Other factors not listed above, such as lack of air movement or lack of air-conditioning, combined with a warm/hot indoor or outdoor environment	☐	☐	☐	

Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
Section 2: If you checked "Yes" for any of the above, use the following checklist to assess your preparedness:				
Supervisors and workers are provided with proper training in UMD's program in a language they understand on the following topics:				
• Environmental and personal risk factors for heat illness	☐	☐	☐	
• Procedural aspects for a worksite heat protection plan	☐	☐	☐	
• The importance of frequent consumption of water	☐	☐	☐	
• The concept, importance, and methods of acclimatization	☐	☐	☐	
• Types of heat illnesses, signs and symptoms of heat illnesses, and the appropriate first aid and emergency response measures	☐	☐	☐	
• The importance of and procedures for employees to immediately report to the employer signs and symptoms of heat illness	☐	☐	☐	
A written plan is in place to prevent heat-related injury and illness	☐	☐	☐	
The plan contains procedures that should be used during heat events, such as when the National Weather Service issues a heat advisory or heat warning	☐	☐	☐	
The plan requires the assessment of environmental heat at the worksite (e.g., continually monitoring temperature, heat index) and considers how physical activity and clothing/PPE affect heat stress of workers	☐	☐	☐	
Procedures are in place to determine throughout the workday if heat is hazardous to workers	☐	☐	☐	
A heat wave calculation been performed to identify the presence of a statutory heat wave? *	☐	☐	☐	
**A statutory heat wave is determined when the predicted daily temperature is above 80°F and exceeds the previous 5-day average high temperature by at least 10°F or greater. Resources for this determination are linked at the end of this checklist.*				

Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
A designated, trained individual at the worksite is responsible for assessing and monitoring conditions (e.g., temperature and humidity) and workers for symptoms of heat-related injury and illness (see OSHA: Signs and Symptoms of Heat Illness), implementing the heat plan when necessary, and notifying workers when the heat plan is in effect	☐	☐	☐	
An acclimatization plan is in place to modify work duties for and to closely supervise:				
• New Workers	☐	☐	☐	
• Employees who return to work after 7 days or more consecutive days after absence	☐	☐	☐	
• When a heat wave occurs for the location of work	☐	☐	☐	
Engineering controls (e.g., shade structures with cool air temperatures, reflective barriers, ventilation) are used to reduce heat stress	☐	☐	☐	
A shade structure is available at all times (*regardless of weather*) for workers to rest and cool down	☐	☐	☐	
Shaded employees are monitored to determine if they are experiencing symptoms of heat illness	☐	☐	☐	
If experiencing symptoms, employees are encouraged to remain in shade until symptoms are gone	☐	☐	☐	
Fluids (e.g., cool, potable water, non-caffeinated sugarless sports drinks) are readily available and are provided to workers, and supervisors ensure they are hydrating	☐	☐	☐	
There is a plan for refilling water coolers throughout the day	☐	☐	☐	
Rest breaks are provided and their length and frequency are adjusted, as needed. Supervisors ensure breaks are taken	☐	☐	☐	

Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
High heat procedures*				
**High heat procedures begin when the heat index in the work area reaches or exceeds 90 degrees Fahrenheit where the work is being performed. High heat procedures include all of the criteria discussed above, plus the elements listed below:*				
Prior to starting the work shift, the supervisor or lead meets with employees to review high-heat procedures and remind employees to drink plenty of water, as well as their right to a cool-down period	☐	☐	☐	
Regular communications are maintained using phone, radio or buddy system or some other means of notification to monitor for signs of heat-related injury and illness	☐	☐	☐	
Employees exposed to a heat index in the work area above 90 and below 100 degrees Fahrenheit during work activities receive a cooldown rest period of at least 10 minutes for every 2 hours worked*	☐	☐	☐	
Employees exposed to a heat index in the work area above 100 degrees Fahrenheit during work activities receive a cooldown rest period of at least 15 minutes for every hour worked*	☐	☐	☐	
**Rest periods may coincide with scheduled breaks or lunches.*				
Supervisor Name:	*Department:*			

Additional Resources

a. UMD's Heat Illness Prevention Program
b. MOSH's Heat Illness Prevention
c. OSHA: Signs and Symptoms of Heat Illness
d. OSHA: Heat Illness Prevention Campaign
e. OSHA: Safety and Health Topics: Heat
f. OSHA: Technical Manual - Heat Stress
g. OSHA-NIOSH Heat Safety Tool
h. NIOSH: Heat Stress
i. NOAA: Heat Safety Tips and Resources