	PACIFIC COAST TREE EXPERTS Safety Management System		Doc No:	CALHEAT
			Initial Issue Date	3/4/2024
			Revision Date:	3/1/2025
			Revision No.	1
CAL/OSHA HEAT ILLNESS PREVENTION PROGRAM			Next Review Date:	3/1/2026
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Preparation: Safety Dir	Authority: President	Issuing Dept: Safety		

Purpose

This Heat Illness Prevention Program (HIPP) is designed to protect employees working in outdoor environments from heat-related illnesses. Pacific Coast Tree Experts (PCTE) implements procedures to prevent, recognize, and respond to heat-related hazards specific to line clearance and tree care operations.

Scope

This program applies to all outdoor work performed by Pacific Coast Tree Experts in California and should be applied in any location where heat illness may be a concern.

Program Availability

This written program is available to all employees via QR code posted at each yard and vehicle, and in physical copy at the Canoga Office. Employees may request a digital or printed copy from their supervisor or the Program Administrator.

Statement of Management Commitment

Pacific Coast Tree Experts management is committed to providing a safe and healthy work environment. We fully support this Heat Illness Prevention Program and expect all supervisors and employees to follow its procedures.

Requirements

The heat prevention program/procedures shall be made available to employees. Heat prevention procedures shall be in writing and made available to employees.

High-Heat Procedures (95°F and above)

When temperatures reach 95°F or higher, the following high-heat procedures are implemented:


- Pre-shift tailgate meetings on heat safety
- Crew communication is maintained throughout shift
- A designated person is assigned to call EMS
- Observing employees for heat illness signs and symptoms
- Mandatory reminders to hydrate frequently
- Extra rest breaks and/or work hour adjustments as needed
- Acclimatization support for new or returning workers

Provision of Potable Drinking Water

PCTE ensures that all field employees have access to fresh, pure, and suitably cool potable drinking water at no cost. Water is provided in sufficient quantity at the beginning of the shift—no less than one quart per hour per employee—and replenished throughout the day as needed.

Access to Shade

Pacific Coast Tree Experts must ensure there is access to shade when workers are exposed to temperatures at or above 80 degrees Fahrenheit. At or below 80 degrees Fahrenheit PCTE shall have timely access to shade upon

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request. For temperatures at or above 80 degrees Fahrenheit, one or more areas with shade shall be provided at all times while employees are present. Shade shall accommodate the number of employees on recovery or rest periods.

The amount of shade present shall be at least enough to accommodate the number of employees recovery or rest periods, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

Emergency Response Procedures


At Pacific Coast Tree Experts, supervisors are responsible for ensuring that all emergency communication devices, such as cell phones or radios, are fully functional before each shift begins. As part of our daily safety routine, every crew is required to complete an Emergency Action Plan (EAP), which includes task assignments and the identification of the nearest clinic, hospital, and fire station. In the event an employee begins to show signs or symptoms of heat illness, supervisors are trained to respond immediately by contacting emergency medical services (EMS). Affected employees must never be left alone and, if EMS is unable to reach the site directly, transportation will be arranged to a location accessible to responders. To ensure emergency responders can locate the crew quickly, the specific worksite address or detailed directions are reviewed each morning and kept readily available throughout the shift.

Written Procedures

The heat prevention program/procedures shall be made available to employees. The procedures for Pacific Coast Tree Experts shall be in writing and shall be made available to employees.

Each work site shall develop site specific procedures but shall include the minimum:

- Bring at least 2 quarts per employee at the start of the shift and the supervisors/designated persons will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.
- Supervisors will provide frequent reminders for employees to drink frequently.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift during hot weather.
- Place water containers as close as possible to the workers.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately, or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees or provisions will be made to issue employees their own cups each day.
- Non-agricultural employers can use other cooling measures if they demonstrate that these methods are as effective as shade.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees and stay alert to the presence of heat-related symptoms.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called and check that these are functional at the worksite prior to each shift.

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- Newly hired or returning employees are gradually introduced to physical activity in hot conditions. A buddy system is used for the first 14 days. Supervisors monitor closely during this period.

Training Employees on Heat Illness Prevention

Employees will receive training in the PCTE heat illness prevention procedures. Training should include:

- The environmental and personal risk factors for heat illness.
- PCTE procedures for complying with the requirements of this standard (Section 3395. Heat Illness Prevention in Outdoor Places of Employment).
- 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.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms of heat illness.
- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms, or signs of heat illness in themselves, or in co-workers.
- PCTE procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.
- PCTE 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.
- PCTE 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.

Prior to Overseeing Employees the Supervisor Will Be Giving Training on Heat Illness Prevention Prior to Supervision

Supervisors must be trained in heat-related illness prior to supervision of employees working in the heat. Training should include:


- The procedures the supervisor is to follow to implement the applicable procedures to prevent heat illness.
- The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Training Documentation

All training is to be documented, including a description of the training with employee names, training dates, type(s) of training and training provider name. This documentation shall be maintained for at least one (1) year.

Program Review

The Program Administrator will review and update this Heat Illness Prevention Program (HIPP) at least annually, or sooner if there are changes in work conditions, new hazards identified, regulatory updates, or feedback from employees or supervisors that indicate the need for revision.

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Revision History

Date Revised	Revised By	Description of Change
2024-03-04	Program Administrator	Initial creation of master version for Cal/OSHA compliance
2025-03-01	Program Administrator	Annual review completed – formatting updates and improvements

Management Acknowledgment

This Heat Illness Prevention Program has been reviewed and approved by Pacific Coast Tree Experts management. It reflects our commitment to ensuring the health and safety of all employees working in outdoor environments and complies with California Code of Regulations Title 8, Section 3395.

Approved By: Javier Pinedo Date: 03/01/2025

Signature: 