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|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------|--------------------|-------------|
|  <b>PACIFIC COAST<br/>TREE EXPERTS</b> | <b>PACIFIC COAST TREE EXPERTS</b><br>Safety Management System |                      | Doc No:            | CALHEAT     |
|                                                                                                                         |                                                               |                      | Initial Issue Date | 3/4/2024    |
|                                                                                                                         |                                                               |                      | Revision Date:     | 8/11/2026   |
| <b>CAL/OSHA HEAT ILLNESS PREVENTION PROGRAM</b>                                                                         |                                                               |                      | Revision No.       | 3           |
|                                                                                                                         |                                                               |                      | Next Review Date:  | 8/11/2027   |
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## 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:

- A pre-shift tailgate meeting will be conducted to review heat hazards, hydration, signs and symptoms of heat illness, emergency response, and employee responsibilities.
- A mandatory buddy system or other effective employee observation method will be used to monitor employees for alertness and signs or symptoms of heat illness.
- Supervisors and/or designated persons will conduct frequent employee checks throughout the shift.
- One or more employees at each worksite will be designated and authorized to call emergency medical services (EMS). Any employee may call EMS when a designated employee is unavailable.
- Employees will receive frequent reminders to drink water.
- Additional rest periods, work-hour adjustments, job rotation, or other protective measures will be implemented as conditions warrant.
- New and returning employees will receive additional observation and acclimatization support.

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#### **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 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.

#### **Preventative Cool-Down Rest**

Employees are allowed and encouraged to take a preventative cool-down rest in the shade whenever they feel the need to protect themselves from overheating. Access to shade shall be permitted at all times.

An employee taking a preventative cool-down rest shall be monitored and asked whether they are experiencing signs or symptoms of heat illness. The employee shall not be ordered back to work until signs or symptoms have abated, and in no event less than five minutes, in addition to the time needed to access the shade.

If an employee shows signs or symptoms of heat illness, appropriate first aid and/or emergency response procedures shall be initiated.

#### **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.

Employees exhibiting signs or symptoms of heat illness shall not be left alone or sent home without being offered appropriate onsite first aid and/or emergency medical services. Decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, convulsions, fainting, or other indications of severe heat illness require immediate implementation of emergency response procedures.

#### **Field Implementation Procedures**

- Provide sufficient fresh, pure, suitably cool potable drinking water to allow each employee to drink at least one quart per hour for the entire shift. Smaller quantities may be provided at the beginning of the shift only when effective procedures are in place to replenish the supply throughout the workday.

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Supervisors/designated persons will monitor water supplies regularly, and employees shall immediately report low or contaminated water supplies.

- 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 frequently observe employees and remain alert for signs or symptoms of heat illness.
- 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.

#### **Acclimatization and Heat Waves**

Newly assigned employees working in high-heat conditions will be closely observed by a supervisor or designated person for the first 14 days of employment or assignment.

New and returning employees shall be gradually introduced to strenuous work in hot conditions when practicable, and supervisors shall pay particular attention to employees who are not accustomed to working in the heat.

All employees shall be closely observed during a heat wave. For purposes of this program, a heat wave is any day when the predicted high temperature will be at least 80°F and at least 10°F higher than the average high temperature during the preceding five days.

#### **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.
- The additional heat burden caused by workload, direct sun exposure, climbing, strenuous physical activity, protective clothing, and required personal protective equipment.
- 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 employee's right to access drinking water, shade, preventative cool-down rest, and appropriate first aid or emergency response without fear of retaliation.
- PCTE high-heat procedures that apply when temperatures reach or exceed 95°F.
- The different types of heat illness and the common signs and symptoms of heat illness.

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- 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.

### Supervisor Training

Supervisors shall receive heat illness prevention training before supervising employees who may be exposed to heat hazards. Training shall 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.
- How to monitor weather reports and changing environmental conditions.
- How to respond to hot-weather advisories and anticipated high-heat conditions.
- How to implement PCTE's water, shade, cool-down rest, acclimatization, high-heat, and 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.

### 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                                                                                                                                                   |
| 2026-03-01   | Program Administrator | Annual review completed                                                                                                                                                                                         |
| 2026-08-11   | Program Administrator | Revised heat illness prevention procedures including preventative cool-down rest, high-heat monitoring, acclimatization, heat-wave response, weather monitoring, emergency response, and training requirements. |

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### 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: 08/11/2026

Signature: 