**HEAT ILLNESS PREVENTION PROGRAM**

**Purpose**

It is the intention of North American Security And Investigations to have a written Heat Illness Prevention Program ("HIPP") applicable to all employees who work all or a portion of their shift outdoors in the State of California. This HIPP applies year-round, regardless of the outdoor temperature.

**HIPP Overview**

1. All employees and supervisors who are assigned to an outdoor post in the State of California will be trained on the contents of the HIPP. Training on the HIPP will be given by the Responsible Safety Officer outlined in North American Security And Investigations Injury and Illness Prevention Program (the "RSO").

All employees and supervisors assigned to a specific outdoor post will receive site-specific training for that post. This training will be provided by either the RSO or the supervisor assigned to the particular outdoor post.

All supervisors will be given additional training on their responsibilities under the HIPP and on how to train new employees on the HIPP and the site-specific training. This training will be provided by the RSO.

2. All employees who are assigned to an outdoor post will be provided with access to fresh water so that each employee can drink at least 1 quart of water per hour.

3. All employees who are assigned to an outdoor post will be provided with access to shade for

at least 5 minutes of rest when an employee believes that he or she needs a preventative

recovery period.

4. All employees will be given an opportunity to acclimate to the heat exposure for their

outdoor post.

5. North American Security And Investigations will identify and provide the emergency contact information, directions to and from nearby emergency facilities for each outdoor post.

6. The RSO will prepare a site-specific HIPP for each specific outdoor post to which

North American Security And Investigations employees are assigned and ensure that it is updated if the circumstances of that outdoor post change...

7. The RSO will monitor the weather to ensure that North American Security And Investigations provides adequate access to water and shade and properly acclimatizes employees based upon any sudden rise in temperature.

**I. Training**

All North American Security And Investigations employees and supervisors will receive a copy of this HIPP at the initiation of their employment and after any revisions are made to the HIPP.

All North American Security And Investigations employees and supervisors who are assigned to an outdoor post will receive training on the contents of this HIPP when they are first assigned to an outdoor post. They will also receive site-specific training for each new outdoor post to which they are assigned.

In addition, all North American Security And Investigations employees will receive a copy of Cal-OSHA's pocket pamphlet entitled “Protect Yourself from Heat Illness” which to attached to HIPP as exhibit “A”

During a heat wave or on days where the temperature exceeds 90 degree Fahrenheit, the supervisor for the site or the RSO will provide additional training to review information on heat illness, including how to prevent heat illness, how to recognize the signs and symptoms and how to respond if an employee suffers from heat illness.

The training will include the following:

A. Importance of Heat Illness Prevention

Heat-induced occupational illnesses, injuries and reduced productivity can occur with excessive exposure to a hot work environment. Heat-induced disorders include transient heat fatigue, heat rash, fainting, heat cramps, heat exhaustion, and heat stroke. Aside from these disorders, heat poses the threat of injuries because of accidents caused by slippery palms as the result of sweating and dizziness. Severe burns can also occur as a direct result of accidental contact with hot surfaces and steam.

North American Security And Investigations recognizes the risks and consequences of exposure to excessive temperatures and desires to train all of its employees and supervisors who are assigned to work in outdoor posts on the importance of preventing heat-related illness.

B. Elements of Heat Illness Prevention

1. Access to water. (See Section 11 below.)

2. Access to shade. (See Section 11 below.)

3. Acclimatization. (See Section IV below.)

4. Monitoring of Heat Exposure. (See Section V below.)

5. Emergency Procedures. (See Section VI below.) C. Signs and Symptoms of Heat Illness

There are five categories of heat illness: heat stroke, heat exhaustion, heat cramps, fainting and heat rash. All five categories indicate that the body is not responding properly to heat exposure and an immediate and appropriate response should take are implemented.

I. Heat Stroke

Heat stroke, the most serious health problem for workers in hot environments, is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. A person suffering from heat stroke needs immediate medical attention. Victims of heat stroke will die unless treated promptly.

Signs of heat stroke include:

⦁ Mental confusion, delirium, loss of consciousness, convulsions or coma;

⦁ A body temperature of 106 degrees Fahrenheit or higher; and

⦁ Hot, dry ski n which may be red, mottled, or bluish.

ii. Heat Exhaustion.

Heat exhaustion results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt, or both. The worker with heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher. A person suffering from heat exhaustion needs immediate medical attention.

Signs of heat exhaustion include:

⦁ Heavy sweating, fatigue, dizziness, cramps, rapid pulse, headache, nausea

and vomiting.

iii. Heat Cramps.

Heat cramps, painful spasms of the muscles, are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles used tor performing the work are usually the ones most susceptible to cramps.

iv. Fainting or Heat Syncope.

Fainting (heat syncope) may be a problem when a worker who is not acclimated to a hot environment simply stands still in the heat.

v. Heat Rash.

Heat rash, also known as prickly heat, may occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation. Heat rash that is extensive or infected can be so uncomfortable that it inhibits sleep and impedes a worker's performance, or even results in temporary or permanent disability.

D. Response to Signs and Symptoms of Heat Illness

If you notice any of the above signs and symptoms in you or a fellow employee, immediately report the signs and symptoms to a supervisor. If you are unable to locate a supervisor or if it is apparent that there is insufficient time to locate a supervisor due to the severity of the symptoms, contact the appropriate medical personnel or emergency services outlined in the written guidelines for your specific outdoor post.

While waiting for medical services, implement the following first aid procedures, if possible:

⦁ Move the person to a shaded area.

⦁ Provide cool drinking water and allow the person to sip the water. Do not allow them to

drink large quantities quickly.

⦁ Apply cool, wet towels to the exposed area of the skin.

⦁ Allow the person to remain seated or lie down with their feet raised.

⦁ Remove layers of clothing, particularly those that restrict breathing or are heavy and

cause the retention of body heat.

E. Steps Employees Can Take to Reduce Heat Illness

In addition to drinking adequate water (see Section II below), accessing shade as needed (see Section 111 below) and properly acclimating before exposure to heat (see Section IV below), North American Security And Investigations employees are expected to take additional steps to lower their risk of heat illness.

North American Security And Investigations employees are required to wear uniforms that may include extra layers for personal protective equipment; however, employees should take care to dress as coolly as possible. For example, when possible, avoid adding unnecessary extra layers or heavy clothing like undershirts and heavy socks.

Employees working outside should eat smaller and more frequent meals because the body produces excess body heat during digestion of larger meals. Employees should choose foods with higher water content (like fruits, vegetables and salads). Employees should also choose water over sodas and soft drinks. These modifications are particularly important when temperatures rise during a heat wave.

North America Security And Investigations employees should never consume alcohol, illegal drugs or certain prescription medications during or in close proximity to the start of their shift. Employees should be aware that alcohol consumption, use of some prescription medications and caffeine consumption could affect the body's retention of water and ability to withstand high temperatures. Inform your supervisor or the RSO if you are taking prescription medications that may affect your response to heat exposure. Seek consultation with your health care provider to assess the effect of any prescription medications on your exposure to heat and to assess your need for salt and mineral replacement in response to high temperatures. Also seek the advice of a health care provider if you have illnesses like diabetes or on a low salt diet.

Employees should be aware that age, overall health and level of physical fitness can affect their ability to respond to higher outdoor temperatures. Inform your supervisor or the RSO if you believe your age, health condition or level of physical fitness will compromise your ability to be assigned to an outdoor post.

Employees should watch fellow employees for signs and symptoms of heat illness. They should also encourage fellow employees to drink adequate water and access shade as needed.

Employees should be aware of a sudden rise in outdoor temperatures. During a heat wave, you are at greater risk of getting sick. You need to watch yourself and co-workers more closely and may need to drink more water, take more breaks and use other measures to keep cool (like spraying with water, using cool cloths on skin, etc.)

Employees should notify their supervisor or the RSO if they do not believe they have access to adequate fresh drinking water, adequate shade or if they believe they need to be properly acclimatized to a new outdoor post. You will not be retaliated against for bringing these issues to the attention of North American Security And Investigations.

Employees should notify their supervisor or the RSO if they are new to working outdoors or if they have had heat illness before.

**II. Access to Fresh Water**

All North American Security And Investigations employees and supervisors will be given ready access to cool potable drinking water at all times with at least one quart per employee per hour for the entire shift. This is typically accomplished by drinking 8 ounces of water every 15 minutes during the entire shift. North American Security And Investigations will ensure that there is accessible and sufficient drinking water at each outdoor post to which North American Security And Investigations employees and supervisors are assigned. This water will be provided to employees and supervisors at no cost.

Depending on the outdoor post, this access could be provided by access to drinking fountains, water coolers, cooled bottled water or other alternative source. In the event the facilities of a specific outdoor post do not allow ready access to sufficient quantities from water source that is independently renewable at a constant temperature (i.e. A drinking fountain), North American Security And Investigations will ensure that there are procedures in place to replace the available water as it is depleted or as it becomes warmer. Such procedures will include a designated person to periodically check the level and temperature of all water containers and will designate the period for such checks depending on the specifics of the outdoor post.

All employees assigned to outdoor posts will be given an opportunity to consume sufficient drinking water during the course of their shift. They will also be trained on the importance of remaining hydrated and increasing the number of water breaks during period of higher temperatures. Employees should not wait until they are thirsty to drink water. Employees will not be retaliated against for requesting water or taking water breaks.

**Ill. Access to Shade**

North American Security And Investigations employees and supervisors will be given access to a shaded area for a preventative recovery period if the employee and/or his or her supervisor believe the employee is suffering from heat illness or needs a break to recover from heat exposure. Employees should not wait until they feel sick to seek shade. Employees will not be retaliated against for requesting access to shade or for seeking shade during their shift.

The shaded area will be open to the air or, if enclosed, will be properly ventilated and cooled. The shaded area will allow the employee or supervisor to assume a comfortable posture without touching other employees. The shaded area will be located in an area reachable within a 2.5 minute walk, but no more than %mile or a five minute walk, whichever is shorter. North American Security And Investigations will ensure that the shaded area is not in place that would expose the individual to another hazard, i.e. under construction scaffolding. If the weather prediction for the previous day is for the temperature high to exceed 85 degrees Fahrenheit, the provided shade will be erected as of the beginning of the shift and present for the entirety of the shift. If the temperature reaches 90 degrees Fahrenheit, shade will be provided, regardless of the previous day's temperature predictions. Regardless of the temperature, North American Security And Investigations will ensure there is shade available upon request by an employee if it is not available on a permanent basis.

Depending on the outdoor post, adequate shade could be provided by existing trees or buildings, air conditioned vehicles, temporary tents, umbrellas or canopies erected for the purpose of providing shade. To constitute adequate shade, the provided area will fully shade the individual at all times of the day, i.e. the individual will not be able to see his or her shadow at any time of the day.

If a particular outdoor post requires the employee or supervisor to patrol both indoor and outdoor portions of the site on a regular basis, North American Security And Investigations will not provide a separate shaded area. Similarly, if a particular outdoor post requires the employee or supervisor to patrol an outdoor area from within an air-conditioned vehicle for all or a portion of his or her shift, North American Security And Investigations will not provide a separate shaded area.

**IV. Acclimatization**

Sudden heat exposure for an individual who is not accustomed to working in such temperatures can lead to negative health consequences. The RSO will conduct an individualized assessment for each North American Security And Investigations employee or supervisor assigned to an outdoor post to determine: (1) the experience of the employee working outdoors (including the length of their exposure experience and the temperatures typically experienced); (2) the length of shift, availability of shade, particulars of the post, i.e. whether the post allows for all or a portion of the shift to be performed indoors or within an air-conditioned vehicle, for the particular outdoor post; and (3) a periodic reassessment of the current temperatures experienced for the particular outdoor post. Based upon this individualized assessment for each employee and each outdoor post, North American Security And Investigations will ensure that proper procedures are implemented to acclimatize each employee to outdoor heat exposure. The procedures for this individualized assessment will be contained in the site-specific written guidelines for each outdoor post.

Depending on the outdoor post, these procedures could include: scheduling employees with little outdoor experience to work indoors during the highest temperatures of the day, scheduling employees with little outdoor experience for shifts during the cooler times of the day. For each employee who is being acclimatized, the modifications in shift schedule, location or other characteristic will gradually be modified over a 4-14 day period depending on the current temperatures and the nature of the post. In addition, new employees or employees with little experience working outdoors will be monitored more closely during the acclimatization process to ensure they are not experiencing symptoms of heat illness.

**V. Monitoring of Heat Exposure**

Once they have been trained on the HIPP and the importance of heat illness prevention, all employees and supervisors are expected to take personal responsibility for ensuring that they are consuming sufficient water, seeking shade when necessary and properly acclimatizing themselves for outdoor work. For outdoor posts where employees patrol in close proximity to one another, they will be assigned a "buddy" to monitor and look for discomfort or signs of heat illness. For outdoor posts where employees or supervisors are required to patrol in a remote or separate area without immediate and regular interaction with other North American Security And Investigations employees, North American Security And Investigations will provide monitoring by a supervisor to ensure that the individual is not showing the signs of heat illness. The necessity of a monitor, identification of this monitor, the frequency that the monitor will assess each employee's status and the identification of those employees to be monitored will be outlined in the site-specific written guidelines for each outdoor post.

**VI. Emergency Procedures**

In the event a North American Security And Investigations employee or supervisor requires medical attention due to heat illness, the following emergency procedures should be followed:

1. Immediately contact the supervisor, if possible. If there is not sufficient time to contact the

supervisor due to the severity of the symptoms, contact emergency medical personnel to

request medical services. The contact information, identification of and directions to and

from the nearest emergency medical facility are provided on the site-specific written

guidelines.

2. After a report is made to a supervisor, the supervisor should contact emergency medical personnel to request medical services, if they have not already been contacted. The contact information, identification of and directions to and from the nearest emergency medical facility are provided on the site-specific written guidelines. All supervisors should ensure that they have a working and charged mobile telephone so that they can promptly request medical services. Supervisors should also ensure that there is adequate cell phone coverage for the area in which the employees are assigned. If cell phone coverage is not available or is intermittent, the supervisor should make alternative arrangements to allow contact with emergency personnel.

3. Provide first aid as outlined in Section 1.0. Above

**VII. Weather Tracking**

The RSO will track the weather predictions on a regular basis year round. During the summer months (May to September) and during a heat wave, the RSO will track predicted high temperatures on a daily basis.

In the event of temperatures exceeding 90 degrees Fahrenheit or a heat wave of unusual temperatures for a period other than May to September, the RSO will assess the need to employee additional modifications and alterations for outdoor work assignments to reduce the risk of heat illness

Such considerations include:

1. Modified work schedules (reduced length of shift, timing of shift to cooler portions of the day,

ending shift early) where possible.

2. Increased number of water breaks and increased recommended water consumption.

3. Increased monitoring of employees by a supervisor or designated and trained individual. For

worksites where a monitor is not used, the RSO might consider assigning a monitor for a period

of time in the event of higher temperatures.

4**.** Increased replenishment of fresh water.

5. Increased number or duration of shade breaks.

The RSO will communicate any modifications to account for high temperatures to the supervisor for each outdoor post.

**VIII. Site Specific Written Procedures**

The RSO will prepare site-specific written procedures for each outdoor post to which North American Security And Investigations employees and supervisors are assigned. The RSO will use the "Site Specific Written Procedures" form attached as Exhibit "B" to this HIPP.