



## City of Albany

City Manager Administrative Directive

Number: 2021-05-001

Title: Temporary Policy for Oregon OSHA Heat Safety Guidance

- Purpose:** The purpose of this policy is for the City and employees to prioritize awareness of health risks associated with heat exposure and to establish workplace heat-illness prevention and safety practices.
- General Policy:** The OSHA emergency standard applies to work performed in both indoor and outdoor environments when the temperature in the work area is at or above 80 degrees Fahrenheit. Additional rules apply when the temperature breaches 90 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, or where other standards apply (e.g., where heat is generated from a work process).
- Scope and Application:**
- A. This policy applies whenever an employee performs work activities, and the heat index (Apparent temperature) equals or exceeds 80 degrees Fahrenheit.
  - B. Heat Index Resources:
    1. OSHA HEAT SAFETY TOOL- Apps  
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>
  - C. It does not apply to incidental exposure that exists when an employee is not required to perform covered work activity for more than 15 minutes in any sixty-minute period, nor does it apply to the transportation of employees inside vehicles when they are not otherwise performing work.
  - D. When any other applicable standard addresses other hazards that may be present, The City of Albany must comply with the provisions of that standard and this standard. Where the requirements of one standard are more restrictive than the other, employers 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 of Albany and employees to complete the necessary work.
  - E. Access to shade. City of Albany work activities are 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.





## City of Albany

City Manager Administrative Directive

Number: 2021-05-001

Title: Temporary Policy for Oregon OSHA Heat Safety Guidance

4. The importance of employees immediately reporting symptoms or signs of heat illness in themselves, or in coworkers.
5. The effects of nonoccupational factors (medications, alcohol, obesity, etc.) on tolerance to occupational heat stress.
6. The different types of heat-related illness, the common signs and symptoms of heat-related illness.

### H. Online Heat Training Resources:

1. CIS has a heat safety course on the learning center. The course covers physical symptoms, heat sickness, heat exhaustion, heat stroke, how to cool down, first aid, etc. It meets the criteria of the OR-OSHA rule:
  - i. 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.
  - ii. The procedures for complying with the requirements of this standard, including the employer's responsibility to provide water, provide daily heat index information, shade, cool-down rests, and access to first aid as well as the employees' right to exercise their rights under this standard without fear of retaliation.
  - iii. The concept, importance, and methods of adapting to working in a hot environment.
  - iv. The importance of employees immediately reporting symptoms or signs of heat illness in themselves, or in co-workers.
  - v. The effects of non-job factors (medications, alcohol, obesity, etc.) on tolerance to workplace heat stress.
  - vi. The different types of heat-related illness, and the common signs and symptoms of heat-related illness.

### I. High Heat Practices. City of Albany 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 or text messaging device, may be used for this purpose only if reception in the area is reliable.
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:



## City of Albany

City Manager Administrative Directive

Number: 2021-05-001

Title: Temporary Policy for Oregon OSHA Heat Safety Guidance

- i. Regular communication with employees working alone, such as by radio, cellular phone, or other alternative means, or
  - ii. Create a mandatory 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 (such a practice supplements existing requirements to ensure that emergency medical care is immediately available in all workplaces).
  4. Supervisors must ensure that each employee takes a minimum ten-minute preventative cool-down rest period in the shade at least every two 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 must be compensated accordingly.

- J. Emergency Medical Plan. The City of Albany must develop and implement an effective emergency medical plan in compliance with OAR 437-002-0161 when the ambient temperature exceeds the heat index of 90 degrees Fahrenheit. In addition to the requirements of emergency medical plan, the procedures must 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 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.



**City of Albany**

City Manager Administrative Directive

Number: 2021-05-001

Title: Temporary Policy for Oregon OSHA Heat Safety Guidance

- 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 is provided for first responders to quickly navigate to the location of the affected worker.
- K. Acclimatization. Supervisors must develop and implement effective acclimatization practices when the ambient heat index exceeds 90 degrees Fahrenheit.

**Resources:** [Oregon Health Authority](#) (website)

**Review and Authorization**

Amended Date: N/A	Effective Date:
City Manager:	
Human Resources Director:	
City Emergency Manager/Safety Officer:	

Form or worksheet revision related to this document? No  Yes

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

1. Training required? No  Yes