
Indoor Heat Illness Checklist

An indoor heat illness checklist can be used in a workplace inspection to look for anything that may cause heat illnesses in indoor work environments. This includes problems with the facility, equipment and processes; jobs that require significant exertion or use of personal protective equipment; and how effective the employer's heat illness prevention policies and procedures are. Some of the items below require only direct observation; others will be best captured by also having a conversation with workers and supervisors. Workplace safety committee members, worker leaders and supervisors can use this checklist as a tool to evaluate heat hazards in their workplace as part of preventive efforts.

Date: _____ **Time** _____

Facility or Work Area: _____

Number of workers: _____

Legal Requirements

Some workplace conditions and practices that help prevent heat illness are required under Title 8, California Code of Regulations:

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there drinking water readily available on the site and is it maintained in a clean and sanitary condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a safety plan (IIPP) and do workers know about it? Does the plan include: <ul style="list-style-type: none"><input type="checkbox"/> Procedures to identify sources of heat, such as inspections?<input type="checkbox"/> Actions taken to control heat, such as providing ventilation?<input type="checkbox"/> Employee health and safety training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have effective medical provisions been made in advance for prompt medical treatment in the event of a serious injury or illness? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has anybody had first aid training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are first aid supplies and equipment available? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do workers know the employer's emergency plan? |

Workplace Conditions that Relate to Heat Hazards

Yes **No**

 Are there any machines or equipment that generate heat, such as steam pipes, ovens, dryers or dip tanks?
Which machinery or equipment? _____

 Are hot pipes or hot surfaces insulated?

 If your workplace has general ventilation (i.e., central heat or air conditioning), is it being inspected and maintained at least annually?

 Is there any local exhaust to vent heat sources (i.e., hoods over ovens, exhaust ducts over hot process equipment, etc.)?

 Are there any portable floor fans or wall-mounted air conditioning in the workplace?

 Are they functional?

 Can windows be opened? (If this does not interfere with air conditioning).

 Are there any areas of the workplace that are particularly hot?

Which areas? _____

Why? _____

 Is there an area with good ventilation where workers can take rest breaks to seek relief from the heat?

 Are there any particularly hot tasks?

Which work tasks are the hottest?

(Rank this in order, with 1 being the hottest)

In which areas of the plant do these occur? _____

Best practices to prevent heat illness

Yes **No**

 Are workers in hot, strenuous jobs rotated?

How to Prevent Indoor Heat Illness

- Is the work pace slowed down on very hot days?
- Are schedules changed during hot weather?
- Do new workers have a period of time to get used to working in the heat?
(This is known as acclimatization; it includes assigning lighter work or working shorter shifts)
- Can workers take a break in an area with good ventilation to seek relief from the heat?
- Are workers encouraged to participate in heat stress prevention activities, such as drinking water, watching out for each other, monitoring heat, conducting inspections, taking rest breaks, etc.?
- Are there restrictions or obstacles for workers to drink water?
- Are workers encouraged to drink water often and not wait until they feel thirsty when it is hot?
- Are drinking cups or drinking fountains provided?
- During the hot season, or if the workplace is hot, is there an ice dispenser available?
- Is training provided to workers on heat illness prevention, including:
 - How to recognize heat illness symptoms and how to respond to emergencies;
 - The importance of immediately reporting to their supervisor symptoms or signs of heat illness in themselves or in co-workers;
 - The employer's procedures for responding to symptoms of possible heat illness;
 - That personal factors increase the risk of heat-related illnesses (clothing, hydration, and physical fitness, use of some medications, drugs and alcohol)?
- Do workers use the "buddy system" to recognize signs of heat illness in each other (including weakness, unsteady pace, irritability, disorientation, and changes of skin color)?
- Are workers able to notify their supervisor when feeling ill?

How to Prevent Indoor Heat Illness

- Are workers encouraged to notify their supervisor when feeling ill?
- Do supervisors know how to respond if a worker gets ill from the heat?
- Are workers informed about procedures for contacting emergency medical services (i.e., who is authorized to make the call)?
- Do workers know how to contact emergency services?
- Is there equipment to monitor air temperature and humidity which is visible to all?

Personal Protective Equipment Use

Yes No

- Do workers who wear personal protective equipment (PPE) get more frequent breaks? (In very hot weather, breaks should be taken in a cool or air-conditioned area, if feasible.)
- Are breaks long enough for workers to take their PPE off and put it back on as needed?
- Are workers provided with water or air-cooled garments and an ice-packet vest when using PPE in extremely hot environments?

Notes
