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

☐ ☐ Is there drinking water readily available on the site and is it maintained in a clean and sanitary condition?

☐ ☐ Is there a safety plan (IIPP) and do workers know about it? Does the plan include:

☐ ☐ Procedures to identify sources of heat, such as inspections?

☐ ☐ Actions taken to control heat, such as providing ventilation?

☐ ☐ Employee health and safety training?

☐ ☐ Have effective medical provisions been made in advance for prompt medical treatment in the event of a serious injury or illness?

☐ ☐ Has anybody had first aid training?

☐ ☐ Are first aid supplies and equipment available?

☐ ☐ 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

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________