Heat Stress Program for: _____

Effective Date: _____

Check one:

____ *This Program applies to all employees in the _____Department:*

____ *This Program applies only to employees in Division(s): _____ Section/Unit: _____*

Prepared by:

_____	_____	_____	_____
(NAME)	*(TITLE)*	*(PHONE)*	*(EMAIL)*

Departmental Heat Stress Prevention Program Coordinator:

_____	_____	_____	_____
(NAME)	*(TITLE)*	*(PHONE)*	*(EMAIL)*

Note: The following template is designed to assist departments in preparing a written Heat Illness Prevention Program to establish consistent guidelines to help reduce or eliminate heat stress. The template is provided in Microsoft Word format so that departments can adapt it to their needs. Please refer to the resources in the Appendices section of this document for additional informatio

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1. Policy

The purpose of this document is to establish a consistent guideline for the application, location, maintenance, and various other components described herein involving the Heat Illness Prevention Policy AO 7-48 and Heat Illness Prevention Standard Operating Procedure (SOP) 7-15. The goal of this program is to minimize potential detrimental health effects for Miami-Dade County employees resulting from excessive heat that may result from working outdoors or within indoor environments with elevated temperatures. This document establishes guidelines to assess and minimize health risks resulting from heat stress exposure.

2. Purpose

The Procedure applies to all employees of _____ and describes the requirements for assessing heat-related risks; development of a heat illness prevention training program and procedure; and compliance with Heat Illness Prevention Administrative Order 7-48 and SOP 7-15. It is the goal of this program to provide information to establish preventive procedures to keep employees on County properties from experiencing heat stress illness.

3. Scope

This procedure is for all (Department) employees who are enrolled in the heat stress program and under the purview of the mayor.

4. Roles and Responsibilities:

Establish roles and responsibilities here. Some examples have been provided below. Refer to the Heat Safety Toolkit Guide for a comprehensive list.

- **Department Safety Representatives:**
  - *Implement and oversee heat safety measures.*
  - *Conduct regular heat hazard assessments.*
  - *Ensure compliance with heat exposure regulations and policies.*
  - *Maintain records of heat-related incidents and training.*
- **Supervisors:**
  - *Monitor environmental conditions and enforce safety measures.*
  - *Ensure employees follow hydration and rest break guidelines.*
  - *Report any heat-related incidents to the department safety officer.*
- **Affected Employees:**
  - *Follow established heat safety protocols.*
  - *Stay hydrated and take rest breaks as required.*

- *Report symptoms of heat-related illness immediately.*

5. Heat Risk Assessment Report/Records

This department utilizes the Miami-Dade County Heat Illness Prevention Procedure No. 7-15 tools provided in Appendix A to assess heat risk, provide a written assessment, training, and procedures to employees. The key risk assessment tool is the National Weather Service (NWS) and the OSHA_NIOSH Heat Index app for assessing the risk.

The OSHA-NIOSH app can be used as a screening tool at any time, so that management and safety professionals can more easily recognize when additional preventive options should be implemented. The app is available for download via the App Store at https://www.cdc.gov/niosh/topics/heatstress/heatapp.html. When the NIOSH/OSHA app is insufficient to assess risk, additional instrumentation and monitoring to establish the Wet Bulb Global Temperature and employee exposure shall be employed in accordance with the Administrative Order No. 7-15.

Department safety officers should conduct routine assessments of temperature, humidity, and heat index/WBGT readings, as well as identify job tasks and work areas with high heat exposure. Supervisors will implement necessary engineering or administrative controls to minimize risks.

6. Heat Illness Prevention Procedure

Write your specific procedure here, considering the requirements below.

This Department's heat stress procedure will at a minimum include:

- *Identification of safety positions with responsibility to perform heat stress assessments and training.*
- *Identification of job descriptions that are affected by the department procedure.*
- *Annual refresher training for affected employees.*
- *Development of an acclimatization program and criteria for the risks of the tasks in the department.*
- *Establishment of Heat Stress controls and measures.*
- *Management of heat risk assessment and training records.*
- *Employee training on all aspects of the procedures.*
- *Criteria and frequency for assessing Job and Employee Heat Stress Risks. (Minimum of initial and annual screening and assessing new projects & operations).*

Preventive Measures

Hydration & Cooling

What hydration and cooling controls will be implemented on the job site?

- *Provide access to cool drinking water and electrolyte beverages.*
- *Require employees to drink water every 15–20 minutes during high-heat conditions.*
- *Establish shaded rest areas or cooling stations.*

Work-Rest Cycles & Scheduling Adjustments

What scheduling adjustments will be made? Establish a workflow for rotating job tasks.

- *Modify work schedules to minimize heat exposure during peak hours.*
- *Implement required rest periods based on heat index readings.*
- *Rotate job tasks to reduce prolonged exposure to high temperatures.*
- *Ensure new or returning employees participate in acclimatization procedures. See Appendix C.*

7. Employee Training

Write your training requirement here, considering the following requirements:

The most important component of the Department's heat stress prevention program is employee training. In addition to reading this program document, employees shall be trained regarding the risks of heat stress and how it is reduced, as well as how to recognize heat illnesses and treat them. Specific components of the training include:

- *The hazards of heat stress,*
- *Personal precautions that can be taken to reduce heat stress (see SOP 7-15),*
- *Predisposing factors for, danger signs of, and symptoms of heat stress conditions and illnesses (SOP-715),*
- *Dangers of using drugs, including therapeutic ones, and alcohol in hot work environments,*
- *Awareness of first-aid procedures for, and the potential health effects of, heat stroke in themselves and others,*
- *Employee responsibilities in avoiding heat stress,*
- *Typical engineering and administrative controls are implemented to reduce heat stress,*
- *Use of personal protective equipment (PPE).*

Who is responsible for training schedules and compliance? Is there a training manual, PowerPoint, or other standard resource for employees? Who will need to receive this training? How is completion documented and stored?

8. Emergency Response Procedures

What information will be provided to recognize heat-related conditions and reduce negative health outcomes? What are the emergency procedures?

Examples:

- *Standard Response Guidelines*
- *Emergency Contact Cards*
- *Educational Posters*
- *Regular Team Huddle/Meeting Reminders*

9. Monitoring and Compliance

Who is responsible for monitoring and compliance? Who adjusts the policies? How is this documented?

Daily temperature readings, work-rest schedules, and hydration compliance should be monitored by the on-site supervisor. Department safety officers should maintain records to monitor for compliance and efficacy. Adjust policies annually based on incident data and employee feedback.

10. Annual Review Process

What does the annual review process entail? Who is responsible for this process?

This SOP must be reviewed annually in August by the Department Safety Officer and updated as needed to reflect new regulations, workplace conditions, and incident trends. Updated SOPs must be submitted to the Department Head for approval.

Approved by: [Department Head Name]
Date: [Approval Date]
Effective Date: [Implementation Date]
Next Review Date: [Review Date]

APPENDICES

The following appendices are provided in a format suitable for copying and posting as appropriate:

A. Heat Stress Assessment Record
B. Affected Employee Training Record
C. Acclimatization Schedule
D. Workload Examples
E. NIOSH/CDC/OSHA Heat Index
F. Heat Stress Mitigation Plan

Appendix A

Heat Stress Assessment Record:

Unit/Area	Job Classification	Assessment Heat Index/WBGT (Incl. Date)	Workload (L) (M) (H)	Mitigation Plan/Code (1*)	Engineering Controls	Administrative Controls	PPE Type/Specifications

Prepared by (Print name): _____ Title: _____

1* Create a legend for mitigating plans/codes and administrative/engineering controls.

Appendix B

Heat Stress Program: Affected Employee Training Record

Department: _____ **Division:** _____ **Date:** _____

Employee Name	Section/Unit/ Work Area	Job Activity/Task	Potential HS Hazard(s)	Training Date	Refresher Date

Prepared by (Print name): _____ Title: _____

Appendix C

Assign employees to alternating tasks between shaded or easier tasks and unshaded or harder tasks. Modify work hours to early mornings or late afternoons, limit consecutive days of exposure during heat waves, and adjust break frequency. Allow self-paced work when possible and implement a cool-down period at the end of shifts to prevent delayed heat stress symptoms. Follow acclimatization guidelines for new or returning employees. For new and returning employees, maintain frequent hydration and rest breaks during the acclimatization period.

Acclimatization Schedule

National Institute for Occupational Safety and Health(NIOSH) Acclimatization Recommendations for New Employees	
1st day	20% usual work duration
2nd day	40% usual work duration
3rd day	60% usual work duration
4th day	80% usual work duration
5th day	100% usual work duration
National Institute for Occupational Safety and Health(NIOSH) Acclimatization Recommendations for *Employees with Previous Experience with the Same Job**	
1st day	50% usual work duration
2nd day	60% usual work duration
3rd day	80% usual work duration
4th day	100% usual work duration

*Employees returning from an absence

Recommended Break Frequency

According to OSHA, when employees are exposed to heat at or above the high heat trigger, rest breaks should occur every 2 hours minimum. A meal break may count as a rest break, but periods where employers are donning/doffing PPE or walking to a designated break area should not be included in the rest time.

Due to the extreme heat and humidity faced by employees in Miami-Dade County, particularly during the summer months, it is recommended that employees be given a minimum 10-minute rest break every 2 hours. This should be in a cool/shaded location. The designated high heat trigger for MDC is a heat index of 90°F. Once this threshold is met, minimum rest breaks should occur every 2 hours (or as needed based on employee workload and health condition). At heat index levels of 104°F and above, adjustments to work schedules should be considered.

Appendix D

Workload Definitions	**APPROXIMATE WORKLOAD LEVELS**
Light	Sitting at ease, writing/typing, sorting light materials, inspecting crops, driving mobile equipment on paved roads, piloting spray aircraft.

Moderate	Using a chainsaw, off-road operation of mobile equipment, periodic handling of moderately heavy materials, weeding, hoeing, picking fruits or vegetables, air blast and boom spraying, knapsack spraying on level ground, pushing, or pulling light-weight carts or wheelbarrows, washing vehicles, walking 2-3 mph.
Heavy	Transferring heavy materials, shoveling, digging, hand mowing, loading sacks, stacking hay, planting seedlings, hand-sawing wood, pushing or pulling loaded hand carts or wheelbarrows, moving irrigation pipe, laying cinder blocks, knapsack spraying on rough ground or an incline, walking 4 mph.

Appendix E

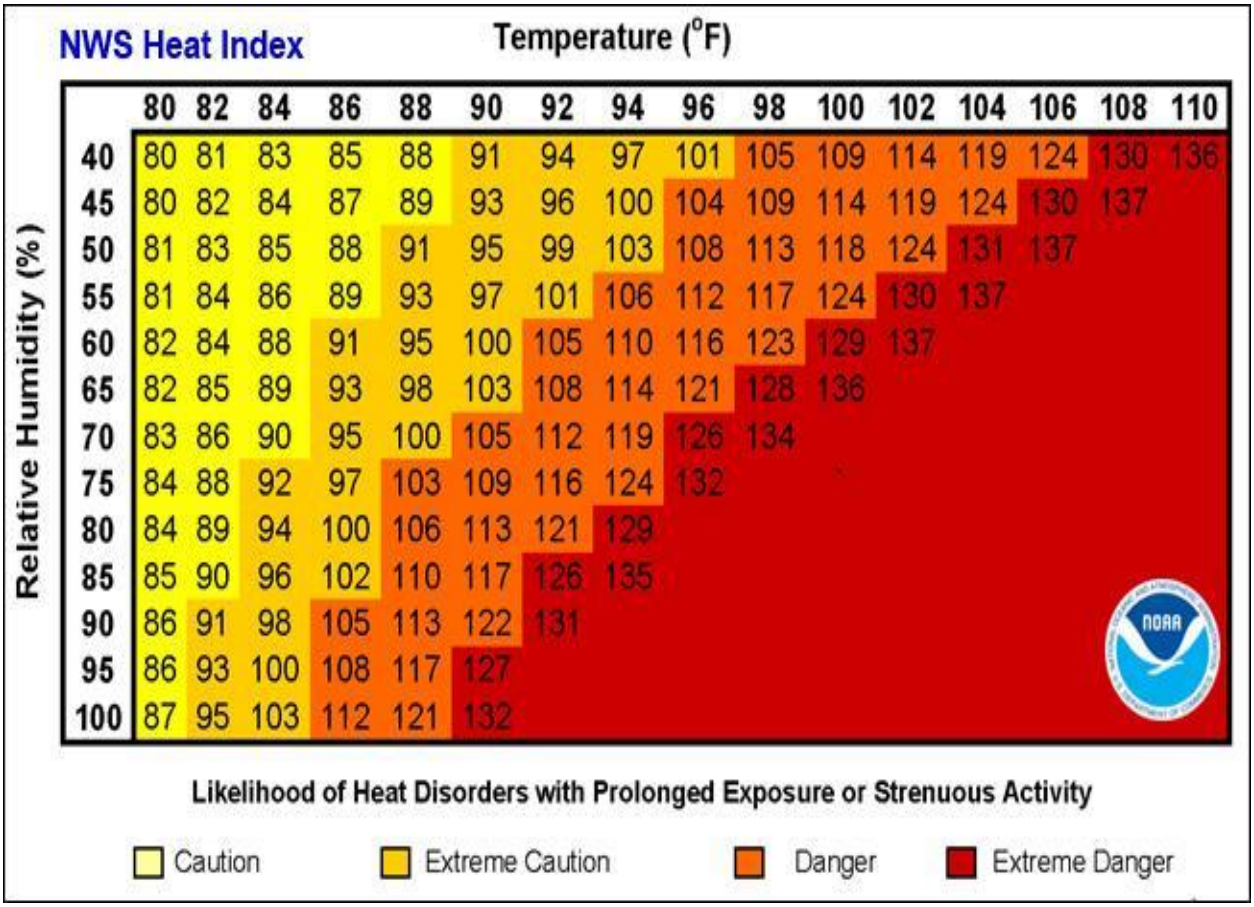
National Institute of Occupational Safety (NIOSH), National Weather Service (NWS), Occupational Safety and Health Administration (OSHA): HEAT INDEX

The U.S. National Oceanographic and Atmospheric Administration (NOAA) developed the heat index system. The heat index combines both air temperature and relative humidity into a single value that indicates the apparent temperature in degrees Fahrenheit, or how hot the weather will feel. The higher the heat index, the hotter the weather will feel, and the greater the risk that outdoor workers will experience heat-related illness. NOAA issues heat advisories as the heat index rises. To learn more about the heat index, visit NOAA's website.

*IMPORTANT NOTE**:** The heat index values were devised for shady, light wind conditions, and exposure to full sunshine can increase heat index values by up to 15° Fahrenheit. To account for solar load, added precautions are recommended. See Protective Measures to Take at Each Risk Level.*

See the OSHA website for more information: Heat - Overview: Working in Outdoor and Indoor Heat Environments | Occupational Safety and Health Administration (osha.gov)

For the HEAT Safety Tool App: OSHA-NIOSH Heat Safety Tool App | NIOSH | CDC



Appendix F

Heat Illness Mitigation Plan

Usage Instructions

Each department must use this plan as a foundation, customizing details based on their specific operational activities and work environments. Ensure all employees are trained on recognizing heat illness symptoms and emergency response procedures. Identify individuals responsible for monitoring weather forecasts and implementing mitigation measures.

To tailor these procedures to department work activities, evaluate and consider the specific conditions at the job site, such as the number of workers, the length of the work shift, the ambient temperature/heat index, and any increased heat burden from PPE.

Heat Index Action Levels & Mitigation Measures

Heat Index (°F)	Mitigation Measures
80°F - 89°F *(Standard Heat Procedures)*	• Provide and encourage regular hydration • Ensure cool drinking water is accessible within 50 ft of the work area • Remind employees to hydrate frequently, even if not thirsty • Provide access to shaded or air-conditioned cool-down areas
90°F - 103°F *(High Heat Procedures)*	• All measures from the previous category, PLUS: • Mandatory shade/cool-down area availability within close proximity to the work site • Increase reminders to hydrate and take breaks when needed (e.g., recommend hydrating every 20 minutes and a minimum 10-minute rest break every 2 hours) • Monitor workers more closely for signs of heat illness • Consider schedule adjustments or rotation of work tasks to reduce heat exposure and exhaustion • Engage in reminders on heat safety during pre-shift huddles if high or excessive heat is expected • Utilize standard cooling PPE
104°F and above *(Excessive Heat Procedures)*	• All measures from the previous categories, PLUS: • Adjust schedules and/or workload to reduce or eliminate work during peak heat hours (e.g., 11 am - 4 pm) • Mandatory 10-minute cool-down breaks every hour (or more frequently if necessary) • Close monitoring of all workers (buddy system required) • Ensure immediate access to first aid • Provide additional cooling measures such as cooling vests, fans, misting stations, or similar equipment

Note: These procedures describe the minimum essential heat illness prevention steps applicable to most outdoor work settings. In work settings where there is a higher risk of heat illness and injury (e.g., during a heat wave or other severe working or environmental conditions), you should exercise greater caution and employ protective measures as needed to protect

workers. These procedures do not include every workplace scenario, so it is essential to evaluate all conditions found in the individual worksite that are likely to cause heat illness or injury. Further information on mitigation methods can be found in the Administrative Order No. 7-48 and the County Heat Safety Toolkit Guide.

Legend Creation

Departments should develop an internal legend or coding system that aligns with the provided mitigation template. For example, use Code 1 for standard heat procedures, Code 2 for high-heat procedures, and Code 3 for excessive heat procedures. To further clarify actions, consider adding subcodes - such as 1a for hydration requirements, 1b for shade/rest breaks, and 1c for PPE or cooling equipment requirements. Document and display this legend alongside the hazard assessment to ensure necessary mitigation actions are understood at each heat index level.