



UMBC Heat Safety Program

Appendix A: Department Heat Stress Prevention and Management Plan

Instructions:

Department supervisors shall complete this document to identify the measures that will be implemented to prevent and monitor heat stress and heat-related illness to employees.

This plan must be implemented when staff, students or faculty are to work in areas where conditions equal or exceed a heat index of 80 degrees Fahrenheit (80°F) and where work is performed for more than 15 consecutive minutes per hour. All sections must be completed prior to allowing any employee or student to complete work in such conditions. High heat procedures will be documented on this form when temperatures are expected to exceed 90°F.

For additional guidance when completing this Plan, refer to the **UMBC Heat Safety Program written procedure**.

Department Name:	Department/Unit Supervisor Name:
Department Unit or Shop (If Applicable):	Department/Unit Supervisor Email:
Date Completed:	Department/Unit Supervisor Phone:
High Heat Day? (Heat Index At or Above 90°F) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Document High Heat Procedures in the sections provided below.	
Complete the Below Sections	
1. Have all employees completed heat safety training (Webnet module)? <input type="checkbox"/> Yes <input type="checkbox"/> No If No is selected, have employees complete the Webnet Heat-Related Illness Awareness training Module. If assistance is needed, notify ESH at esh@umbc.edu .	

2. How will employees have access to sufficient amounts of cool, potable drinking water?
3. Describe methods to ensure employees will be provided sufficient space to rest in a shaded or climate controlled area where heat-affected employees may cool off and recover from when signs and symptoms of heat-related illness are recognized.
4. Describe work scheduling modifications and work/rest cycles to be implemented.
5. Describe monitoring (buddy system) methods to be implemented.

6. Describe acclimatization procedures for:

- a. Employees are newly assigned to work in heat-related conditions
- b. Employees returning to work after 7 or more consecutive days of absence

7. Personal Protective Clothing Provisions (check all that apply):

- ☐ Lightweight, breathable clothing
- ☐ Cooling vests or similar cooling gear/equipment
- ☐ Reflective clothing designed to reduce radiant heat load
- ☐ Other (describe):

6. Have all other safety concerns or hazardous conditions pertaining to heat safety been addressed?

- ☐ Yes
- ☐ No

If No is answered, take the necessary steps to address. Consult with your department's management and ESH for assistance if needed.

7. All members of the work group must have a way to communicate to a supervisor or emergency response in the event of an incident or heat-related emergency. Please indicate communication methods below (at least two are required):

- ☐ 2 Way Radio/Walkie Talkie
- ☐ Cellular phone
- ☐ Verbal communication

8. Are employees aware of emergency procedures in the event of a heat-related medical emergency? (Refer to Appendix B: Procedures for Heat-Related Medical Emergencies).

☐ Yes

☐ No

If No is answered, review with your employees.

9. Has this Plan been communicated to and understood by your employees?

☐ Yes

☐ No

If No is answered, review this plan with your employees.

10. High Heat Procedures (Above 90°F)

Have high heat procedures been effectively documented in the above sections?

☐ Yes

☐ No

If the answer is No, please add any additional information below. For more information on High Heat Procedure requirements, refer to the UMBC Heat Safety Program.