

Heat Illness Prevention Program (HIPP)

Company Name: Northern Arizona University

Effective Date: June 15, 2026

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1.0 Purpose and Scope

Our company is committed to the safety and health of every employee. This Heat Illness Prevention Program (HIPP) has been established to protect our workers from heat-related hazards, injuries, and illnesses in both outdoor and indoor work environments.

We maintain this written plan to comply with Arizona Division of Occupational Safety and Health (ADOSH) requirements and A.R.S. §23-403(A).

2.0 Responsibilities

- We have assigned the following responsibilities to ensure the success of this program:
 - Management: We provide all necessary resources, including potable water, adequate shade, and training.
 - Supervisors: Our supervisors monitor weather conditions daily, manage work-rest schedules, and monitor employees for signs of heat stress.
 - Employees: Our employees are responsible for hydrating frequently, using shaded areas for rest, and immediately reporting any heat-related symptoms in themselves or co-workers.

3.0 Water Provision

We provide fresh, pure, and suitably cool potable water at no cost to all employees.

- Water Standards:
 - Accessibility: Water is located as close as practicable to the work area.
 - Quantity: For non-plumbed areas, we provide a minimum of one quart of water per employee per hour at the start of the shift.
 - Quality: We maintain water at a cool temperature, ideally 59°F, and clean containers regularly.
 - Encouragement: We encourage "drink-in-place" hydration moments and frequent water consumption throughout the day.

4.0 Access to Shade

We provide shade structures or accessible buildings to allow the body to cool down effectively during breaks.

- Shade Requirements:
 - Adequacy: Our shade is large enough to allow all employees on break to sit in a natural posture without being in direct sunlight.
 - Ventilation: Shaded areas are open to the air on at least three sides or are mechanically ventilated.
 - Proximity: Shade is located as close as reasonable to the work area and is kept free of hazards.

5.0 Rest and High Heat Procedures

We allow employees to take preventative cool-down rest periods in the shade without penalty whenever they feel the need to prevent overheating.

5.1 High Heat Procedures (Heat Index \geq 100°F)

- When conditions reach or exceed a Heat Index of 100°F, we implement the following:
 - Mandatory Hydration: We require workers to hydrate at least every 15-20 minutes.
 - Buddy System: We pair employees together to monitor each other for signs of heat illness.
 - Direct Communication: Supervisors maintain regular contact with all employees.
 - Schedule Adjustments: We schedule strenuous tasks for cooler parts of the day when possible.

6.0 Acclimatization

We utilize a gradual approach to help employees adapt to hot environments over 7 to 14 days.

- Procedures:
 - New Hires: We begin new employees at 20% of their normal workload on Day 1, gradually increasing exposure daily by 20%.
 - Returning Workers: Employees absent for 3+ days start at 50% workload, reaching 100% over four days.
 - Monitoring: Supervisors closely observe unacclimated workers for any signs of distress.

7.0 Training

For employees that are reasonably anticipated to work in an environment that will result in exposure to the risk of heat illness, training is conducted in a language employees understand before they begin work in such conditions.

- Training Topics Include:
 - Risk factors, symptoms of heat illness, and employer/employee rights.
 - Procedures for water, rest, shade, and acclimatization.
 - First aid and emergency response protocols.
 - The use of the NIOSH Heat Stress APP and the National Weather Service HeatRisk Map.
 - We conduct retraining annually or after any serious heat-related incident.

8.0 Emergency Response

- In the event of a suspected heat illness, we follow these steps:
 - Immediate Notification: Any employee noticing symptoms must notify a supervisor immediately.
 - First Aid: Move the worker to a shaded/cool area, provide cool water, and apply cooling measures.
 - Emergency Services: Call 911 for signs of Heat Stroke (confusion, unconsciousness, high body temp).