

California's heat illness prevention standard, including the addition of section 3395, was formally adopted into law on July 27, 2006. The standard in its entirety applies to all outdoor places of employment at those times when the environmental risk factors for heat illness are present. This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308, 6317, and any other statutes conferring enforcement powers upon the Division. The four key elements to control the occurrence of risk for heat illness specified by section 3395 are:

- Provision of Water
- Access to Shade
- Training
- Written Procedures

The purpose of Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to B&B Interiors, Inc. Injury Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Program establishes procedures and provides information which is necessary to ensure that employees of B&B Interiors, Inc. are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of other.

This program has been prepared for use by employers who have employees working outdoors at those times when the environmental risk factors for heat illness are present.

### **Heat Illness Prevention Program**

In order to control the risk of occurrence of heat illness, and comply with Labor Code sections 6308 and 6317, B&B Interiors, Inc. has implemented the following heat illness prevention program. This program applies to all B&B Interiors, Inc. supervisors and employees working in outdoor places of employment.

### **DEFINITIONS**

**OUTDOOR PLACES OF EMPLOYMENT-** Any place of employment outdoors, especially those where work is performed in direct sun light. Non climate controlled buildings, structures, or other covered locations where environmental factors for heat illness are present may be considered outdoor places of employment. For additional information contact Human Resource office at (559) 582-1202

**ACCLIMATIZATION-** The temporary adaptation of the body to work in the heat, which occurs gradually as a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work of at least two hours per day in the heat.

**HEAT ILLNESS-** A serious medical condition, which results from the body's inability to cope with a particular heat-load. Heat illnesses include heat cramps, heat exhaustion, heat syncope (fainting or unconsciousness,) and heat stroke.

**ENVIRONMENTAL RISK FACTORS-** Working conditions that create the possibility that heat illness could occur. They include air temperature, relative humidity, radiant heat from the sun or other sources, conductive heat sources such as the ground, air movement, work load severity and duration, and personal protective clothing and equipment worn by employees.

**PERSONAL RISK FACTORS-** The personal factors that increase the risk that a person could suffer from heat illness. They include an individual's age, degree of acclimatization, general health, water consumption, alcohol consumption, and caffeine consumption. Use of certain prescription medications that affect the body's water hydration levels, blood circulation, or other physiological responses to heat may also make a person more susceptible to heat illness.

**PREVENTIVE RECOVERY PERIOD-** The period of time that a person needs to recover from the heat in order to prevent themselves from suffering a heat illness.

**SHADE-** Shade is the blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of that shade, which is to allow the body to cool down. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the vehicle has been pre-cooled, is running, and has the air conditioning system turned on. The combined blockage of direct sun, and air movement, should result in a 10-15 degree reduction in temperature when compared to that of non-shaded areas in order to be effective.

### **PROVISION OF WATER**

Employees shall have access to cool potable drinking water meeting the requirements of Sections 3363, 3457, as applicable. Where it is not continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide a minimum of one quart per employee per hour for the entire shift. If the supervisor is not able to provide the entire amount of water at the beginning of the shift, then the supervisor is responsible for replenishment of cool potable water at the frequency necessary to provide one quart of water per employee at all times. The frequent drinking of water shall be encouraged by the supervisors. Employees are required to start their shift adequately hydrated, and maintain proper hydration by frequently drinking water. B&B Interiors, Inc. procedures include but are not limited to the following:

- Bring at least 2 quarts per employee at the start of the shift, and
  
- Supervisor/ designated person will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/ designated person low levels or dirty water.

- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.· Place water containers as close as possible to the workers, not away from them.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately; or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees, or provisions will be made to issue employees their won cups each day.
- Noise making devices, such as air horns, may be used to remind employee's to take their water break.

### **ACCESS TO SHADE**

Employees suffering from heat illness or believing that a preventive recovery period is needed to prevent a heat illness from occurring, shall be provided access to an area with shade that is either open to the air, or provided with ventilation or air conditioning, for a period of no less than five minutes. Such access to the shade shall be permitted at all times. Except for employers in the agricultural industry, cooling measures other than shade (use of misting machines etc.) may be provided in lieu of shade, if the supervisor can demonstrate that the alternative measures are at least as effective as shade in allowing the person to cool down. B&B Interiors, Inc. procedures include but are not limited to the following:

- Supervisor will set-up adequate number of; umbrellas, canopies or other portable devices, at the start of the shift and will relocate them to be closer to the crew, as needed. Equipment should be placed in close proximity (i.e., no more than 50-100 yards) to the work activity.
  - Employees have access to office or construction trailer, or other building with air conditioning.
  - Every morning there will be short tailgate meetings (in the employees language) to remind workers about the importance of rest breaks and the location of shade.
- TRAINING EMPLOYEE AND SUPERVISOR TRAINING-** All supervisory and non-supervisory employees shall be trained in the following topics:
- The environmental and personal risk factors for heat illness.
  - B&B Interiors, Inc. procedures for complying with the requirements for this standard.
  - The importance of the frequent consumption of small quantities of water of up to four cups per hour when the work environment is hot, and the employees are likely to be sweating more than usual in the performance of their work duties.

- The importance of acclimatization.
- The different types, and common signs and symptoms, of heat illness.
- The importance of employees to immediately report, either directly or through a supervisor, signs or symptoms of heat illness that they or a co-worker may be experiencing.
- B&B Interiors, Inc. procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- B&B Interiors, Inc. procedures for ensuring that, in the event of an emergency, clear and precise directions to the injured employee's work site can and will be provided, if necessary, to emergency medical responders.

## **SUPERVISOR TRAINING**

Prior to being assigned to supervise employees working in the heat, supervisors of B&B Interiors, Inc. will receive training on the following topics:

- All of the topics listed under employee and supervisor training.
- The procedures the supervisor is to follow to implement the applicable provisions in this section.
- The procedures the supervisor is to follow when an employee exhibits signs and/or symptoms consistent with possible heat illness, including emergency response procedures.
- A copy of this written program shall be made available to employees and/or The Division of Occupational Safety and Health (Cal/OSHA) upon request.

### **EMERGENCY SERVICE CONTACT**

- Supervisors shall ensure that effective means of communication are available at all times at every job site. Effective means of communication may include telephone land line, cellular/mobile phone, or two way radios. Effective means of communication should be established, maintained, and checked regularly for all work locations. Supervisors shall ensure that non-English speaking employees have an alternate contact to serve as interpreter in the event a bilingual emergency dispatch operator is not available to assist them.
- At new, remote, and/or difficult to find locations, supervisors shall make clear and precise directions available to employees to be used in case of emergency.

- At each new job, and routinely thereafter, supervisors shall assess emergency medical response accessibility conditions. For locations where emergency access is an issue, or where it is likely to become an issue, a meeting point for emergency response shall be determined in advance, so that it can be used if necessary.

- B&B Interiors, Inc. and its supervisors shall address every report of possible heat illness as a potentially serious illness, and act quickly to avoid any unnecessary delay in required medical care. In every case, we will assess the situation, follow the established procedures, and follow up to make sure that each person recovers from the first signs of illness.

### **HEAT ILLNESS RESPONSE PROCEDURE MILD HEAT CRAMPS**

Description: Heat cramps usually affect people who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture. The low salt level in the muscles may be the cause of heat cramps. Heat cramps may also be symptom of heat exhaustion.

Recognizing Heat Cramps: Heat cramps are muscle pains or spasms-usually in the abdomen, arms, or legs- that may occur in association with strenuous activity. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

What to Do: If medical attention is not necessary, take these steps:

- Stop all activity, and sit quietly in a cool place.
- Drink clear juice or a sports beverage (not soda).
- Do not return to strenuous activity for a few hours after the cramps subside, because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention for the heat cramps if they do not subside in 1 hour.

Prevention/First Aid: Drink electrolyte solutions such as Gatorade or plenty of water during the day and try eating more fruits with potassium, such as bananas to help keep your body hydrated during hot weather. Inform your supervisor immediately if a person becomes ill.

- Take information and document the report of suspected heat illness.
- Authorize a preventive recovery period, and access to a shaded area. If you are unable to get the employee to shade and water quickly, take shade and water to the employee.
- Verify the known signs and symptoms of mild heat cramps. Make sure that signs and symptoms of more serious heat illness such as heat exhaustion or heat stroke are not present.
- If the employee's condition recovers, send him/her back to work. Follow up at reasonable intervals to make sure that the individual has not had a return of symptoms. If the employee continues to have mild symptoms and/or subsequent requests for heat illness rest breaks, take the individual to the industrial clinic for evaluation and possible treatment.

- As soon as practicably possible, report the incident(s) to B&B Interiors, Inc. business office.
- If the employee's condition worsens to that of serious heat illness, follow the procedures below:

### **HEAT EXHAUSTION (THIS IS A MEDICAL EMERGENCY)**

Description: Heat exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Those most prone to heat exhaustion are elderly people, people with high blood pressure, and people working or exercising in a hot environment.

#### Recognizing Heat Exhaustion:

Warning signs of heat exhaustion include the following:

- Heavy sweating
- Paleness
- Muscle cramps
- Tiredness
- Weakness
- Dizziness
- Headache
- Nausea or Vomiting
- Fainting

The skin may be cool and moist. The victim's pulse rate will be fast and weak, and breathing will be fast and shallow. If heat exhaustion is untreated, it may progress to heat stroke. Seek medical attention immediately if any of the following occurs:

- Symptoms are severe
- The victim has heart problems or high blood pressure

Otherwise, help the victim to cool off, and seek medical attention if symptoms worsen or last longer than 1 hour.

#### What to Do:

Cooling measures that may be effective include the following:

- Cool, nonalcoholic or soda beverages
- Rest
- Cool shower, or running water
- An air-conditioned environment
- Lightweight clothing

#### Prevention/First Aid:

The employee suffering these symptoms should be moved to a cool location such as a shaded area of air-conditioning building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet cloths or fan them. Have them drink water or electrolyte drinks. Try to cool them down, and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids. Call 911 if the person becomes non-responsive, refuses water, vomits, or loses consciousness.

- Assess the possible heat illness report to verify known heat exhaustion/heat stroke symptoms.
- Call for emergency medical response using the pre-arranged effective communication mode. A landline telephone is the best method, if available.
- Provide emergency medical responders with clear and precise directions to the job site and injured worker.
- Begin treatment as listed in treatment guidelines, and/or the 911 operator's directions. If you are unable to get the injured employee to shade and water quickly, take shade and water to the ill employee.
- For remote or difficult to find locations, send an employee to meet the emergency medical response team at the nearest road or easily identifiable landmark, so that this person can escort the response team back to the victim's location.
- If the injured worker's location is inaccessible to emergency medical responders, transport the injured employee to a point where emergency medical responders will be able to reach him/her. Communicate any changes in the injured employee's location to emergency medical responders immediately.
- As soon as practicably possible, report the incident to B&B Interiors, Inc. business office.

### **HEAT STROKE (THIS IS A MEDICAL EMERGENCY)**

Description: Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

#### Recognizing Heat Stroke:

Warning signs of heat stroke vary but may include the following:

- An extremely high body temperature (above 103°F, orally)
- Red, hot, and dry skin (no sweat)
- Rapid, strong pulse
- Throbbing headache
- Dizziness
- Nausea
- Confusion
- Unconsciousness

#### What to Do:

If you see any of these signs, you may be dealing with a life-threatening emergency.

Have someone call for immediate medical assistance while you begin cooling the victim.

Do the following:

- Get the victim to a shady area.
- Cool the victim rapidly using whatever methods you can. For example, immerse the victim in a tub of cool water; place the person in a cool shower; spray the victim with cool water from a garden hose; or if the humidity is low, wrap the victim in a cool, wet sheet and fan him or her vigorously.

- Monitor body temperature, and continue cooling efforts until the body temperature drops to 101-102°F
- If emergency medical personnel are delayed, call the hospital emergency room for further instructions.
- Do not give the victim fluids to drink.
- Get medical assistance as soon as possible.

Sometimes a victim's muscles will begin to twitch uncontrollably as a result of heat stroke. If this happens, keep the victim from injuring him/herself, but do not place any objects their mouth and do not give fluids. If there is vomiting, make sure the airway remains open by turning the victim on his or her side.

#### Prevention/First Aid:

It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Pour water on them, fan them, or apply cold packs. Call 911 to get the victim medical aid as soon as possible.

## **SUNBURN**

Description: Sunburn should be avoided because it damages the skin. Although the discomfort is usually minor and healing often occurs in about a week, more severe sunburn may require medical attention.

#### Recognizing Sunburn:

Symptoms of sunburn are well known: the skin becomes red, painful, and abnormally warm after sun exposure.

#### What to Do:

Consult a doctor if these symptoms are present:

- Fever
- Fluid-filled blisters
- Severe pain

#### Prevention/First Aid:

Remember these tips when treating sunburn:

- Avoid repeated sun exposure.
- Apply cold compresses or immerse the sunburned area in cool water.
- Apply moisturizing lotion to affected areas. Do not use salve, butter, or ointment.
- Do not break blisters.

## **HEAT RASH**

Description: Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. It can occur at any age but is most common in young children.



### Recognizing Heat Rash:

Heat rash looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

### What to Do:

The best treatment for heat rash is to provide a cooler, less humid environment. Keep the affected area dry. Dusting powder may be used to increase comfort. Treating heat rash is simple and usually does not require medical assistance. Other heat-related problems can be much more severe. Any questions or concerns related to this heat illness prevention program, or any other safety program of B&B Interiors, Inc. should be directed to the Human Resource office at (559) 582-1202 .

### Subchapter 7. General Industry Safety Orders Group 2.

Safe Practices and Personal Protection Article 10. Personal Safety Devices and Safeguards §3395. Heat Illness Prevention.

(a) Scope and Application. This section applies to the control of risk of occurrence of heat illness. This is not intended to exclude the application of other sections of Title 8, including, but not necessarily limited to, sections 1230(a), 1512, 1524, 3203, 3363, 3400, 3439, 3457, 6251, 6512, 6969, 6975, 8420 and 8602(e). This section applies to all outdoor places of employment.

Note No. 1: The measures required here may be integrated into the employer's Injury and Illness Program required by section 3203.

Note No. 2: This standard is enforceable by the Division of Occupational Safety and Health pursuant to Labor Code sections 6308 and 6317 and any other statutes conferring enforcement powers upon the Division. It is a violation of Labor Code sections 6310, 6311, and 6312 to discharge or discriminate in any other manner against employees for exercising their rights under this or any other provision offering occupational safety and health protection to employees.

### (b) Definitions.

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (d), shall be encouraged. (e) Access to shade. Employees suffering from heat illness, or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

(e) Training.

(1) Employee training. Training in the following topics shall be provided to all supervisory and non-supervisory employees.

(A) The environmental and personal risk factors for heat illness;

(B) The employer's procedures for complying with the requirements of this standard;

(C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;

(D) The importance of acclimatization;

(E) The different types of heat illness and the common signs and symptoms of heat illness;

(F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;

(G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;

(H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;

(I) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

(2) Supervisor training. Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

(A) The information required to be provided by section (e)(1) above.

(B) The procedures the supervisor is to follow to implement the applicable provisions in this section.

(C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

(3) The employer's procedures required by subsections (e)(1)(B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request.

Note: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.  
**HISTORY**

1. New section filed 8-22-2005 as an emergency; operative 8-22-2005 (Register 2005, No. 34). A Certificate of Compliance must be transmitted to OAL by 12-20-2005 or emergency language will be repealed by operation of law on the following day.

2. New section re-filed 12-20-2005 as an emergency; operative 12-20-2005 (Register 2005, No. 51). A Certificate of Compliance must be transmitted to OAL by 4-19-2006 or emergency language will be repealed by operation of law on the following day.

3. New section re-filed 4-19-2006 as an emergency; operative 4-19-2006 (Register 2006, No. 16). A Certificate of Compliance must be transmitted to OAL by 8-17-2006 or emergency language will be repealed by operation of law on the following day.

4. Certificate of Compliance as to 4-19-2006 order, including amendment of section heading and section, transmitted to OAL 6-16-2006 and filed 7-27-2006 (Register 2006, No. 30).

#### Subchapter 7. General Industry Safety Orders

##### Group 2. Safe Practices and Personal Protection Article 9. Sanitation §3363. Water Supply.

(a) Potable water in adequate supply shall be provided in all places of employment for drinking and washing and, where required by the employer of these orders, for bathing, cooking, washing of food, washing of cooking and eating utensils, washing of food preparation or processing premises, and personal service rooms. (Title 24, Part 5, Section 5-1001; Exception No. 2: (b))

(b) All sources of drinking water shall be maintained in a clean and sanitary condition. Drinking fountains and portable drinking water dispensers shall not be located in toilet rooms. (Title 24, Part 5, Section 5-1001; Exception No. 2: (c))

(c) Portable drinking water dispensers shall be equipped with a faucet or drinking fountain, shall be capable of being tightly closed and shall be otherwise designed, constructed and serviced so that sanitary conditions are maintained. Such dispensers shall be clearly marked as to their contents.

(d) The dipping or pouring of drinking water from containers, such as from barrels, pails or tanks, is prohibited regardless of whether or not the containers are fitted with covers.

(e) The common use of a cup, glass or other vessel for drinking purposes is prohibited.

(f) Non-potable water shall not be used for drinking, washing, or bathing, washing of clothing, cooking, washing of food, washing of cooking or eating utensils, washing of food preparation or processing premises or other personal service rooms. (Title 24, Part 5, Section 5-1012 (a))

(g) Outlets for non-potable water, such as water for industrial or fire-fighting purposes, shall be posted in a manner understandable to all employees to indicate that the water is unsafe and shall not be used for drinking, washing, cooking or other personal service purposes. (Title 24, Part 5, Section 5-1012 (c))

(h) Non-potable water systems or systems carrying any other non-potable substance shall be installed so as to prevent backflow or back-siphonage into a potable water system. (Title 24, Part 5, Section 5-1012 (b))

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

#### HISTORY

1. Amendment filed 7-16-76; effective thirtieth day thereafter (Register 76, No. 29).

2. Repealer of subsections (c), (e), (h) and consecutive re-lettering of subsections (d)-(k); effective thirtieth day thereafter (Register 81, No. 4).

3. Amendment filed 1-17-86; effective thirtieth day thereafter (Register 86, No. 3).

Subchapter 7. General Industry Safety Orders Group 3. General Plant Equipment and Special Operations Article 13. Agricultural Operations §3457. Field Sanitation.

#### Field Sanitation Fact Sheet

(a) Scope: This section shall apply to all agricultural employers.

(b) Definitions.

“Agricultural employer” means any person, corporation, association, or other legal entity that:

A. Owns or operates an agricultural establishment;

B. Contracts with the owner or operator of an agricultural establishment in advance of production for the purchase of a crop and exercises substantial control over production; or

C. Recruits and supervises employees or is responsible for the management and condition of an agricultural establishment.

“Agricultural establishment” is a business operation that uses paid employees in agricultural operations.

“Agricultural operation” means any operation necessary to farming pursuant to Section 3437.

“Hand-labor operations” means agricultural activities or agricultural operations performed by hand or with hand tools in the production of food, fiber, or other materials such as seed, seedlings, plants, or parts of plants. “Hand-labor operations” also include other activities or operations performed in conjunction with hand-labor in the field. Some examples of “hand-labor operations” are the hand-manipulation of irrigation pipes and other irrigation equipment by irrigators; the hand-cultivation, hand-weeding, hand-planting and hand-harvesting of vegetables, nuts, fruits, seedlings or other crops,

including mushrooms; and the hand packing of produce into containers, whether done on the ground, on a moving machine or in a temporary packing shed located in the field.

“Hand-labor” does not include such activities as logging operations, the care or feeding of livestock, or hand-labor operations in permanent structures (e.g., canning facilities or packing houses).

“Hand washing facility” means a facility providing either a basin, container, or outlet with an adequate supply of potable water, soap or other suitable cleansing agent and single-use towels.

“Potable water” means water that meets the primary standards for drinking purposes found in Title 22, California Code of Regulations, Division 4, and Chapter 15. “Toilet facility” means a fixed or portable facility designed for the purpose of adequate collection and containment of the products of both defecation and urination which is supplied with toilet paper adequate to employee needs. Toilet facility includes biological, chemical, flush and combustion toilets and sanitary privies, in portable or mixed form.

(c) Requirements. Agricultural operations not involving hand-labor operations shall meet the requirements of Sections 3360-3368. All other agricultural operations shall meet the following requirements:

(1) Potable drinking water.

(A) Potable water shall be provided during working hours and placed in locations readily accessible to all employees. Access to such drinking water shall be permitted at all times.

(B) The water shall be fresh and pure, suitably cool, and in sufficient amounts, taking into account the air temperature, humidity, and the nature of the work performed, to meet the needs of all employees.

(C) The water shall be dispensed in single-use drinking cups or by fountains. The use of common drinking cups or dippers is prohibited.

Note: For the purposes of this section, the term “common use,” when applied to a drinking receptacle, is defined as its use for drinking purposes by, or for, more than one person without its being thoroughly cleansed and sterilized between consecutive uses thereof by methods prescribed by or acceptable to the State Department for Health Services.

(D) Drinking water containers shall be constructed of materials that maintain water quality, and shall be provided with a faucet, fountain, or other suitable device for drawing the water.

(2) Toilet and hand washing facilities.

(A) Separate toilet facilities for each sex shall be provided for each twenty (20) employees or fraction thereof. One hand washing facility shall be provided for each twenty (20) employees or fraction thereof. Where there are less than five employees, separate toilet rooms for each sex are not required provided toilet rooms can be locked from the inside and contain at least one water closet. Urinals may be installed instead of water closets in toilet rooms to be used only by men provided that the number of water closets shall not be less than two-thirds the minimum number of toilet facilities.

Exception: An employer may provide transportation to toilet and hand washing facilities, as an alternative means of compliance if: 1. employees perform field work for a period of less than two (2) hours (including transportation time to and from the field), 2. fewer than

five (5) employees in any agricultural establishment are engaged in hand-labor operations on any given day, or 3. employees are not engaged in hand-labor operations.

(B) Toilet and hand-washing facilities shall at all times meet the following standards:

1. Toilet facilities shall be appropriately screened to keep flies and other vermin away from the excreta.
2. Units housing toilet and hand washing facilities shall be ventilated and provided with self closing doors, lockable from the inside, and shall be otherwise constructed to ensure privacy.
3. Toilet facilities shall provide a minimum area of eight (8) square feet, with a minimum width of two and one-half (2 1/2) feet for each toilet seat. A minimum area of ten (10) square feet, with a minimum width of two and one-half (2 1/2) feet, shall be required when a urinal is included. Sufficient additional space shall be included if hand washing facilities are within the facility.
4. The wastewater tank on chemical toilets shall be constructed of durable, easily cleanable material and have a minimum tank capacity of forty (40) gallons. Construction shall be such as to prevent splashing on the occupant, field, or road.
5. The hand washing water tank shall provide a minimum capacity of fifteen (15) gallons.
6. Units housing toilet and hand washing facilities shall be rigidly constructed and their inside surfaces shall be of nonabsorbent material, smooth, readily cleanable, and finished in a light color.
7. Water flush toilets and hand washing facilities shall conform to Title 24, California Code of Regulations, Part 5, California Plumbing Code.

(C) Toilet and hand washing facilities shall be accessibly located and in close proximity to each other.

(D) The facilities shall be located within a one-quarter (1/4) mile walk or within five (5) minutes, whichever is shorter.

(E) Where due to terrain it is not feasible to locate facilities as required above, the facilities shall be located at the point closest to vehicular access.

(3) Maintenance standards: Potable drinking water facilities, toilet facilities, and hand washing facilities, which are under the control of the employer, shall be serviced and maintained by the employer at all times in accordance with appropriate public health sanitation practices, including the following:

(A) Drinking water containers shall be regularly cleaned, shall be refilled daily or more often as necessary, and shall be kept covered and protected to prevent persons from dipping the water by hand or otherwise contaminating it.

(B) Toilet facilities shall be, at all times, operational, maintained in a clean and sanitary condition, and kept in good repair. Written records of service and maintenance shall be maintained and retained for two years.

(C) Toilet paper shall be provided in a suitable holder in each toilet unit.

(D) Effective odor control and solid-liquefying chemicals shall at all times be used in chemical toilet waste holding tanks.

(E) Contents of chemical tanks shall be disposed of by draining or pumping into a sanitary sewer, an approved septic tank of sufficient capacity to handle the wastes, a suitably sized and constructed holding tank approved by the local health department, or by any other method approved by the local health department.

(F) Privies shall be moved to a new site or taken out of service when the pit is filled to within two (2) feet of the adjacent ground surface. The pit contents shall be covered with at least two (2) feet of well-compacted dirt when the privy is moved.

(G) Hand washing facilities shall at all times meet the following standards:

1. Pure, wholesome, and potable water shall be available for hand washing.
2. Hand washing facilities shall be refilled with potable water as necessary to ensure an adequate supply.
3. Soap or other suitable cleansing agent and single-use towels shall be provided.
4. Signs shall be posted, indicating that the water is only for hand washing purposes.
5. Hand washing facilities shall be provided at the toilet unit or in the immediate vicinity.
6. Hand washing facilities shall be maintained in a clean and sanitary condition.

(H) The disposal of wastes from toilet or hand washing facilities shall not cause unsanitary conditions, nuisance, or contamination.

(4) Reasonable use: The employer shall notify each employee of the location of the sanitation facilities and potable water and shall allow each employee reasonable opportunities during the workday to use these facilities. The employer shall ensure that employees use the sanitation facilities provided and shall inform each employee of the importance of each of the following good hygiene practices to minimize exposure to the hazards in the field of heat, communicable diseases, retention of urine, and agricultural residues:

(A) Use the water and facilities provided for drinking, hand washing, and elimination;

(B) Drink water frequently, especially on hot days;

(C) Urinate as frequently as necessary;

(D) Wash hands both before and after using the toilet; and

(E) Wash hands before eating and smoking.

(d) Required Reports: Employers cited under this section shall provide to the Division annually for a period of five (5) years following the final order of a citation a written statement under penalty of perjury giving the following information: the estimated peak number of employees; the toilets, washing, and drinking water facilities to be provided by the employer; and any rental and maintenance agreements related to the requirements of this subsection.

NOTE: Authority cited: Sections 142.3 and 6712, Labor Code. Reference: Sections 142.3, 2441 and 6712, Labor Code.

#### HISTORY

1. New section filed 12-23-91; operative 1-22-92 (Register 92, No. 12).

2. Change without regulatory effect amending subsection (b) ``Potable water'' filed 10-1-2002 pursuant to section 100, title 1, California Code of Regulations (Register 2002, No. 40).

## **Agreement of Employee**

The employee has read the Heat Illness Prevention Program for B&B Interiors, Inc. and agrees to abide by that Program and require that any and all of the employees that may be/become under his/her supervision (at every tier) to abide by that policy throughout the duration of his/her employment.

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Name of Employee

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Employee Title

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Employee Signature

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Today's Date