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THE REINALT-THOMAS CORPORATION

Heat Illness Prevention Program

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Revision History

Filename	Date
Heat Illness Prevention - 2023 Update	3/10/2023

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1 Program Scope

1.1 Purpose

The objective of this policy is to provide a written heat illness prevention program that meets the OSHA standard that all employers provide a work environment "free from recognized hazards that are causing or are likely to cause death or serious physical harm." and Cal/OSHA California Code of Regulations title 8, section 3395 for the company.

1.2 Policy Applicability

This policy provides minimum essential heat illness prevention steps applicable in work environments where there is a higher risk for heat illness (e.g., during a heat wave or other severe working or environmental conditions). The Company must exercise greater caution and employ protective measures as needed to protect employees. This policy applies to all Company locations.

2 Roles & Responsibilities

2.1 Safety Department

The Safety Department is responsible for the development and documentation of this policy.

The Safety Department:

- Formulates, finalizes and ensures publication of the Heat Illness Prevention Program.
- Evaluates requested changes to this policy and obtains approval for any updated.
- Communicates regularly with and provides education and training opportunities for all employees to inform them of decisions and changes to the program.
- Conducts annual evaluation of this program.

2.2 Store Operations

The following designated person(s) has (have) the authority and responsibility for implementing the provisions of this program at their store/location.

- Store Management

Responsibilities include:

- Oversee compliance with the Heat Illness Prevention Program.
- Communicate program requirements to employees and establish their compliance with the Program.
- Recommend changes to the program.

3 Heat Illness Procedures

3.1 High Heat Procedures

High heat procedures should be executed when the temperature equals or exceeds 95 degrees Fahrenheit.

- Store management will conduct daily weather checks during summer/hot months by checking the following:
 - Websites
 - The Weather Channel on www.weather.com
 - AccuWeather on www.accuweather.com
 - Or any weather website of choice
 - App(s)
 - OSHA-NIOSH Heat Safety Tool
 - or any weather phone application



- All employees will be observed closely for possible symptoms of heat illness
 - Store management will routinely observe employees throughout the day
 - A buddy system will be put in place
- Employees will be reminded to stay hydrated and take necessary breaks when needed (i.e. store talks, posters, training)
- Provide cooling towels, cool drinking water, and a cool rest area for employees

3.2 Acclimatization

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it.

- New employees or newly assigned employees to a high heat area will be closely observed by store management for the first 14 days of combined work.

3.3 Emergency Response

Employees will be reminded and encouraged to immediately report to their store management any signs or symptoms they are experiencing or observe.

- When an employee shows symptom(s) of possible heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness.

Under no circumstances will the affected employee be left unattended.

4 Employee Training and Information

4.1 Employee Information

Employee training for heat illness related topics can be found on the Discount Tire Knowledge Center intranet. Training and awareness information is delivered via:

- Hazard Identification via Safety Orientation (new hire)
- Heat Illness Prevention and Awareness Video
- Safety Posters (heat illness prevention)
- Emergency Action Guide (medical emergency procedures)
- Safety Focus Program facilitated by Store Management at the location

Employee training will be conducted at the time of initial assignment, whenever a change/update occurs, and annually.

4.2 Employee Training

Employee training on the following topics shall be provided to each supervisory and non-supervisory employee before the employee begins work that should reasonably be anticipated to result in exposure to the risk of heat illness:

- The environmental and personal risk factors for heat illness
- The company's procedures for complying with the requirements of this Heat Illness Prevention Program to include employer's responsibility to provide water, shade, cool-down rests, and access to first aid, and the employees' right to exercise their rights under this standard without retaliation
- The importance of frequent consumption of water when the environment is hot
- The importance of acclimation methods and procedures
- The different types of heat illness, symptoms of heat illness, appropriate first aid and/or emergency responses to the different types of heat illness
- The importance of immediately reporting to store management any symptoms or signs of heat illness in themselves or in co-workers
- The steps for responding to signs or symptoms of possible heat illness, contacting emergency medical services, and providing emergency responders with precise directions to the site as stated in the Emergency Action Guide

4.3 Store Management Training

Prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness effective training on the following topics shall be provided to the supervisor:

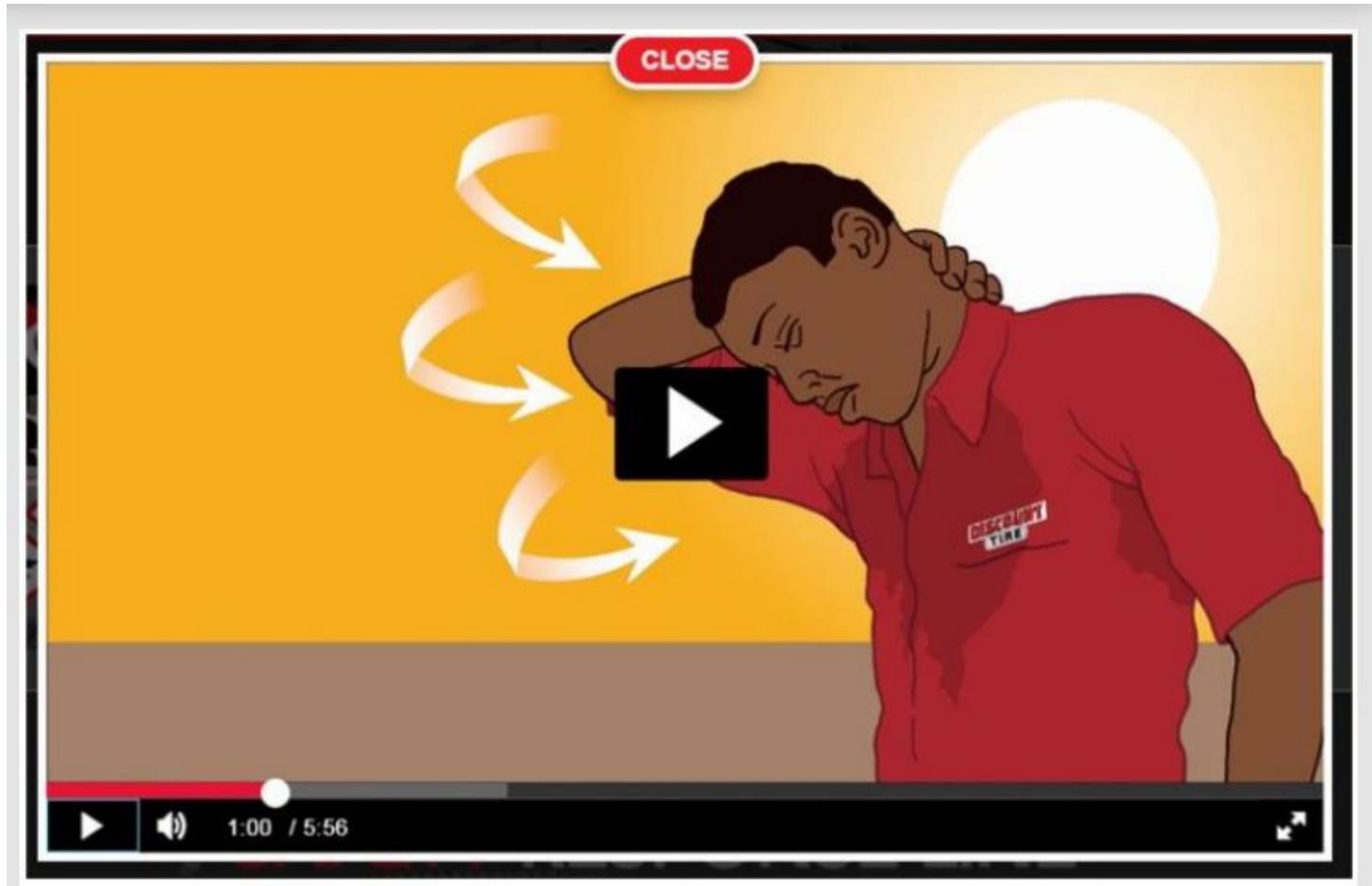
- The information required to be provided in the employee training
- The procedures the supervisor is to follow to implement the applicable provisions in this section
- The procedures the supervisor is to follow when an employee exhibits signs or reports symptoms consistent with possible heat illness, including emergency response procedures
- How to monitor weather reports and how to respond to hot weather advisories

5 Appendix

Appendix A: Safety Orientation



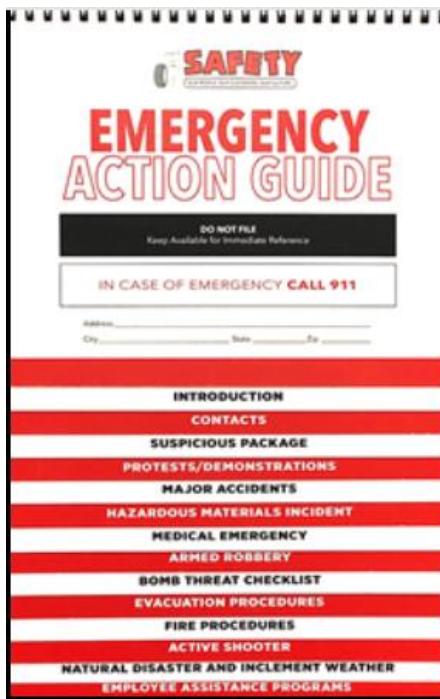
Appendix B: Heat Illness Prevention & Awareness Video



Appendix C: Safety Posters (heat illness prevention)



Appendix D: Emergency Action Guide



MEDICAL EMERGENCY

BEFORE PROCEEDING WITH THE FOLLOWING EMERGENCY RESPONSES ON ALL MEDICAL EMERGENCIES:

CALL 911

If the individual is unconscious:

- **CALL AN AMBULANCE (911).** When reporting the emergency provide the following information:
TYPE of Emergency
LOCATION of the Victim
CONDITION of the Victim
Any **DANGEROUS CONDITIONS**
- Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual

If the individual is conscious:

- Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
TYPE of Emergency
LOCATION of the Victim
CONDITION of the Victim
Any **DANGEROUS CONDITIONS**
- If the individual does not request an ambulance, **ASSIST THE INDIVIDUAL** with finding transportation to the proper medical treatment facility
- When an ambulance is called for ask a fellow employee to **WAIT OUTSIDE THE BUILDING** to flag the ambulance down and direct the emergency personnel to the location of the injured individual
- Call the 24/7 Nurse Helpline at **1-844-871-8630** to report the injury

MEDICAL EMERGENCY

Appendix E: Safety Focus Program

Safety and Quality Focused

For Emergencies Please Dial **911**

Feedback

March 2023



SAFETY & QUALITY FOCUSED ⓘ

Get a Grip **NEW**

Four Critical to Safety Best Practices that will prevent tire bar injuries.

[Take Assessment](#)



MANAGER FOCUSED ⓘ

Clean as You Go **NEW**

Tips for maintaining a slip, trip, and fall-free environment.

[Take Assessment](#)

Monthly Safety Focus

MAR 2023 Facilities Safety Focus
MAR 2023 DC Safety Focus
MAR 2023 Store Safety Quality Focus
Safety Leader CTA March 2023
Close Calls Weekly Drawing Winner

Quick Links

Incident Investigation Portal
Order Safety Materials
Safety Data Sheets
Visual Management Order Form
SQF Poster & Frame Order Form

Talk To Safety

Ext. 6SAFE (67233)

Employee Injury (Nurse Line)

All States Except Ohio: 1-855-872-6658
Ohio: 1-800-775-5866