



HEAT ILLNESS PREVENTION PROGRAM CHECKLIST

According to OSHA, employers are responsible for providing workplaces free of known safety and health hazards, including heat-related hazards. Use this checklist to make sure your Heat Illness Prevention (HIP) program is up to date and follows best practices, aligning with heat abatement recommendations made by OSHA and promoted through their 2022 [National Emphasis Program on Outdoor and Indoor Heat-Related Hazards](#). To help execute the measures identified in this list on the job, see [CPWR's Daily HIP Checklist](#).

Place a check next to each measure you plan to implement as part of your HIP program on **this** specific jobsite:

Identification of a competent person to ensure a HIP program is in place and operational.

Procedures for pre-task heat stress hazard analyses for tasks that could cause heat-related illness

A site-specific, written HIP plan, shared with all employees, that incorporates methods to reduce exposure, including unlimited access to water, scheduled rest breaks, access to shade and cooling solutions, scheduling adjustments (e.g., earlier start), buddy systems, and other best practices

An acclimatization plan included in the written HIP program to closely supervise and adjust work schedules and work practices for workers newly exposed to heat, temporary or contract workers, pregnant workers, those new to the region or returning from extended leave, and during periods of significantly higher heat conditions. The plan should include specific monitoring of workers who are acclimatizing. Special attention should be given to regional heat waves, physical demands of the work, and changing PPE that may increase heat effects.

Established trigger conditions for implementation of HIP plan (e.g., local or national heat index alerts)

Employee training on risk factors, protection against heat-related illness, the importance of hydration, recognizing and reporting signs and symptoms, administering first aid, and contacting emergency personnel

A method to monitor temperature and relative humidity whenever workers are exposed to heat, both outdoors and indoors, as well as a method to monitor and factor in levels of work exertion

A response and rescue plan in the event of heat-related illness

If you left boxes unchecked or think there may be room to improve on a checked box, visit CPWR's Working in Hot Weather webpage for additional information and guidance or consult OSHA's generic template for a Model Heat Illness Prevention Plan at <https://bit.ly/3ZIX10G>.



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