



Heat Illness Prevention

Employer Checklist for Outdoor and Indoor Heat-Related Injury and Illness Prevention

OSHA has developed this checklist to help employers identify potential sources of heat hazards in their workplaces and develop a plan to address and respond to these hazards. An effective safety and health program must include Management Leadership, which is demonstrated when business owners, managers, and supervisors commit to controlling hazards, protecting workers, and continuously improving workplace safety and health. The Occupational Safety and Health Act requires employers to provide workplaces free of known safety hazards. This includes protecting workers from extreme heat, which is a recognized hazard that millions of workers are exposed to each year. In order to fulfill this responsibility, employers should conduct routine workplace self-inspections to identify heat-related hazards, control identified heat-related hazards, and monitor and evaluate hazard controls to verify that they continue to be effective. This checklist helps employers identify their job-related risk factors for heat exposure, assess their preparedness, determine where challenges exist, and develop effective ways to control their heat-related risk and make their workplaces safer.

Directions:

Review and answer the questions on the checklist to identify if your workplace has job-related risk factors for heat exposure.

Section 1 helps you identify job-related risk factors for heat exposure in your workplace:

1. For each question, mark the answer (Yes, No, N/A) that is most applicable to your workplace.
2. If you answer “Yes” to any of the questions, continue to section 2 of the checklist to assess your preparedness.

Section 2 helps you assess your preparedness to prevent heat-related injuries and illnesses in your workplace:

3. For each question, mark the answer (Yes, No, N/A) that is most applicable to your workplace.
4. If you answer “No,” to any of the questions, identify the specific actions you will take to show your commitment to reducing the risk of heat-related injuries and illnesses in your workplace.

At the end of the checklist, you will find links to additional resources on heat-related injury and illness and exposure that could help you find strategies that work for your business and augment the workplace-specific strategies identified during your initial survey.



Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
Section 1: Are any of these job-related risk factors for heat exposure present in your workplace?				
Outdoor work in warm/hot weather or direct sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor work in warm/hot environments with heat sources such as ovens, fires, hot tar, and/or other radiant heat sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moderate to strenuous physical activity performed in warm/hot indoor or outdoor environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy or non-breathable work clothes and/or personal protective equipment worn in warm/hot indoor or outdoor environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High relative humidity combined with a warm/hot indoor or outdoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other factors not listed above, such as lack of air movement or lack of air-conditioning, combined with a warm/hot indoor or outdoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: If you checked "Yes" for any of the above, use the following checklist to assess your preparedness:				
A written plan is in place to prevent heat-related injury and illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan contains procedures that should be used during heat events, such as when the National Weather Service issues a heat advisory or heat warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan requires the assessment of environmental heat at the worksite (e.g., continually monitoring temperature, heat index, or Wet Bulb Globe Temperature [WBGT]) and considers how physical activity and clothing/PPE affect heat stress of workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to determine throughout the workday if heat is hazardous to workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A designated, trained individual at the worksite is responsible for assessing and monitoring conditions (e.g., temperature and humidity) and workers for symptoms of heat-related injury and illness (see OSHA: Signs and Symptoms of Heat Illness), implementing the heat plan when necessary, and notifying workers when the heat plan is in effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An acclimatization plan is in place to modify work duties for and to closely supervise (1) new workers, (2) temporary or contract workers, and (3) workers returning from extended leave to ensure they gradually build tolerance to heat. The plan should also require supervisors to monitor these workers for symptoms of heat-related injury and illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Heat-Related Injury and Illness Prevention	Yes	No	N/A	Comment
Engineering controls (e.g., shade structures with cool air temperatures, reflective barriers, ventilation) are used to reduce heat stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluids (e.g., cool, potable water, sports drinks) are readily available and are provided to workers, and supervisors ensure they are hydrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest breaks are provided and their length and frequency are adjusted, as needed. Supervisors ensure breaks are taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shade or a cooled area for rest and hydration breaks is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A buddy system is in place so workers observe each other for signs of heat-related injury and illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors and workers have a way to contact emergency services. Instructions for what to do in case of a heat-related medical emergency are posted at the worksite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors and workers are provided with proper training in a language they understand on the following topics:				
• Identifying and controlling heat hazards and understanding environmental risk factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Recognizing the signs and symptoms of heat-related injuries and illnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Understanding that there are individual factors that may impact workers' risk for developing heat illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Administering first aid and CPR for heat-related illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Activating emergency medical services quickly when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers know how to and are expected to report to the employer any symptoms of heat-related injuries or illnesses that develop while working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Signs and Symptoms of Heat Illness](#)
- OSHA: [Heat Illness Prevention Campaign](#)
- OSHA: [Safety and Health Topics: Heat](#)
- OSHA: [Technical Manual - Heat Stress](#)
- [OSHA-NIOSH Heat Safety Tool](#)
- NIOSH: [Heat Stress](#)
- NOAA: [Heat Safety Tips and Resources](#)