

# Hot Weather Checklists – Planning Ahead and Daily

Use the following checklists to prepare for hot weather and to make sure all precautions are in place.

## Planning Ahead for Hot Weather: Employer Checklist

<input type="checkbox"/>	Develop a list of hot weather supplies (e.g., water, shade devices, etc.). Estimate quantities that will be needed and decide who will be responsible for obtaining and transporting supplies and checking that supplies are not running low.
<input type="checkbox"/>	Create emergency action plan for heat-related illnesses (who will provide first aid and emergency services, if necessary).
<input type="checkbox"/>	Develop acclimatization schedule for new workers or workers returning from absences longer than one week.
<input type="checkbox"/>	Identify methods to gain real-time access to important weather forecast and advisory information from the National Weather Service and ensure the information is available at outdoor work sites (e.g., laptop computer, cell phone, other internet-ready device, weather radio).
<input type="checkbox"/>	Determine how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
<input type="checkbox"/>	Train workers on the risks presented by hot weather, how to identify heat-related illnesses, and the steps that will be taken to reduce the risk.
<input type="checkbox"/>	Plan to have a knowledgeable person on the worksite who can develop and enforce work/rest schedules and conduct physiological monitoring, when necessary, at high and very high/extreme risk levels for heat-related illness.

## Daily Planning for Hot Weather: Employer Daily Checklist

Water	Is there plenty of fresh, cool drinking water located as close as possible to the workers?	<input type="checkbox"/>
	Are water coolers refilled throughout the day? (Has someone been designated to check and make sure water is not running low?)	<input type="checkbox"/>
Shade	Is shade or air conditioning available for breaks and if workers need to recover?	<input type="checkbox"/>
	Do workers know the:	
	Common signs and symptoms of heat-related illness?	<input type="checkbox"/>
	Proper precautions to prevent heat-related illness?	<input type="checkbox"/>
	> Importance of acclimatization?	<input type="checkbox"/>
	> Importance of drinking water frequently (even when they are not thirsty)?	<input type="checkbox"/>
	> Steps to take if someone is having symptoms?	<input type="checkbox"/>
Emergencies	Does everyone know who to notify if there is an emergency?	<input type="checkbox"/>
	Can workers explain their location if they need to call an ambulance?	<input type="checkbox"/>
	Does everyone know who will provide first aid?	<input type="checkbox"/>

Knowledgeable Person	For high and very high/extreme heat index risk levels, is there a knowledgeable person at the worksite who is well-informed about heat-related illness and able to determine appropriate work/rest schedules and can conduct physiological monitoring as necessary?	<input type="checkbox"/>
Physiological Monitoring	Are workers in the high or very high/extreme heat index risk levels being physiologically monitored as necessary?	<input type="checkbox"/>
Worker Reminders	Drink water often	<input type="checkbox"/>
	Rest in shade	<input type="checkbox"/>
	Report heat-related symptoms early	<input type="checkbox"/>

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