

PATHWAYS ABILITIES SOCIETY

PROCEDURE: EXTREME HEAT

Applies to: All Personnel and Volunteers

Original Date: October 14, 2022

Effective Date: October 14, 2022

Replaces Procedure Dated: NA

When a heat warning or an extreme heat emergency is declared:

1. Read the Extreme Heat policy to be educated on how to recognize the signs and symptoms of heat exhaustion or heat stroke for yourself and for your co-workers.
2. If you or one of your co-workers are exhibiting signs or symptoms of heat exhaustion.
 - Stop working and seek a cool environment such as shade.
 - Drink water or a sports drink.
 - If necessary, put cool wet clothes on, and use misting and fanning.
 - Seek medical attention if symptoms get worse, last longer for an hour, or if vomiting and/or, confusion/unconsciousness occurs.
 - Seek medical attention immediately if you suspect you or your co-worker is suffering from heat stroke (body temperature higher than 40).
 - Be sure to notify your supervisor if medical attention is required.
3. Drink water frequently throughout your shift and encourage the individuals you are supporting to do the same.
4. Communicate with your supervisor if you are required to work in a non-air-conditioned environment. Your supervisors:
 - Will determine if the time of your shift should be altered so you are working at a cooler time of the day.
 - If there needs to be longer more frequent breaks during your shift.
 - If the service area should close, support staff will be assigned to work at a different location for the remainder of their workday.
5. Supervisors will not schedule employees working in a non-airconditioned environment to work alone during an extreme heat emergency.