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Dreamline Aviation OSHA Manual Section 7. HEAT ILLNESS PREVENTION PLAN

SECTION 7: HEAT ILLNESS PREVENTION PLAN

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7 HEAT ILLNESS PREVENTION PLAN

1. PURPOSE

These procedures are intended to reduce the risk of work-related heat illnesses in outdoor places of employment whenever environmental risk factors for heat illness are present.

2. RISK FACTORS

The following are considered to be environmental risk factors for heat illness:

- Air temperature in excess of 80°F
- Relative humidity
- Radiant heat from the sun and other sources
- · Conductive heat sources such as the ground
- · Air movement, or lack thereof
- · Workload severity and duration
- Protective clothing and personal protective equipment worn by employees

The following are considered to be personal risk factors for heat illness:

- Age
- Degree of acclimatization
- Health
- Water consumption
- Alcohol consumption
- Caffeine consumption
- Use of prescription medications that affect the body's water retention or other physiological responses to heat

3. PROVISION OF WATER

Water is a key preventative measure to minimize the risk of heat-related illness. All employees working outdoors will have access to potable drinking water. Water will be provided in sufficient quantity at the beginning of the work shift to provide at least one quart per employee per hour for drinking for the entire shift. If a work shift is begun with a smaller quantity of water, water will be replenished during the shift as needed to allow employees to drink one quart or more per hour.

To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:

- Maintenance and Line Service will have access to bottled water which will be stored in the Hangar 4 offices.
- A supervisor or designated person will ensure that there is at least two quarts of drinking water available per employee at the start of a shift.
- The designated person(s) will monitor the stock of bottled water and replenish the stock to ensure that each employee has adequate water available.
- Employees are encouraged to report low stock of water to the supervisor or designated person(s).
- When the temperature exceeds 90°F or during a heat wave, the designated person(s) will
 refrigerate an adequate supply of bottled water for employees. The refrigerator in the
 lobby of the Hangar 4 offices will be used.
- Dreamline will reimburse the designated person(s) for any costs incurred for replenishing water bottles as needed.
- When the temperature equals or exceeds 95°F or during a heat wave, the designated person(s) will increase the number of water breaks and will remind workers more frequently throughout the work shift to drink water.

3.1 Designated Persons

The following person(s) are the "designated person(s)" referenced above and have been assigned the above tasks concerning provision of water (e.g., supervisor, foreman, safety coordinator, crew leader):

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- 1. Susie Abelyan Maintenance
- 2. Fernando Marroquin Line Service

4. ACCESS TO SHADE

Access to rest and shade or other cooling measures are important preventative steps to minimize the risk of heat-related illness. Employees suffering from heat illness or who believe preventative recovery periods are needed will be provided access to an area with shade that is either open to the air, or they will be provided with ventilation or cooling, for as long as necessary for any signs or symptoms of heat illness to abate (never less than five minutes plus any additional time needed to access the shade). Such access to shade will be permitted at all times. Cooling measures other than access to shade, such as the use of misting machines and fans, may be provided in lieu of shade if it can be demonstrated that the measures are at least as effective as shade in allowing employees to cool.

To ensure access to shade and a preventative recovery period at all times, the following steps will be taken:

- The designated person(s) will actively supervise employees to ensure that each one is not subjected to prolonged periods of time in the sun.
- When the temperature equals or exceeds 80°F, the designated person will use his/her best efforts to enable employees to either schedule specific aircraft cleaning or repairs during the cooler part of the day or to move aircraft into the shade of a hangar.
- When an employee is required to work within the cabin of an aircraft for a prolonged period of time in when temperatures equal or exceed 80°F, the designated person(s) will ensure that the cabin can be cooled through either air-conditioning, fan, or moving the aircraft into the shade of a hangar.
- Workers will be allowed and encouraged to take a rest in the shade when they feel they
 need to do so to protect themselves from overheating.
- Individuals taking cool-down rests:
 - will be monitored and asked if he/she is experiencing symptoms of heat illness,
 - will be encouraged to remain in the shade,
 - will not be ordered back to work until any signs or symptoms of heat illness have been abated (at least five minutes in addition to the time needed to access the shade), and
 - will have appropriate first aid or emergency response provided if he/she shows signs or reports symptoms of heat illness while taking a cool-down rest.
- In situations where it is not safe or feasible to provide shade, the designated person will
 document how this determination was made and what steps will be taken to provide
 shade upon request or what other alternative cooling measures with equivalent protection
 will be used.
- During hot weather days, the designated person(s) will remind workers (in their own language) about the importance of rest breaks and the location of shade.

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 Areas for employees to take their breaks include the Hangar 4 offices, the Line Service/Pilot office, and the Guest Lounge in Signature's terminal. Each of these locations are air-conditioned and stocked with bottled water.

4.1 Designated Persons

The following person(s) are the "designated person(s)" referenced above and have been assigned the above tasks concerning access to shade:

- 1. Fernando Marroquin Line Service
- 2. Jose Monico Line Service
- 3. Allan Athas Maintenance

5. MONITORING THE WEATHER

In order to know whether a heat wave is expected or if schedule modification will be necessary, the following steps will be taken:

- Prior to each work day, the designated person will review the forecasted temperature and humidity level for the worksite to evaluate the risk level for heat illness (e.g., "extreme caution," "extreme danger," etc.). The designated person will keep in mind that the temperature at which these warnings occur must be lowered as much as 15° if the workers under consideration are in direct sunlight.
- The designated person will be responsible for monitoring the weather each day. This
 critical weather information will be taken into consideration when determining when it will
 be necessary to make modification to the work schedule, such as stopping work early,
 rescheduling the job, working at night or during the cooler hours of the day, or increasing
 the number of water and rest breaks.
- The designated person will check the temperature at least once every hour in order to:
 - monitor for sudden increases in temperature,
 - ensure that the shade structures are opened and accessible to workers once the temperature meets or exceeds 80°F, and
 - ensure that additional preventive measures such as the High Heat Procedures or the Heat Wave Procedures listed below are taken once the temperature equals or exceeds 95°F.

5.1 Designated Persons

The following person(s) are the "designated person(s)" referenced above and have been assigned the task concerning monitoring the weather:

- 1. Fernando Marroquin Line Service
- 2. Jose Monico Line Service
- 3. Allan Athas Maintenance

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6. HIGH HEAT PROCEDURES

High Heat Procedures are the additional preventive measures that this company will use when the temperature equals or exceeds 95°F.

To reduce the risk of heat-related illness during times of high heat, the following steps will be taken:

- The designated person(s) will ensure that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. If the designated person(s) is unable to be near the workers to observe them or communicate with them, then an electronic device (such as a cell phone or text messaging device) may be used for this purpose only if reception in the area is reliable.
- Employees will be observed for alertness and signs or symptoms of heat illness using one or more of the following methods:
 - supervisor or designee observation
 - mandatory buddy system
 - regular communication with sole employee such as by radio or cellular phone
 - other effective means of observation
- One or more employees will be designated on each worksite as authorized to call for emergency medical services. Other employees will be allowed to call for emergency services when no designated employee is available.
- The designated person will remind employees throughout the work shift to drink plenty of water.
- Pre-shift meetings will be held before work begins to encourage employees to drink plenty of water and to remind them of their right to take a cool-down rest when necessary.

6.1 Designated Persons

The following person(s) are the "designated person(s)" referenced above and have been assigned the task concerning monitoring the weather:

- 1. Fernando Marroquin Line Service
- 2. Jose Monico Line Service
- 3. Allan Athas Maintenance

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7. PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. The body needs time to adapt when temperatures rise suddenly. Employees risk heat illness by not taking it easy when a heat wave strikes or when staring a new job that exposes the employee to heat to which the employee's body has not yet adjusted. Inadequate acclimatization can endanger anyone exposed to heat conditions and physical stress significantly more intense than what they are used to. Acclimatization peaks in most people within 4 to 14 days of regular work for at least two hours per day in the heat.

In order to allow employees to acclimatize, the following steps will be taken:

- The designated person will monitor the weather and be on the lookout for sudden heat waves or increases in temperatures to which employees have not been exposed to for several weeks or longer.
- All employees will be closely observed by a supervisor or designee during a heat wave, which for purposes of acclimatization only, means any day in which the predicted high temperature for the day will be at least 90°F and at least 10°F higher than the average high daily temperature in the preceding five days.
- An employee who has been newly assigned to a high heat area will be closely observed by a supervisor or designee for the first 14 days of his/her employment.
- During a heat wave or heat spike, if possible and feasible, the work day will be cut short, work will be rescheduled to night or cooler hours, or cease for the day.
- For new employees, the designated person(s) will attempt to lessen the intensity of that employee's work during a two-week break-in period by scheduling slower- paced, less physically demanding work during the hot parts of the day and scheduling the heaviest work activities during the cooler parts of the day. The designated person(s) will be extravigilant with new employees and will stay alert to the presence of heat-related symptoms. In addition, the designated person will assign a "buddy" or experienced co-worker to new employees in order to monitor closely for discomfort or symptoms of heat illness. Steps taken to lessen the intensity of the workload for new employees will be documented.
- During a heat wave or spike, the designated person will observe all employees closely (or maintain frequent communication via phone or radio) and be on the lookout for possible symptoms of heat illness.
- Employee and supervisor training will include the importance of acclimatization, how it is developed, and how the company's Heat Illness Prevention Plan addresses it.

8. EMERGENCY RESPONSE PROCEDURES

Dreamline Aviation's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided, should they become necessary, are:

When an employee displays possible signs or symptoms of heat illness, a supervisor will
check the sick employee and determine whether resting in the shade and drinking cool
water will suffice or if emergency service providers will need to be called. The designated
person will contact emergency service providers if necessary. Under no circumstances
will a sick worker be left alone in the shade.

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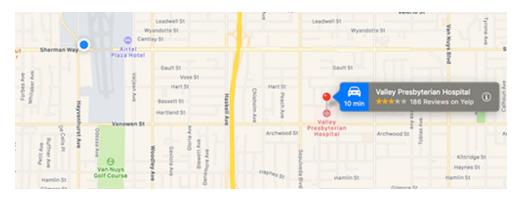
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- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, the designated person will call emergency service providers.
- The designated person will call emergency service providers immediately if an employee displays signs or symptoms of heat illness, does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, the designated person will cool the worker by placing him or her in the shade, removing excess layers of clothing, placing ice packs in the armpits of the victim, and fanning the victim. Sick workers will not be allowed to leave the site alone, as they can get lost or die before reaching the hospital.

Our procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider are:

- Prior to assigning a crew to a particular worksite, the designated person(s) will ensure that a qualified, appropriately trained, and appropriately equipped person will be available at the site to render first aid if necessary.
- Prior to the start of the shift, the designated person(s) will determine if a language barrier
 is present at the site and take steps (such as assigning the responsibility to call
 emergency medical services to the foreman or an English-speaking worker) to ensure
 that emergency medical services can be immediately called in the event of an
 emergency.
- All supervisors will carry cell phones or other means of communication to ensure that
 emergency medical services can be called. Prior to each shift, each foreman and
 supervisor will check to make sure that the cell phone or other means of communication
 is functional at the worksite.
- If medical assistance is needed, a supervisor (or designee) will immediately transport the injured employee to:

Valley Presbyterian Hospital 15107 Vanowen Street Van Nuys, CA 91405



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8.1 Designated Persons

The following person(s) are the "designated person(s)" referenced above and have been assigned the task concerning monitoring the weather:

- 1. Fernando Marroquin Line Service
- 2. Jose Monico Line Service
- 3. Allan Athas Maintenance

9. TRAINING

Training is critical to help reduce the risk of heat-related illnesses and to assist with obtaining emergency assistance without delay.

Training in the following topics will be provided to all employees, whether supervisory or nonsupervisory:

- Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Our procedures for complying with the Heat Illness Prevention Standard, including, but not limited to, our responsibility as the employer to provide water, shade, cool- down rests, and access to first aid, and the employees' right to exercise their rights without retaliation
- The importance of frequent consumption of small quantities of water, up to four cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties
- the concept, importance, and methods of acclimatization
- types of heat illness, the common signs and symptoms of heat illness, and appropriate
 first aid and/or emergency responses to the different types of heat illness and, in addition,
 that heat illness may progress quickly from mild symptoms and signs to serious and lifethreatening illness
- the importance of immediately reporting to the employer, either directly or through a supervisor, signs or symptoms of heat illness in themselves and co-workers
- our procedures for responding to signs or symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary and how to proceed when there are non-English-speaking workers
- · our procedures for contacting emergency medical services

Training in the following additional topics will be provided to all supervisors prior to assignment to supervision of employees working in the heat:

- the procedures the supervisor is to follow to implement these training provisions
- 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

To ensure that all employees and supervisor are properly trained, the following steps will be taken:

 All employees, especially all newly hired mechanics and line service employees will receive heat illness prevention training prior to working outdoors.

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- Both general contractors and subcontractors will ensure that all employees working outdoors are trained in heat illness prevention.
- Supervisors will be trained prior to being assigned to supervise outdoor workers.
- On hot days and during heat waves, supervisors will hold short meetings to review this
 important information with all employees working outdoors.
- All newly hired workers will be assigned a "buddy" or experienced co-worker to ensure that they understood the training and follow company procedures.

9.1 Training of Supervisors

In addition to the above training, all supervisors will be trained on:

- The procedures that the supervisor is to follow to implement the applicable provisions of this Heat Illness Prevention Plan.
- 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