



**Hidden Valley Lake Community Services District
Personnel Committee Meeting
Friday, September 13, 2024 - 1:30 p.m.
19400 Hartmann Road, Hidden Valley Lake, Ca.**

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **REVIEW AND POSSIBLE RECOMMENDATION:** Approval of the Heat Illness Prevention Policy
- 6) **REVIEW AND POSSIBLE RECOMMENDATION:** Discuss Residential Sewer Billing Adjustment for Leaks During the Months of December-March Policy
- 7) **REVIEW AND POSSIBLE RECOMMENDATION:** Discuss Annual Sewer Consumption Value Policy
- 8) **PUBLIC COMMENT**
- 9) **COMMITTEE MEMBER COMMENT**
- 10) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings. In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3.

All other comments will be taken under Public Comment.

Hidden Valley Lake Community Services District

Heat Illness Prevention Plan



Date

19400 Hartmann Rd

Hidden Valley Lake, CA 95467

707-987-9201

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Purpose

This program is in place to protect employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). This program is in effect when the temperatures meet or exceed 80° F.

Hidden Valley Lake Community Services District is committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions;
- Monitoring weather conditions;
- Monitoring employee acclimatization for working outdoors in heat;
- Providing clean drinking water;
- Providing adequate shade;
- Addressing high-heat procedures;
- Handling an ill employee and initiating emergency procedures; and
- Providing supervisor and employee training.

Responsibilities:

Program Administrator

The General Manager, Utility Supervisor, and Administrative Services Manager has the authority and responsibility for implementing and maintaining the Heat Illness Prevention Program. The duties include, but are not limited to:

- Establishing and updating the program as needed; and
- Ensuring department heads/supervisors have the training and resources to implement the program.

Department Heads/Supervisors

Department heads will have the authority and responsibility for implementing the provisions of this program at the affected worksites. The duties include, but are not limited to:

- Implementing the program;
- Notifying the Managers and Supervisors when job duties or assignments change;
- Following all safety policies and procedures as outlined in the program;
- Attending required training; and
- Training affected employees under their direction.

Employees

Employee responsibilities include, but are not limited to:

- Following all safety policies and procedures as outlined in the program; and
- Attending required training.

Affected Positions

See Appendix A for a list of positions that have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

Weather Forecast and Conditions Monitoring

When environmental risk factors create the possibility for heat illness, the supervisor/lead person will monitor the two-week forecast for the work area. Supervisors will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained using the iPhone Weather Application by the Utility Supervisor prior to starting the workday. This application offers current weather, hourly forecast, 10-day forecast, air quality, UV index, wind, precipitation, humidity, air pressure, and times sunset/sunrise occurs. Work schedules will be planned in advance, based upon the forecast. Modifications to the work schedules may be made accordingly, especially if a heat wave is expected. This monitoring will take place during high-heat conditions.

Prior to each workday, supervisors will be responsible for monitoring the weather or with the aid of a thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a high heat condition, supervisors will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, supervisors will provide workers with an increased number of water and rest breaks. Supervisors will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. Supervisors will also assign each employee a “buddy” or experienced co-worker to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

Supervisors will be responsible for periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80°F, access to shade will be made available to employees. Once the temperature equals or exceeds 95°F, additional preventive measures such as the high-heat procedures will be implemented. See Access to Shade and High Heat Procedures for additional information.

Employee 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. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following procedures will be utilized when conditions result in sudden exposure to heat to which employees are not used to:

- Supervisors will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer;
- New employees, or those employees who have been newly assigned to a high heat area, will be closely observed by the supervisor/lead person for the first 14 days. The intensity of the work will be lessened during a two-week break-in period [such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening), or increasing the frequency of rest periods]. Steps taken to lessen the intensity of the workload for new employees will be documented;
- Supervisors will be extra vigilant with new employees and stay alert to the presence of heat-related symptoms;
- New employees will be assigned a "buddy" or experienced co-worker to watch them closely for discomfort or symptoms of heat illness; and
- Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these procedures address it.

Provisions for Water

Where drinking water is not plumbed or otherwise continuously supplied, drinking water containers will be brought to the worksite so at least one quart per employee per hour is available at all times. All workers whether working individually or in smaller crews, will have access to drinking water.

The water level of all containers will be checked periodically and more frequently when the temperature rises. Water containers will be refilled with suitably cool water, when the water level within a container drops below 50 percent or below the quantity needed to provide each employee at the worksite with one quart of water at any given time. Additional water containers will be carried to replace water as needed.

Water will be fresh, pure, and suitably cool and provided to employees free of charge. During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort.

Water containers will be located as close as practicable to the areas where employees are working, given the working conditions and layout of the worksite, to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so workers can have drinking water readily accessible.

Since water containers are smaller than shade structures, they can be placed closer to employees than shade structures. Placing water only in designated shade areas or where toilet facilities are located is not sufficient. If employees are working across large areas, water will be placed in multiple locations so it is easily accessible.

All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not permitted. If hoses or connections are used, they must be governmentally approved for potable drinking water systems as shown on the manufacturer's label.

Workers will be reminded daily of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80°F, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.

Audible devices, such as whistles or air horns, may be used to remind employees to drink water.

When the temperature is expected to equal or exceed 95°F or during a heat wave, pre-shift meetings will be conducted to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest period when necessary. Additionally, the number of water breaks will be increased. Supervisors will lead by example, and workers will be reminded throughout the work shift to drink water.

Individual water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

Water bottles are available to staff members in multiple locations. Staff are always encouraged to take water bottles into the field during high temperatures.

Electrolyte replacement drinks may be used to supplement the water supply, but it cannot be used to replace the total amount of water that is required.

Access to Shade

Shade will be provided and maintained at one or more areas when the outdoor temperature in the work area exceeds 80°F. These areas will either be open to the air or provided with ventilation or cooling. Shade will also be provided promptly when an employee specifically requests it, even when the temperature does not exceed 80°F.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. Such access to shade

will be permitted at all times. An individual employee who takes a preventative cool-down rest will be monitored and asked if he or she is experiencing symptoms of heat illness, will be encouraged to remain in the shade, and will not be ordered back to work until any signs or symptoms of heat illness have abated but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, other acceptable means of shade such as umbrellas, tents, canopies, etc. to block the sunlight will be provided. In these instances, chairs, benches, sheets, towels, or any other items will be provided to allow employees to sit and rest without contacting the bare ground. Shade structures will be relocated as the work environment or location changes.

The interior of a vehicle may only be used to provide shade when the vehicle is air-conditioned, and the air conditioner has been turned on so it is sufficiently cool prior to the employee entering the vehicle.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will also be available in the rest area so employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site;
- Ensure sufficient shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F;
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a minimum five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating; and
- Ensure the shade structures are relocated to follow along with the crew when necessary and double-check they are as close as practical to the employees so access to shade is provided at all times.

If it is infeasible or unsafe to have shade structures or to have shade present on a continuous basis, alternative procedures with equivalent protection will be provided.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (e.g. during high winds), supervisors will document how the determination was made and identify what steps will be taken if someone

requests shade, or the supervisors will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a “preventive cool-down rest” in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if he or she is experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have abated but in no event less than five minutes in addition to the time needed to access the shade.

If employees work in small groups, the supervisor/lead person will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed and to facilitate supervisor monitoring of their condition.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

Heat Wave Procedures

For purposes of this section only, “heat wave” means any day in which the predicted high temperature for the day will be at least 80°F *and* at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

During a heat wave, workloads may be reduced, rest periods added, or the workday cut short or rescheduled (such as working at night or during the cooler hours of the day).

During a heat wave and before starting work, tailgate meetings will be held to review the heat illness prevention procedures, the weather forecast, and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

Each employee will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

High-Heat Procedures (95° F)

High heat procedures are additional preventive measures that are implemented when the temperature equals or exceeds 95°F.

Effective communication by voice, direct observation, mandatory buddy system, or electronic means will be maintained, so employees at the worksite can contact a supervisor/lead person when necessary. If the supervisor/lead person is unable to be near the workers to observe them

or communicate with them, an electronic device, such as a cell phone or two-way radio, will be used for this purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups via phone or two-way radio to be on the lookout for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own.

Effective communication and direct observation for alertness and/or signs and symptoms of heat illness will be conducted frequently. When the supervisor/lead person is not available, a designated alternate responsible person will be assigned to look for signs and symptoms of heat illness. If a supervisor/lead person, designated observer, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor/lead person or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures, pg. 7).

Employees will be reminded constantly throughout the work shift to drink plenty of water and take preventative cool-down rest break when needed.

Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to Appendix C for a list of signs of heat illness) a supervisor/lead person will take immediate action commensurate with the severity of the illness that includes, but is not limited to:

- Moving the employee to a cooler/shaded area;
- Removing excess layers of clothing;
- Fanning and misting the worker with water;
- Applying ice (ice bags or ice towels);
- Providing cool drinking water, if able to drink; and
- Calling for emergency medical services.

If the signs or symptoms are indicators of severe heat illness (such as but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), the supervisor/lead person must implement emergency response procedures.

When emergency medical services are called, a supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor must be able to provide clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. If needed, the supervisor/lead person will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, employees will be transported to a place where they can be reached by emergency medical services.

An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Provide workers and the Supervisor/Lead with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services;
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary;
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site;
- Verify all supervisors carry cell phones, two-way radios, or other means of communication to ensure emergency medical services can be called; and
- Ensure all communication devices are functional at the worksite prior to each shift.

Employee and Supervisor Training

Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The 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
- Procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The concept, importance, and methods of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The 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 signs and symptoms to serious and life-threatening illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Specific 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

- Procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

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Appendix A

Affected Positions

Department	Position
Field	Utility Supervisor
Field	Operator I/II
Field	Operator in Training
Field	Water Resources Specialist
Administrative/Field	General Manager
Administrative/Field	Project Manager

Appendix B

Heat Illness Employee Training Handout

This training program was developed to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation

The heat illness prevention regulation is intended to ensure both the employer and its employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, acclimatization, high-heat procedures, emergency procedures, and training.

Written Heat Illness Prevention Program

The written program provides information on and control of exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your supervisor.

Work Environment and Conditions in Our Workplace

The written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update the program and training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

Water

Enough fresh drinking water will be provided so that employees have access to at least one quart of water per hour and are actively encouraged to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

The goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, other means to help keep you cool will be provided.

High-Heat Procedures

When the outside temperature reaches or exceeds 95°F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, additional rest and recovery periods, observing you, and reminding you to drink plenty of water.

Training

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

Additional training resources are available at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

Appendix C

Types of Heat Illnesses

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Rash (Prickly Heat)	<ul style="list-style-type: none"> Is a skin irritation caused by sweat that does not evaporate from the skin 	<ul style="list-style-type: none"> Clusters of red bumps on skin Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> Try to work in a cooler, less humid environment Keep the affected areas dry
Muscle (Heat) Cramps	<ul style="list-style-type: none"> Occurs during or after intense physical activity Victim will experience acute, painful, involuntary muscle contractions typically in the arms, legs, or abdomen. 	<ul style="list-style-type: none"> Dehydration Thirst Fatigue Sweating Muscle spasms Pain 	<ul style="list-style-type: none"> Stop all activity and sit quietly in a cool place. Drink clear water or a sports drink. Do not engage in exercise/strenuous activity for a few hours after cramps subside, as this may lead to heat exhaustion or heat stroke. Seek medical attention if heat cramps do not subside in 1 hour.
Heat Syncope	<ul style="list-style-type: none"> Occurs as result of exposure to high temperatures Typically occurs during the first 5 days of acclimation to physical activity in the heat May also occur after a long period of standing after physical activity 	<ul style="list-style-type: none"> Faintness Dizziness Headache Increased pulse rate Restlessness Nausea Vomiting Brief loss of consciousness 	<ul style="list-style-type: none"> Lie down in a cool place. Elevate the feet. Drink clear water or a sports drink. Refrain from vigorous activity.
Heat (Exercise) Exhaustion	<ul style="list-style-type: none"> The inability to continue exercising that is associated with heavy sweating, dehydration, energy depletion, and sodium loss Frequently occurs in hot, humid conditions 	<ul style="list-style-type: none"> Cool, moist skin with goose bumps when in the heat Heavy sweating Faintness Dizziness Fatigue Weak, rapid pulse Low blood pressure upon standing Muscle cramps Nausea Headache 	<ul style="list-style-type: none"> Seek medical attention immediately if symptoms are severe, the victim has existing heart problems or high blood pressure. You may attempt to cool the victim by giving cool, non-alcoholic beverages (as directed by physician), rest, cool shower/bath/sponge bath, moving to an air conditioned environment, and wearing lightweight clothing.

Heat Illness	Definition/Description	Signs/Symptoms	What to Do
Heat Stroke	<ul style="list-style-type: none"> • Life-threatening unless promptly recognized and treated • Occurs as a result of prolonged heat exposure while engaging in physical activity • Symptoms are a result of the body shutting down when it is no longer able to regulate temperature naturally 	<ul style="list-style-type: none"> • Throbbing headache • Dizziness and light-headedness • Lack of sweating despite the heat • Red, hot, and dry skin • Muscle weakness or cramps • Nausea and vomiting • Rapid heartbeat, which may be either strong or weak • Rapid, shallow breathing • Behavioral changes such as confusion, disorientation, or staggering • Seizures • Unconsciousness 	<ul style="list-style-type: none"> • If any symptoms are evident- CALL 9-1-1 • Move victim to shady area. • Remove excess clothing. • Cool victim rapidly using whatever methods are available, i.e. ice packs placed at pulse points at the neck, arms, groin, knees and ankles; spray the victim with cool water and then fan the victim. • Monitor the victim's body temperature and continue to cool until the temperature drops to less than 101°F • Continue first aid until medical professionals arrive and take over. • If emergency response is delayed, call the emergency room for instructions.

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Appendix D

Definitions

Acclimatization

The body's temporary adaptation to hot environments occurs gradually when a person is exposed to such an environment. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Affected Employees

Employees who perform, or may perform, work activities that have, or may have, environmental heat illness risk factors.

Heat Illness

Refers to a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

High Heat Conditions

When outdoor temperatures equal or exceed 95°F.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness

Environmental Risk Factors for Heat Illness

Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, and radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Personal Risk Factors for Heat Illness

Risk factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Shade

Blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not discourage access.

Temperature

The dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

Potentially Impacted Employees

Employees whose job tasks expose them to environmental risk factors for heat illness.

Preventative Recovery Period

A period of time to recover from the heat in order to prevent heat illness.

Provision of Water

Employees shall have access to potable drinking water meeting the requirements of Title 8 CCR 3395, Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in Title 8 CCR subsection (h)(1)(C), shall be encouraged. The importance of frequent consumption of small quantities of water, up to 4 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.

Appendix E

SDRMA Indoor Heat Illness Prevention



▶ Indoor Heat Illness Prevention

Heat is heat. Did you know indoor workers can experience the same type of heat illness as employees working outdoors? This Safety Talk will help you understand and prevent four different types of heat illness.

Cal/OSHA Regulation

In 2024, Cal/OSHA approved a new *Indoor Heat Illness* standard ([CCR3396](#)) to mitigate employee risk when working in shops, warehouses, and other indoor locations covered by the regulation. The standard is triggered when indoor workers are exposed to temperatures of 82° degrees Fahrenheit or more. This new requirement should not be confused with your District's *Outdoor Heat Illness Prevention Plan*. Both contain similar elements but have different protocols.

Cal/OSHA defines indoors as "a space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed."



SAFETY talk



What is Heat Illness?

Heat illness can be one or more of the following medical conditions including heat cramps, fainting (syncope), heat exhaustion, and heatstroke.

Heat illness occurs when the body cannot get rid of excess heat. When this happens, the body's core temperature rises and the heart rate increases. As the body continues to store heat, the person begins to lose concentration, has difficulty focusing on tasks, may become irritable or sick, and often loses the desire to drink. If untreated, a potentially fatal heatstroke could develop.

Risk Factors

Environmental risk factors that contribute to heat illness include high air temperatures, high humidity, direct physical contact with hot objects, and strenuous physical activities especially when wearing personal protective equipment. Radiant heat sources like kilns, ovens, torches, or merely performing strenuous tasks in an indoor environment lacking air conditioning will increase the risk of heat illness.

Heat Illness Symptoms & First Aid

Heat illness can develop rapidly and is not always obvious before it becomes life-threatening. Symptoms of heat illness may vary between individuals and can even occur after work has stopped for the day. Because of this employees may not accurately recognize and report symptoms. Do not discount discomfort or symptoms you are experiencing when working in heat, after work, or even the next workday.

Heat Cramps

Cramps, muscle pain, or spasms are felt most in the arms and legs.

What to do – Take a recovery break in a cool-down area. Drink cool water. Wait for cramps to stop before doing any physical activity. Seek medical help if cramps last more than (1) hour, or if you're on a low sodium diet or have heart problems.

Heat Syncope (Fainting)

Heat syncope is a fainting episode or dizziness that usually occurs when standing for too long or suddenly standing up after sitting or lying.

What to do – Take a recovery break in a cool-down area. Sit or lie down and slowly drink water.



Heat Exhaustion

The body becomes overly stressed with symptoms such as:

- Cool, pale, clammy skin
- Heavy sweating
- Fatigue or weakness
- Shortness of breath
- Headache, dizziness, or fainting
- Nausea or vomiting
- Rapid heartbeat and breathing
- Thirst

What to do - Move to a cool-down area immediately. Loosen/remove clothing. Apply cool water/ice packs to the body. Drink slightly cool water and electrolytes. *Seek medical help.*

Heat Stroke

This is the most serious stage of heat illness.

Symptoms may include:

- Red, hot, dry skin with very little sweating
- High body temperature, 105° F or higher
- Headache, dizziness, confusion
- Nausea or vomiting
- Rapid pulse

What to do

CALL 911 IMMEDIATELY

- ✓ Get to a cool-down area and remove unnecessary clothing
- ✓ Drink slightly cool water if possible
- ✓ Fan vigorously
- ✓ Apply cool water to clothing or skin
- ✓ Apply ice packs under arms, to the neck, back, and groin area

> Indoor Heat Illness Prevention

How can you prevent heat illness?



Drink Water

The most important thing you can do to prevent heat illness is drink plenty of water!!! The key is to drink throughout your shift, even when you don't feel thirsty. Supervisors must remind and encourage workers to drink water every hour. When indoors and working in temperatures 82° or higher, strive to drink one quart of water (4 cups) per hour.

Acclimate

Acclimatization is a process where the body needs time to adjust to increased heat exposure. Cal/OSHA requires employers to observe and check in with employees during the acclimatization timeframe (4-14 days).

Take Recovery Breaks

When working in temperatures of 82° or more, take preventative cool-down rests in designated areas set by your District. Drink plenty of water and rest long enough to feel healthy enough to return to work. Employees who wait until symptoms appear before seeking cool-down areas are at a higher risk of developing heat illness.

Additional Prevention Considerations

- Be familiar with your employer's written Indoor Heat Illness Prevention Program, if applicable.
- If available, use control measures such as air conditioning, fans, local ventilation and personal protective equipment like cooling vests, jackets, and neck wraps.
- When wearing heavy personal protective equipment, respirators, or when conducting significant exertion check for symptoms of heat illness.
- Avoid heavy meals; your body generates heat through digestion
- Wear lightweight clothing that does not restrict heat removal.
- If you have a chronic disease, such as heart disease or diabetes, check with your doctor for heat illness prevention guidance.
- If you're a supervisor, refer to your District's policy for additional responsibilities when whenever the indoor temperature or heat index reaches 87°F .

Resources:

[Cal/OSHA Heat Illness Info](#)

[Cal/OSHA Frequently Asked Questions](#)

[SDRMA Risk Control Department](#)

This *Safety Talk* provides awareness level training on *indoor heat illness prevention*.
If this information is unclear or if you have any additional questions, please talk to your supervisor.

Appendix F

Cal/OSHA Comparison of Indoor and Outdoor Heat Illness Prevention Standards

Requirement	Outdoor Heat (T8CCR 3395)	Indoor Heat (T8CCR 3396)
Scope and Application	<ul style="list-style-type: none"> Applies to outdoor workplaces 	<ul style="list-style-type: none"> Applies to indoor workplaces when the indoor temperature is greater than 82°F
Provide Clean Drinking Water	<ul style="list-style-type: none"> Provide access to potable water that is fresh, suitably cool, and free of charge Located as close as possible to work areas 	<ul style="list-style-type: none"> Provide access to potable water that is fresh, suitably cool, and free of charge Located as close as possible to work areas and cool-down areas
Access to Shade and Cool-Down Areas	<ul style="list-style-type: none"> For outdoor workplaces, shade must be present when temperatures are greater than 80°F. When temperatures are less than 80°F, shade must be available upon request For indoor workplaces, provide access to at least one cool-down area which must be kept at a temperature below 82°F Shade and cool-down areas must be: <ul style="list-style-type: none"> Blocked from direct sunlight Large enough to accommodate the number of workers on rest breaks so they can sit comfortably without touching each other Close as possible to the work areas For indoor workplaces, the cool-down areas must be kept at less than 82°F and shielded from other high-radiant heat sources 	
Cool-Down Rest Periods	<ul style="list-style-type: none"> Encourage workers to take preventative cool-down rest periods Allow workers who ask for a cool-down rest period to take one Monitor workers taking such rest periods for symptoms of heat-related illness 	

High-Heat Procedures	<ul style="list-style-type: none"> • Have and implement procedures to deal with heat when the temperature equals or exceeds 95°F • Procedures must include: • Observing and communicating effectively with workers • Reminding workers to drink water and take cool-down rest breaks 	<ul style="list-style-type: none"> • <i>Not applicable to Indoor Workplaces</i>
Assessment and Control Measures	<ul style="list-style-type: none"> • <i>Not applicable to Outdoor Workplaces</i> 	<ul style="list-style-type: none"> • Measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for workers working in clothing that restricts heat removal or high-radiant-heat areas) • Implement control measures to keep workers safe. Feasible engineering controls must be implemented first.
Monitoring the Weather	<ul style="list-style-type: none"> • Monitor outdoor temperature and ensure that once the temperature exceeds 80°F, shade structures will be opened and made available to the workers • When it is at least 95°F, implement high-heat procedures • Train supervisors on how to check weather reports and how to respond to weather advisories 	<ul style="list-style-type: none"> • For indoor workplaces that are affected by outdoor temperatures, train supervisors on how to check weather reports and how to respond to hot weather advisories
Emergency Response Procedures	<ul style="list-style-type: none"> • Provide first aid or emergency response to any workers showing heat illness signs or symptoms, including contacting emergency medical services 	

Acclimatization	<ul style="list-style-type: none"> • Closely observe new workers and newly assigned workers working in hot areas during a 14-day acclimatization period, as well as all workers working during a heat wave 	
Training	<ul style="list-style-type: none"> • Employers must provide training to both workers and supervisors 	
Heat Illness Prevention Plan	<ul style="list-style-type: none"> • Establish, implement, and maintain an effective written Outdoor Heat Illness Prevention Plan that includes procedures for providing drinking water, shade, preventative rest periods, close observation during acclimatization, high-heat procedures, training, prompt emergency response 	<ul style="list-style-type: none"> • Establish, implement, and maintain an effective written Indoor Heat Illness Prevention Plan that includes procedures for providing drinking water, cool-down areas, preventative rest periods, close observation during acclimatization, assessment and measurement of heat, training, prompt emergency response, and feasible control measures

DRAFT



POLICY TITLE:	Residential Sewer Billing Adjustment for Leaks During the Months of December-March Policy	
POLICY #: 2002	ADOPTED DATE: July 18, 2017 President: Jim Lieberman	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

2002.1 Purpose and Scope

The purpose of this policy is to provide Hidden Valley Lake Community Services District (District) with a written policy regarding sewer billing adjustments for water leaks during the months of December-March on the customer (or property) side of the meter, or significant abnormalities in water consumption. For this policy, customer is defined as residential water user.

Sewer rates are calculated by averaging the indoor water usage during the months of December-March. A significant leak could set a sewer rate higher than what would be considered normal. Adjustments pursuant to this policy will deliver a fairer and more accurate sewer rate for the following fiscal year.

2002.2 Policy

Customers are responsible for the service and fittings to the Water Utility System beginning at the coupling on the customer’s side of the meter. Leaks in the line which are the responsibility of the customers must be repaired by the customer, solely at their expense. No adjustment or credit will be applied to the water bill for the customer.

The customer is responsible for monitoring higher than expected usage. Customers must investigate higher than expected usage to determine if the usage was caused by a property side leak. Upon request, District staff will provide a no charge, on site visit. Customers should promptly repair leaks.

2002.3 Residential Sewer Rate Adjustment Criteria

The General Manager, or designee, may adjust the water use calculation to establish the sewer bill for the fiscal year following the December-March averaging months when all of the following requirements are met:

1. Applications must be received by Hidden Valley Lake CSD within 30 days of the discovery of a leak or resulting water loss.
2. The leak must occur during the winter averaging months of December through March.
3. A leak includes all leaks that may impact the sewer rate fee.

4. Verification of the leak must be confirmed by:
 - a. Providing a copy of the repair bill or other invoices/receipts related to the repair,
AND/OR
 - b. Confirmation by an on-site inspection by a representative from the District.
5. The customer's account must be in good standing at the time of the Residential Sewer Billing Adjustment Application submission. The General Manager has the discretion to consider special circumstances on a case-by-case basis consistent with the goals and objectives of this policy.
6. The property owner is responsible for any necessary repair.
7. The adjustment will not exceed 1 billing period or 30 (thirty) days.
8. Adjustments are limited to the next fiscal year's sewer rate only.

2002.4 Procedures

Upon approval of the application by the General Manager or designee, the highest usage month will be eliminated from the winter averaging months of December through March and the average will be determined by averaging the remaining three months. The adjusted average will be applied to the account to determine the sewer rate for the following fiscal year.

Leak adjustments are not available during any declared local, regional, or statewide water shortage or drought emergency or during any drought or other period when water use restrictions are in effect.



Hidden Valley Lake Community Services District

19400 Hartmann Road
 Hidden Valley Lake, CA 95467
 707.987.9201
 707.987.3237 fax
www.hvlcsd.org

RESIDENTIAL SEWER BILLING ADJUSTMENT APPLICATION

If you had a leak during the winter months (December-March), please review the *Residential Sewer Billing Adjustment for Leaks During the Months of December-March Policy*, fill out this form, and promptly submit to HVLCS D.

This application provides the opportunity for qualified residential customers to receive a sewer billing adjustment due to a water leak. In order to qualify, all criteria must be met, and the form filled out in full.

Name:	Date:
Property address:	Mailing address: (if different):
Phone:	Email:
Date leak detected:	Date leak was repaired:
Repair invoice included: <input type="checkbox"/>	Leak repair confirmed by HVLCS D: <input type="checkbox"/>

Residential Sewer Rate Adjustment Program:

Rules governing the Residential Sewer Rate Adjustment Program are outlined in the *Residential Sewer Billing Adjustment for Leaks During the Months of December-March Policy*. If you need additional information, please call us at (707)987-9201. To complete the application for a sewer leak adjustment, please submit this form and any accompanying documentation to: Hidden Valley Lake Community Services District (District) at the address shown above.

Upon receipt, of a correctly completed Residential Sewer Billing Adjustment Application, the District will review the account for compliance with the program conditions. (Please see the back of this form for the program conditions.) If the program conditions are met, and approved, the General Manager (or designee) will eliminate the highest usage month within the winter averaging period for the calculation of the sewer rate for the following year.

I certify that I understand the requirements in this form and that to the best of my knowledge the above information is true.

Customer Signature: _____ Date: _____

FOR DISTRICT USE ONLY	
Account#:	Notes:
Date:	
Approved by:	
Denied by:	
Date Customer Notified:	Staff Initial:



Residential Sewer Billing Adjustment Criteria

The General Manager, or other person delegated the responsibility by the General Manager, may make a residential sewer rate adjustment when all of the following requirements are met:

1. Customer shall notify the District and complete the Residential Sewer Rate Adjustment Application within 30 days from the bill due date for the period in which the loss occurred.
2. The leak must occur during the winter averaging months of December through March.
3. The customer's account must be in good standing at the time of the Residential Sewer Rate Adjustment Application submission. The General Manager has the discretion to consider special circumstances on a case-by-case basis.
4. A leak includes all leaks that may impact the sewer rate fee.
5. Verification of the leak must be confirmed by:
 - a) Providing a copy of the repair bill or other invoices/receipts related to the repair,
AND/OR
 - b) Confirmation by an on-site inspection by a representative from the District
6. The property owner is responsible for any necessary repair.
7. The adjustment will not exceed 1 billing period or 30 (thirty) days.
8. Adjustments are limited to the next fiscal year's sewer rate only.

Leak adjustments are not available during any declared local, regional, or statewide water shortage or drought emergency or during any drought or other period when water use restrictions are in effect.



POLICY TITLE:	Annual Sewer Consumption Value Policy	
POLICY #: 2000	ADOPTED DATE: July 18, 2017 President: Jim Lieberman	REVISION DATE: President:

The Board of Directors revised and adopted this policy at its public meeting on the latest revision date. This version of the Policy supersedes all other previous versions.

2000.1 **Purpose**

The purpose of the Annual Sewer Consumption Value Policy is to provide clear direction and a repeatable process that allows Hidden Valley Lake Community Services District (HVLCS D) to remain effective in the provision of sewer use rates.

2000.2 **Policy**

Within the framework identified in Resolution 2017-09, sewer use rates are based upon winter water use, an indicator of indoor water use. New sewer use consumption values will be applied in conjunction with any changes in water rates, on July 1st of each year. The definition of “winter” is hereby noted to be the four billing cycles, spanning from December billing cycle, through March billing cycle. HVLCS D’s internal billing system will calculate average water use over these four billing cycles, for residential and commercial facilities that have complete historical data for this time period.

For residential and commercial facilities lacking the necessary historical data (the December billing cycle, through the March billing cycle of each fiscal year) a community average calculation will be applied. The average is obtained by using the cumulative individual averages noted for the individual residential user noted in the previous paragraph, It is then insulated from potential skewing data, by eliminating the top and bottom 10% of water use data. Finally, the total is divided by the number of users to give you the community average calculation.