Heat Illness

Prevention Program

Table of Contents

Introduction

Warner Bros. Discovery (WBD) is committed to providing a safe and healthy workplace for our employees. In pursuit of this goal, the measures in this Heat Illness Prevention Plan (HIPP) have been developed to protect our employees and prevent heat illnesses associated with working indoors or outdoors in hot environments, including, heat cramps, fainting, heat exhaustion, and heat stroke. They have been developed to meet or exceed the requirements of California Code of Regulations, Title 8, sections 3395 and 3396.

Definitions

Acclimatization – means a temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4 to 14 days of regular work for at least 2 hours per day in the heat.

Administrative Control – means a method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Examples of administrative controls include acclimatizing employees, rotating employees, scheduling work earlier or later in the day, using work/rest schedules, reducing work intensity or speed, reducing work hours, changing required work clothing, and using relief personnel.

Buddy System – a method of monitoring whereby two employees observe each other throughout the day and immediately report any signs or symptoms of heat illness.

Clothing that Restricts Heat Removal - means full-body clothing covering the arms, legs, and torso that is either waterproof; designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or designed to protect the wearer or the work process from contamination. It does not include clothing constructed only of knit or woven fibers, or an otherwise air and water vapor permeable material; and worn in lieu of the employee's street clothing; and worn without a full-body thermal, vapor, or moisture barrier.

Cool-Down Area - means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources and is either open to the air or provided with ventilation or cooling. An indicator that sunlight blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.

Engineering Control - means a method of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Examples of engineering controls include isolation of hot processes, isolation of employees from sources of heat, air conditioning, cooling fans, cooling mist fans, evaporative coolers, natural ventilation, local exhaust ventilation, shielding from a radiant heat source, and

insulation of hot surfaces.

Environmental Risk Factors for Heat Illness - means working conditions that create the possibility that heat illness could occur, including air temperature, air movement, relative humidity, radiant heat from the sun and other sources; conductive heat sources such as the ground, workload severity and duration, protective clothing, and personal protective equipment (PPE) worn by employees.

Heat Illness - means 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.

Heat Index – means a measure of heat stress developed by the National Weather Service (NWS) for outdoor environments that takes into account the dry bulb temperature and relative humidity.

Heat Wave – any day in which the predicted high outdoor temperature for the day will be at least 80-degree Fahrenheit (°F) and at least 10°F higher than the average high daily temp. in the preceding 5 days.

High Radiant Heat Area - means a work area where the globe temperature is at least 5°F greater than the temperature.

High Radiant Heat Source - means any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area 5°F or greater than the dry bulb temperature of the cool-down area.

Indoor - refers to 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. All work areas that are not indoor are considered outdoor.

Personal Heat-Protective Equipment (PHPE) - means equipment worn to protect the employee from heat illness. Examples of PHPE include air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing, water-cooled garments, and supplied-air personal cooling systems.

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

Preventative Cool-Down Rest - means a rest taken in a cool-down area to prevent overheating.

Preventative Recovery Period - means a period of time to recover from the heat in order to prevent heat illness.

Radiant Heat - means heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.

Relative Humidity - means the amount of moisture in the air relative to the amount that would be present if the air were saturated.

Shade - means blockage of direct sunlight. An 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.

Temperature - means the dry bulb temperature in °F obtainable by using a thermometer freely exposed to the air without considering humidity or radiant heat, to measure the temperature in the immediate area where employees are located.

Authority and Responsibility

WBD Studio Management

It is WBD Studio Management's responsibility to determine what specific strategies should be implemented to prevent the onset of heat illness for WBD employees. WBD Studio Management will also provide a sufficient supply of potable, fresh and suitably cool water, cool-down areas, engineering controls, shade equipment, and PHPE to meet the needs of employees at all locations. Employees will be provided with training to prevent heat illness, recognize the signs and symptoms of heat illness if it occurs, know the emergency response procedures and how to seek appropriate medical treatment as required. Heat illness prevention training is required for all employees working outdoors or in indoor areas where the indoor temperature reaches 82° F, and their supervisors.

Supervisory / Management

Department heads, supervisors, and forepersons (supervisors) of each department are responsible for implementing and maintaining the HIPP in their assigned work areas. In addition, all supervisors are responsible for the following:

- ensuring employees receive answers to questions about the procedures in a language they understand.
- ensuring that all employees under their supervision are trained and knowledgeable of the HIPP requirements.
- recognizing the signs and symptoms of heat illness.
- knowing how environmental and personal risk factors can increase the likelihood of heat illness.
- preventative measures (acclimatization, provision of water, access to shade and the ability to take a cool down rest break) that can prevent the onset of serious heat illness.
- ensuring that employees comply with all facets of the HIPP, and
- that employees have adequate resources, including water, shade, cool-down areas and rest breaks, to prevent heat illness at all times.

Employees

It is the responsibility all employees to have an awareness of heat illness prevention guidelines and requirements. All employees are responsible for:

- following safe work practices.
- following all directives, policies, and procedures.
- assisting in maintaining a safe work environment.
- monitoring signs and symptoms of heat illness, and
- requesting appropriate rest breaks and medical attention as needed.

Safety & Environmental Affairs

The Vice President of Safety & Environmental Affairs (S&EA) and the S&EA Department Staff has overall authority and responsibility for implementing the provisions of this HIPP in our workplace.

Scope and Application

This HIPP has been developed to prevent heat illness and provide guidelines for monitoring employees and the work environment to provide a safe and healthful work environment and to maintain compliance with all applicable regulatory requirements.

This HIPP is implemented and maintained to identify, prevent, and control hazards associated with heat illness in accordance with all applicable regulations. This HIPP consists of:

- temperature and work site monitoring.
- strategies for providing adequate water, shade, cool-down rest breaks.
- acclimatization.
- environmental and individual health and risk factor surveillance; and

- first aid and emergency response procedures for employees who develop heat illness.
- training and program review.

This plan provides the minimum steps applicable to most work settings and are essential to reducing the incidence of heat illnesses during a work shift. In working environments with a higher risk for heat illness, it is WBD Management and department heads, supervisors, and forepersons' duty to exercise greater caution and implement additional protective measures as needed to protect their employees.

Implementation

Types of Heat Illness

- **Heat Cramps** – heat cramps are muscle pains that can be caused by physical labor in a hot environment.
- **Heat Syncope (Fainting)** – dehydration and lack of acclimatization can cause a fainting episode or dizziness that usually occurs when standing for too long or suddenly standing up after sitting or lying.
- **Heat Exhaustion** – is the body's response to an excessive loss of water and salt, usually through excessive sweating. Other symptoms may include cool or clammy skin, fatigue, headache, fast or weak pulse, and fast or slow breathing.
- **Heat Stroke** – a life-threatening emergency that occurs when the body overheats to a point where its internal temperature control system shuts down and heat builds up internally.

Signs and Symptoms of Heat Illness

- Confusion
- Dizziness
- Irritability
- Poor concentration
- Muscle pain/cramps
- Lack of sweating
- Excessive sweating
- Altered behavior
- Blurry vision
- Discomfort
- Headache
- Fatigue
- Loss of coordination
- Vomiting
- Seizures
- Fainting
- Chills

Provision of Water

Water is a key preventive measure to minimize the risk of heat illnesses. The frequent drinking of water should be encouraged. Employees will have access to fresh, pure and suitably cool, potable drinking water, free of charge. To ensure sufficient quantities of potable water are available and to encourage frequent drinking of water, the following steps will be taken:

- Department Heads, supervisors, and S&EA Staff will remind and encourage employees to drink water frequently.
- Plumbed water is located in break rooms, pantries throughout our facilities.
- Where plumbed water is not readily available, bottled water will be made available and placed as close as possible to employees' work area.
- Water containers will be placed as close as possible to the areas where employees are working and in all cool-down areas.
- Water levels should not fall below the point that should allow for adequate water during the time necessary to effect replenishment.
- Disposable containers / single use drinking cups should be provided to employees, or provisions should be made to issue employees their own clean containers each day.
- Encourage employees to drink small quantities of water throughout the entire work shift; 1 quart or 4 eight-ounce cups per hour per employee is recommended for the entire shift.
- All employees will be provided with access to potable, fresh and suitably cool water free of charge.
- When the outdoor temperature equals or exceeds 95° F or during a heat wave, at the beginning of the work shift there should be a short toolbox talk/safety talk to remind employees about the importance of frequent consumption of water throughout the shift and to remind employees of the ability to take a cool-down rest whenever necessary.

Access to Cool-Down Areas for Indoor Work Locations

One or more cool-down areas will be available at all times while employees are present. The temperature in indoor cool-down area(s) will be maintained at less than 82 °F, unless that is not feasible.

The cool-down area(s) will be available at the site to accommodate all of the employees who are on a break at any point in time and will be large enough so that all employees on break can sit in a normal posture fully in the cool-down area(s) without having to be in physical contact with each other.

Employees will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area(s) whenever they feel they need a break. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

Employees who take a preventative cool-down rest will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat

illness have abated. If an employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided.

Access to Shade for Outdoor Work Locations

When the outdoor temperature in the work area exceeds 80° F while employees are present, there should be one or more areas with shade provided at all times. Access to rest and shade or other cooling measures is an important preventive step to reduce the risk of heat illness. Supervisors should encourage their employees to take a preventative cool-down rest in a shaded area to protect themselves from overheating when needed.

Employees on the Main Lot and other facilities also have access to air-conditioned buildings and tree-shaded areas in which employees can recover from the heat. The interior of a vehicle can also be used to provide shade, provided the vehicle has a working air conditioner and is cooled down ahead of time.

When employees are required to work in exposed outdoor areas on hot weather days, the following steps will be taken:

- Supervisors will ensure adequate shade (open to the air or ventilated) or set up portable shade (i.e., pop-up tents and canopies) close to the work area.
- Employees will be notified of the nearest shaded area (air-conditioned building, tents, canopies, large umbrellas, or air-conditioned vehicles) in which they can take a cool-down rest.
- The shaded area(s) will be able to accommodate the number of employees for rest periods, or recovering, so they can sit normally without being in physical contact with each other.
- Employees working in the sun should wear light-colored long sleeve shirt, pants, hats that covers the ears and neck, UV sunglasses and sunscreen.
- Heat illness prevention supplies and PHPE are made available free of charge to all employees.

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat illnesses. Employees suffering from heat illness or believing a cool-down rest is needed will be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of at least 5 minutes. Access to shade should be permitted at all times.

During any necessary cool-down rest, employees will be monitored and asked if he or she is experiencing symptoms of heat illness. In addition, the employee should be encouraged to remain in the shade and not pressured to return to work until any signs and symptoms of heat illness have abated.

Cooling measures other than shade (e.g., use of misting machines, evaporative coolers, etc.) may be provided in lieu of, or in addition to shade if these measures are at least as effective as shade in allowing employees to cool. To ensure that employees have access to shade and a cool-down rest, the following steps should be taken:

- Sufficient shade to protect employees should be up and ready for use at the beginning of the work shift if the National Weather Service Forecast as of 5 pm the previous day predicts temperatures of 80° F or greater at the location of the outdoor work area.
- Even if temperatures do not exceed 80° F, shade should still be available to all employees.
- Enough shade should be available for all on-duty employees during cool-down rests and during meal breaks (including all cast, crew, background, etc.) at all times.
- Employees should be able to sit comfortably and be fully shaded without touching each other.
- The shade area should allow employees to sit without contact to bare soil. The use of chairs, benches, towels, sheets may be used to comply with this requirement.
- An adequate number of umbrellas, canopies, or other portable devices should be erected at the start of the shift. Shade equipment should be relocated closer to employees, as needed. Shade equipment should be placed in close proximity (i.e., no more than 50-100 yards) to the work activity.
- Employees may also have access to vehicles, trailers, offices, or other buildings with adequate air conditioning.
- Short Toolbox Talks should be conducted at the beginning of each work shift to remind employees about the importance of cool-down breaks and the location of shade.
- Other cooling measures may be used if it is demonstrated that these methods are at least as effective as shade.
- Whenever possible, break and meal areas for employees should be:
    - readily accessible
    - in the shade and open to the air
    - ventilated or cooled, and
    - near sufficient supplies of drinking water

Procedures for Monitoring the Weather and Temperature

Prior to each workday, supervisors should verify the forecasted temperature to ensure appropriate elements of the HIPP are implemented. This critical temperature information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule. The following sources (or equivalent) may be used:

- NOAA Website: www.nws.noaa.gov
- Safetyontheset.com – Heat Illness Prevention page
- California Dial-A-Forecast (Los Angeles Area: (805) 988-6610 – option #1)
- A reliable "dry bulb" thermometer should be available to adequately assess the temperature for indoor worksite locations.

For outdoor work areas, the supervisor will monitor the temperature and heat index throughout the job site and throughout the work shift to monitor for an increase in temperature and to ensure that once the temperature exceeds 80° F, shade structures will be opened and made available to the employees. In addition, when the temperature equals or exceeds 95° F, additional high-heat procedures will be implemented.

For indoor work areas, initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when employee exposures are expected to be the greatest and when it is suspected to equal or exceed 82° F.

Measurements will be taken again when they are reasonably expected to be 10° F or more above the previous measurements where employees work and at times during the work shift when employee exposures are expected to be the greatest.

Employees and supervisors will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace. All monitoring instruments will be maintained according to manufacturer's recommendations.

Control Measures for Indoor Work Areas

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87° F or higher.
- Indoor temperature or heat index is 82° F or higher and employees are either:
  - Wearing clothing that restricts heat removal or
  - Working in an area with high radiant heat.

Engineering Controls

Feasible engineering controls will be implemented first, in an effort to reduce the temperature and heat index to below 87° F (or temperature to below 82° F for employees working in clothing that restricts heat removal or working in high radiant heat areas). Feasible administrative controls will be added if feasible

engineering controls are not enough to reduce the temperature or heat index to required levels. If both feasible engineering and feasible administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then PHPE will be provided.

If feasible, the following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the employee and the heat:

- Cooling and/or misting fans
- Air conditioning
- Evaporative coolers
- Increased natural ventilation.
- Local exhaust ventilation at points of high heat production or moisture
- Reflective shields to block radiant heat.
- Insulating/isolating heat sources from employees, or isolating employees from heat source
- Dehumidifiers

Administrative Controls

The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

- Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building.
- Schedule work at cooler periods or times of day, such as early morning or late afternoon.
- Rotate job functions among employees to help minimize exertion and heat exposure.
- Require employees to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

Personal Heat-Protective Equipment (PHPE)

The following PHPE will be provided if feasible engineering controls do not decrease the temperature enough and feasible administrative controls can not minimize the risk of heat illness. This PHPE consists of special cooling devices that the employee wears on their body that can protect them in hot environments:

- Water and/or air-cooled garments
- Cooling vests & jackets
- Neck wraps
- Personal cooling misters
- Personal cooling fans

High-Heat Procedures for Outdoor Work Areas

When the temperature equals or exceeds 95°F (35°C). The following additional preventative measures will be taken:

- Pre-shift meetings will be conducted before the commencement of outdoor work to review high heat procedures.
- Effective communication by voice, direct observation, mandatory buddy system, or other methods will be maintained so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the employees to observe them or communicate with them, then cell phones, text, and/or two-way radio will be used for this purpose.
- Frequent communication will be maintained with employees working alone or in smaller groups by cell phone, text, and/or two-way radio to be on the lookout for possible symptoms of heat illness.
- Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time and the responsible person must be assigned to observe and look for signs and symptoms of heat illness. If a supervisor, designated responsible person, or any employee reports any signs or symptoms of heat illness in any employee, the supervisor or designated person will take immediate action commensurate with the severity of the illness.
- Employees will be encouraged to drink plenty of water and electrolytes and will be reminded of that they may take a cool-down rest when necessary to prevent overheating.
- In the event of a heat illness, employees should call 818-954-3333 (if on the Burbank Main Lot) or 911 at other non-lot locations with specific instructions regarding your location.
- Supervisors and/or employees will carry cell phones or two-way radios to ensure communication in the event of any emergency.
- Supervisors will monitor employees for signs and symptoms of heat illness.
- Co-workers will use a “buddy system” to watch each other closely for signs and symptoms of heat illness.
- Supervisors and employees will be encouraged to report any signs and symptoms of heat illness.

Heat Wave Procedures for Outdoor Work Areas

A heat wave is defined as any day in which the predicted high temperature for the day will be at least 80°F and at least 10°F higher than the average high daily temperature in the preceding 5 days.

During a Heat Wave:

- Pre-shift meetings will be conducted before the start of outdoor work to review high heat illness prevention procedures, the weather forecast, and emergency response procedures.
- All outdoor employees will be closely observed by a supervisor or designee for signs and symptoms of heat illness.
- During a heat wave, some work may need be rescheduled (e.g., conducted at night or during cooler hours).
- If schedule modifications are not possible, employees will be provided with an increased number of water and rest breaks.
- Each employee will be assigned a "buddy" to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated if someone displays possible signs or symptoms of heat illness.

Acclimatization

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. The body needs time to adapt when temperatures rise suddenly. Acclimatization peaks within 4 to 14 days of work for at least 2 hours per day in the heat. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to:

- The weather will be monitored daily by the employee's supervisor.
- New employees and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days.
- If possible, the intensity of the work should be lessened during a two-week break-in period by using procedures 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).
- Steps taken to lessen the intensity of the workload for new employees should be considered by the supervisor.
- For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87° F, or when the temperature or heat index equals or exceeds 82° F when an employee wears clothing that restricts heat removal or when an employee works in a high radiant heat area.
- Employees should report to a supervisor if returning to work after an absence or illness when changing from a cool to hot and/or humid climate.
- Acclimatization will be addressed in employee and supervisor training.

Responding to Symptoms of Heat Illness

WBD will respond to heat illness in a quick and safe manner. When an employee displays possible signs or symptoms of heat illness, a trained first aid employee or supervisor will evaluate the employee and determine whether resting in the shade or cool-down area and drinking cool water will suffice or if emergency service providers will need to be called. No employee with signs and symptoms of serious heat illness will be left alone in the shade or cool-down area or sent home without being offered on-site first aid or provided emergency medical services (EMS).

If an employee displays possible signs or symptoms of heat illness and no trained first aid provider or supervisor is available at the site, EMS providers will be immediately called by the supervisor or Security.

EMS providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. While the ambulance is enroute, first aid will be initiated.

If an employee displays signs or symptoms of severe heat illness, EMS will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

Employees experiencing signs and symptoms of a heat illness are to cease work and report their condition to their supervisor. Employees showing signs or demonstrating symptoms of heat illness are to be relieved from duty and provided sufficient means to reduce body temperature (shade, cool-down rest(s), etc.). Employees experiencing sunburn, heat rash or heat cramps should be monitored to determine whether medical attention is necessary. Be aware that heat illness can progress rapidly from apparently minor symptoms to a condition requiring immediate emergency medical treatment. Emergency medical services should be called when employees experience signs and symptoms of heat exhaustion or heat stroke.

No employee with signs and symptoms of serious heat illness should be left unattended or sent home without being offered on-site first aid or provided EMS.

The table below outlines the potential types of heat illnesses, signs, and symptoms and specific first aid and emergency procedures.

Heat Illness First Aid and Emergency Response Procedures		
Heat Illness	**Signs and Symptoms**	**First Aid and Emergency Response Procedures**
Heat Cramps	• Muscle cramps or spasms • Grasping the affected area • Abnormal body posture	• Drink water to hydrate body • Rest in a cool, shaded area • Massage affected muscles • Get medical attention if cramps persist
Heat Syncope	• Dizziness • Light-headedness • Fainting • Headache • Increased pulse rate • Restlessness • Nausea • Vomiting	• Call 818-954-3333 (if on the Burbank Main Lot) or 911 at other non-lot locations with specific instructions regarding your location. • **Provide EMS with directions to worksite** • Move to shade and loosen clothing • Start rapid cooling with fan, water mister or ice • packs • Lay flat and elevate feet • If conscious drink small amounts of water to hydrate and cool body
Heat Exhaustion	• High pulse rate • Extreme sweating • Pale face • Insecure gait • Headache • Clammy and moist skin • Weakness • Fatigue • Dizziness	• Call 818-954-3333 (if on the Burbank Main Lot) or 911 at other non-lot locations with specific instructions regarding your location. • **Provide EMS with directions to worksite** • Move to shade and loosen clothing • Start rapid cooling with fan, water mister or ice • packs • Lay flat and elevate feet • Drink small amounts of water to hydrate and cool body
Heat Stroke	• Any of the above, but more severe • Hot, dry skin (25-50% of • cases) • Altered mental status with confusion and agitation • Can progress to loss of consciousness & seizures	• **Call 818-954-3333 (if on the Burbank Main Lot) or 911 at other non-lot locations with specific instructions regarding your location.** • **Provide EMS with directions to worksite** • Immediately remove from work area. Start rapid cooling with fan, water mister or ice packs • Lay flat and elevate feet • If conscious give sips of water • Monitor airway and breathing, administer CPR if needed

Emergency Medical Services (EMS) Response Procedures

In the event of a heat illness emergency (heat exhaustion or heat stroke), the response time for EMS is extremely important. To ensure the quickest response time possible for the employee in need, the following procedures will be implemented:

- For indoor or outdoor work areas on the Main Lot, employees or supervisors should call the emergency number 818-954-3333. Main Lot First Aid will be summoned to the work location to assess the situation and provide immediate first aid. Calling the emergency number will also alert Security who can contact Burbank Fire Department and Paramedics, provide clear and precise directions to the work area, and provide an escort to the work area to avoid a delay of EMS.

- For indoor or outdoor work areas off the Main Lot (Lanark, Pacific Avenue, 2C, Ivy Station, etc.), employees or supervisors should contact Security to call 911 to immediately dispatch the local fire department and paramedics. Security will give clear and precise directions to the worksite to avoid a delay of EMS.

- Effective communication will be ensured by voice, direct observation, cell phone, text, or two-way radio, and will be maintained so that employees can contact a supervisor when necessary. If the supervisor is unable to be near the employees, then cell phone, text, or two-way radio will be used for this purpose.

- Appropriately trained and equipped personnel will be made available at the Main Lot and off-site locations to render first aid.

- To ensure that EMS can be called, all supervisors will have access to or carry communication devices, such as cell phone, text, or landline phones, or two-way radios.

- If an employee shows signs or symptoms of severe heat illness, EMS will be called, and steps will immediately be taken to keep the stricken employee cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected employee be left unattended.

- During a heat wave or hot temperatures, employees will be reminded and encouraged to immediately report to their supervisor any signs or symptoms of heat illness they are experiencing.

- Employees and supervisors will be trained in these written procedures for emergency response.

Employee Training

Training in the following topics should be provided to all supervisory and nonsupervisory employees prior to

working in hot temperatures:

- The environmental and personal risk factors for heat illness.
- WBD's procedures for complying with the requirements of this program.
- The importance of frequent consumption of small quantities of water (one liter 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 importance of accessing areas with shade to block direct sunlight.
- The importance of cool-down rest periods and areas to prevent overheating.
- The importance of acclimatization.
- The different types of heat illness and their common signs and symptoms.
- The importance to employees of immediately reporting to their supervisor symptoms or signs of heat illness in themselves, or in co-workers.
- WBD's procedures for responding to symptoms of possible heat illness, including how EMS will be provided should that become necessary.
- WBD's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an EMS provider.
- WBD's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to EMS providers.

Supervisor Training

Training is critical to help reduce the risk of heat illnesses and to assist in obtaining emergency assistance without delay. Department Heads and Supervisors will use any combination of Toolbox Talks/Safety Talks, handouts, posters, and safety meetings to train their employees in the following:

- Environmental and personal risk factors for heat illness.
- Procedures for minimizing risk of heat illness as described herein.
- The importance of drinking up to 1 quart (4 cups) of water per hour on hot days.
- The importance of resting and recovering in shade when needed.
- The importance of acclimatization.
- The different types of heat illness and the common signs and symptoms.
- The importance of the "buddy system" and/or means of communication on hot days.
- The importance of employees immediately addressing signs of heat illness in themselves or co-workers.
- How to monitor weather reports and how to respond to hot weather advisories.
- The Burbank Main Lot and off-lot emergency response procedures.

Prior to assignment to supervision of employees working in the heat, training on the following topics should be provided:

- The information required to be provided to employees under **Employee Training** above.
- The procedures to be followed to implement an effective Heat Illness Prevention Program.
- The procedures to be followed when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Appendix A

Heat Illness Prevention Plan

HEAT ILLNESS PREVENTION PLAN FOR PRODUCTION

HEAT ILLNESS PREVENTION PLAN

This Production is committed to employee health and safety. Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, and heat stroke. It can arise through physical exertion as well as from hot and humid weather. This Heat Illness Prevention Plan (HIPP) has been instituted to help keep our employees protected when working outdoors in hot weather when the temperature equals or exceeds 80°F (26.7°C). The UPM, with assistance from the Production Safety Representative, is responsible for overseeing and administering the HIPP.

The Heat Illness Prevention Plan (HIPP) contains the following elements:

1. Types of Heat Illness
2. Environmental and Personal Risk Factors
3. Signs and Symptoms of Heat Illness
4. Provision of Water
5. Access to Shade
6. High Heat Procedures
7. Emergency Response Procedures
8. Acclimatization
9. Training

TYPES OF HEAT ILLNESS

- Heat Rash – sometimes called prickly heat, sweat rash or miliaria, is a harmless but very itchy skin rash.
- Sunburn – inflamed, painful skin that feels hot to the touch.
- Heat Cramps – painful, involuntary muscle spasms that usually occur during strenuous work activity in hot environments.
- Heat Syncope (Fainting) – dehydration and lack of acclimatization can cause a fainting episode or dizziness that usually occurs when standing for too long or suddenly standing up after sitting or lying.
- Heat Exhaustion – is the body's response to an excessive loss of water and salt, usually through excessive sweating. Other symptoms may include cool or clammy skin, fatigue, headache, fast or weak pulse, and fast or slow breathing.
- Heat Stroke – a life-threatening emergency that occurs when the body overheats to a point where its internal temperature control system shuts down and heat builds up internally.

ENVIRONMENTAL RISK FACTORS

Certain working conditions could increase the possibility of a heat-related illness includes:

- Air temperature
- Relative humidity
- Radiant heat from the sun and other sources
- Conductive heat sources such as the ground
- Lack of air movement (wind)
- Workload severity/heavy physical labor and duration
- Protective clothing (waterproof clothing)
- Personal protective equipment

PERSONAL RISK FACTORS

Personal risk factors that could increase the possibility of a heat-related illness includes:

- Age
- Degree of acclimatization
- Personal health

SIGNS AND SYMPTOMS OF HEAT ILLNESS

- Water consumption / low liquid intake
- Use of prescription medications that affect the body's water retention or other physiological responses to the heat
- Confusion
- Dizziness
- Irritability
- Poor concentration
- Muscle pain/cramps
- Lack of sweating

PROVISION OF WATER

- Excessive sweating
- Altered behavior
- Blurry vision

- Discomfort
- Headache
- Fatigue
- Loss of coordination
- Vomiting
- Seizures
- Fainting
- Chills

Water is a key preventive measure to reduce the risk of heat-related illnesses. On hot weather days, ensure adequate hydration by following these steps:

1. Ensure that a minimum of one quart of cold water is available per hour per employee for the entire shift.
2. Department Heads, Supervisors, and Warner Bros. Safety will remind employees to drink water frequently.
3. Encourage employees to drink small quantities of water throughout the entire work shift; 1 quart or 4 eight-ounce cups per hour is recommended.
4. Employees required to work outside will be provided with access to cool water and electrolytes.
5. Where plumbed water is not readily available, bottled water will be placed as close as possible to the employees' work area.
6. Plastic bottles and/or disposable cups will be made available.

HEAT ILLNESS PREVENTION PLAN FOR PRODUCTION

ACCESS TO SHADE

When the outdoor temperature in the work area exceeds 80°F (26.7°C), there should be one or more areas with shade at all times while employees are present. Access to rest and shade or other cooling measures are important preventive steps to reduce the risk of heat-related illnesses. Supervisors should encourage their employees to take a preventative cool-down rest in a shaded area to protect themselves from overheating when needed. Productions on the studio lots have access to air-conditioned buildings, backlot facades and tree-shaded areas in which employees can recover from the heat.

When employees are required to work in exposed outdoor areas on hot weather days, the following steps be taken: Supervisors will ensure adequate shade (open to the air or ventilated) or set up portable shade i.e., pop-up tents and canopies, close to the work area.

1. Employees will be shown the nearest air-conditioned building, tents, canopies, large umbrellas, or vehicles in which they can cool down quickly.
2. Ensure that the shaded area is able to accommodate the number of employees for rest periods, or recovering, so they can sit normally without being in physical contact with each other.
3. Employees working in the sun should wear light-colored long sleeve shirts, pants, hats that cover the ears and neck, UV sunglasses, and sunscreen.

HIGH HEAT PROCEDURES

When the outdoor temperature equals or exceeds 95°F (35°C). The following should be followed:

1. Have pre-shift meetings before the commencement of outdoor work to review heat illness prevention.
2. Encourage employees to drink plenty of water and electrolytes and remind employees of their right to take a cool-down rest when necessary to prevent overheating.
3. Supervisors and/or employees will carry cell phones or two-way radios to ensure communication in the event of an emergency.
4. Supervisors will monitor employees for signs and symptoms of heat illness.
5. Co-workers will stick together or use a "buddy system" to watch each other closely for signs and symptoms of heat illness.
6. Supervisors and employees will be encouraged to report any signs and symptoms of heat illness.

EMERGENCY RESPONSE AND WRITTEN PROCEDURES

1. **In the event of a heat-related illness, employees shall call the Studio Emergency line 818-954-3333 or 911 (or the local emergency equivalent) with specific instructions regarding your location.**
2. Make sure that effective communication is maintained so that employees can contact a supervisor or emergency medical services when necessary.
3. An employee exhibiting signs or symptoms of heat illness should go to First Aid/Set Medic immediately. They should not be sent home without being offered on-site first aid and/or provided with emergency medical services as needed.
4. If the employee cannot self-transport (walk or drive) to First Aid/Set Medic or is unconscious (unresponsive), immediately call the emergency line.
5. For other more severe heat illnesses, such as heat stroke, appropriate evaluation and escalation of medical services will be determined by medical staff only.
6. Make sure that clear and precise directions to the work site can be provided.
7. If your employee is hospitalized for a heat-related illness, contact WB Safety immediately. Cal/OSHA requires all serious injury and illness to be reported within 8 hours.
8. For off-lot locations the production shall post, along with this heat illness prevention plan, specific information regarding location; including street address and directions to location; name, addresses and phone number of nearest hospital; locations of water staging areas, shaded rest areas and other heat illness prevention accommodations.
9. For incidents related to excessive heat conditions indoors, the production shall communicate the location of designated cool-down areas.

ACCLIMATIZATION

1. Acclimatization is a temporary adaptation of the body to work in the heat that occurs gradually. Acclimatization peaks within 4 to 14 days of work for at least 2 hours per day in the heat.
2. Before a supervisor assigns an employee to work outdoors during a heat wave, they shall be closely observed for the first 14 days of the employee's employment.
3. Report to a supervisor if returning to work after an absence or illness when changing from a cool to hot and/or humid climate.

TRAINING

Training is critical to help reduce the risk of heat-related illnesses and to assist in obtaining emergency assistance without delay. Department Heads and Supervisors will use any combination of Toolbox Talks, handouts, posters, and safety meetings to train their employees in the following:

1. Environmental and personal risk factors for heat illness.
2. Procedures for minimizing risk of heat illness as described herein.
3. The importance of drinking up to 4 cups of water per hour on hot days.
4. The importance of resting and recovering in the shade when needed.
5. The importance of acclimatization.
6. The different types of heat illness and the common signs and symptoms.
7. The importance of the "buddy system" and/or means of communication on hot days.
8. The importance of employees immediately addressing signs of heat illness in themselves or co-workers.
9. The Studio emergency line or 911 (or the local equivalent) and the response procedures.

HEAT ILLNESS PREVENTION PLAN

LOCATION INFORMATION

This form must be completed and posted each day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher. Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness and know important location information to help direct emergency personnel to the scene if necessary. Please review this verbally with crew, cast and background.

**High temperatures expected today - Heat Illness Prevention Plan in effect. **

Production Name:

Date:

Location Address:

Name of Location:

Number & Street:

City & Zip:

Phone:

Nearest Hospital Information:

Name of Hospital:

Number & Street:

City & Zip:

Phone:

Set Medic Information:

Name:

Location:

Phone:

Location(s) of Shaded Rest Area:

- ☐
- ☐
- ☐

Location(s) of Water Station:

- ☐
- ☐
- ☐

Other Accommodations:

Check all that apply.

☐ **Hats** ☐ **Cool Ties** ☐ **EZ-Ups**

☐ **Misting Fans** ☐ **Other** *specify:*

Additional Directions to Location for Emergency Personnel:

Be specific - include landmarks that could assist an ambulance in locating you.

INSTRUCTIONS FOR COMPLETING

"HEAT ILLNESS PREVENTION PLAN - LOCATION INFORMATION"

This form must be completed and posted each day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher. Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness and know important location information to help direct emergency personnel to the scene if necessary. Please review this information verbally with crew, cast and background.

- **Production Name:** Use your Company Name and Show Name (i.e. "WBTV - The Middle")

- **Date:** Complete a form for each day that temps are expected to be 80 degrees F (27 C) or higher and you have people working outside.

- **Location Address:** Include the complete address information, including Zip Code, to assist emergency personnel in finding you.

- **Nearest Hospital Information:** Give complete information here for every location, so that anyone needing to call an ambulance will be able to find the information quickly.

- **Set Medic Information:** Fill in completely, including the exact location of the Set Medic station, in case cell phone reception is bad and someone needs to find the Medic quickly.

- **Location(s) of Shaded Rest Area:** Could be a pop-up tent, a building, under a large tree, or all the above. Temperature in the shaded rest area needs to be cooler than work area temperature so employees can cool down and recover from the heat.

- **Location(s) of Water Station:** Can be in more than one place. Should be placed as near as possible to crew, cast and background so they can easily stay hydrated between takes.

- **Other Accommodations:** Check off those that apply, list any additional steps taken to provide cooling and hydration.

- **Additional Directions for Emergency Personnel:** This is for additional information to assist emergency personnel in finding exactly where the injured person is if your location needs further explanation. "We are in the field at the end of the dirt road, just beyond the barn on the right-hand side."

Appendix B

Heat Illness Prevention Training One Sheet

Heat Illness Prevention

Heat Illness is 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. Heat illness can quickly progress from mild to life-threatening.
Heat Illness Prevention measures apply to all outdoor work areas where the temperature equals or exceeds 80°F and to all indoor work areas where the indoor temperature equals or exceeds 82°F.

Environmental Risk Factors

Certain working conditions could increase the possibility of a heat related illness. This includes:

- Air Temperature
- Relative Humidity
- Radiant heat from the sun and other sources
- Conductive heat sources such as the ground, air movement
- Workload severity/ heavy physical labor and duration
- Protective Clothing (Waterproof Clothing)
- Personal Protective Equipment

Personal Risk Factors

Personal Risk Factors that could increase the possibility of a heat related illness includes:

- Age
- Degree of Acclimatization
- Personal Health
- Water Consumption / Low Liquid Intake
- Use of prescription medications that affect the body's water retention or other physiological responses to the heat

Signs/Symptoms of Heat Illness

- Confusion
- Dizziness
- Irritability
- Poor Concentration
- Muscles Pain / Cramps
- Lack of Sweating or Excessive Sweating
- Altered Behaviors
- Blurry Vision
- Discomfort
- Headache
- Fatigue
- Loss of Conscious
- Vomiting
- Seizures
- Fainting / Syncope
- Chills

Symptoms of Heat Exhaustion

- Headaches, Dizziness, or Fainting / Syncope
- Weakness
- Wet Skin
- Muscle Cramps
- Irritability or Confusion
- Thirst, Nausea, or Vomiting

Symptoms of Heat Stroke

- Confusion, inability to think clearly, loss of consciousness, fainting, or seizures
- May stop sweating and/or have dry skin
- If anyone exhibits any of these symptoms:
  - On the WB Lot CALL 818-954-3333
  - Off-Lot CALL 911

How You Can Protect Yourself and Others

- Know signs/symptoms of heat illness; monitor yourself; use a buddy system
- Block out direct sun and other heat sources
- Drink plenty of water. Recommended 8 ounces every 15 minutes
- Drink often & BEFORE you are thirsty
- Avoid beverages that contain alcohol or caffeine. Electrolyte drinks should be consumed in moderation
- Wear hats, lightweight, light colored, loose-fitting clothes
- Use sunscreen, cooling ties, cooling bandanas or other Heat Illness Personal Protective Equipment

What to Do When a Worker Has Heat Illness

- Call First Aid, Set Medic or Supervisor for help. If unavailable, CALL 818-954-3333 (WB Lot) or 911 (Off-Lot)
- Have someone stay with the worker until help arrives
- Move worker to a cooler/shaded area
- Remove the worker's outer clothing
- Fan and mist the worker with water; apply ice bags or ice towels
- Provide cool drinking water, if worker is alert and able to drink

How To Prevent Heat Illness

Access to Shade When Outdoors

- Take a preventative cool-down rest in the shade to protect from overheating
- Shade includes blockage of direct sunlight that is either open to the air or provided with ventilation or cooling

Access to Cool-Down Areas When Indoors

- Take a preventative cool-down rest in the cool-down area to protect from overheating
- Cool-down areas are blocked from direct sunlight, shielded from other high radiant heat sources, and are either open to the air or provided with ventilation or cooling

Acclimatization

- The temporary adaption of the body to work in the heat that occurs gradually when a person is exposed to it.
- It peaks within 4 to 14 days of regular work (For at least 2 hours per day in the heat)
- Start work slowly, increase the pace gradually

Water

- Cool drinking water is provided free of charge and located as close as practicable to the work area
- Drink at least 8 ounces of water every 15 minutes (32oz per hour)

IF THE WORKER IS NOT ALERT OR SEEMS CONFUSED, THIS MAY BE HEAT STROKE. CALL 818-954-3333 (WB LOT) OR 911 (OFF-LOT) AND INITIATE COOL DOWN MEASURES IMMEDIATELY

Toolbox / Safety Talk Attendance Form

Production:	Stage#/Location:	Instructor:

Date:	Toolbox / Safety Talk Topic (attach source material to 2nd page):

Sign-In Sheet

	Print Name	Sign Name	Job Title
1.			
2.			
3.			
4.			
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