

I. BACKGROUND AND PURPOSE

Warner Bros. Studio Operations (WBSO) is committed to providing a safe and healthy workplace for all employees. Heat illness is a serious and preventable hazard associated with working in hot indoor and outdoor environments. This Heat Illness Prevention Program (HIPP) establishes procedures and responsibilities to minimize the risk of heat-related illnesses including heat cramps, heat syncope, heat exhaustion, and heat stroke.

This program meets or exceeds the requirements of California Code of Regulations, Title 8, Sections 3395 (Outdoor Heat Illness Prevention) and 3396 (Indoor Heat Illness Prevention).

This program applies to all employees and crew members working outdoors or in indoor work areas where temperatures may reach or exceed regulatory thresholds.

II. ACCESS TO THE PROGRAM

The written Heat Illness Prevention Program is available to all WBSO employees. A copy of this program can be obtained or requested:

- In person at Building 137 – 2nd Floor, Safety & Environmental Affairs
- By calling (818) 954-2890 – General Safety Department Office Line
- Via Website – on Safetyontheset.com

III. RESPONSIBILITIES

Program Administrator

- Oversees implementation and enforcement of the Heat Illness Prevention Program
- Ensures compliance with Cal/OSHA regulations
- Coordinates training, monitoring, and recordkeeping
- Conducts periodic program reviews

Supervisors

- Implement and maintain HIPP procedures in their work areas
- Monitor environmental and personal risk factors
- Ensure employees have access to water, shade, cool-down areas, and rest breaks
- Recognize signs and symptoms of heat illness
- Initiate emergency response when necessary

Employees

- Follow heat illness prevention procedures
- Use provided resources to prevent overheating
- Monitor themselves and coworkers for symptoms of heat illness
- Request rest breaks and medical attention when needed
- Immediately report symptoms or concerns to a supervisor

Safety & Environmental Affairs (S&EA)

- Maintains overall authority for program implementation
- Provides guidance, training materials, and compliance oversight

IV. HEAT HAZARD IDENTIFICATION

Environmental Risk Factors

- High air temperature
- High radiant heat
- High humidity
- Low air movement
- High workload or extended duration
- Protective clothing or PPE that restricts heat removal

Personal Risk Factors

- Lack of acclimatization
- Age and medical conditions
- Dehydration
- Alcohol or caffeine intake
- Certain medications

V. HEAT ILLNESS PREVENTION CONTROLS

Provision of Water

- Employees shall have continuous access to potable, fresh, cool drinking water at no cost
- Water shall be located as close as practicable to work areas and cool-down areas
- Employees are encouraged to drink small amounts frequently
- Recommended intake: one quart (4 cups) per hour per employee

Cool-Down Areas (Indoor)

- One or more cool-down areas shall be available at all times
- Cool-down areas will be maintained below 82°F, where feasible
- Employees may take preventative cool-down rests whenever needed
- Preventative cool-down rests shall be at least 5 minutes

Shade (Outdoor)

- Shade must be available when temperatures exceed 80°F
- Shade must block direct sunlight and allow employees to sit normally
- Shade shall be located as close as practicable (generally within 50–100 yards)
- Air-conditioned buildings or vehicles may be used if properly cooled

VI. MONITORING & HIGH HEAT PROCEDURES

Weather & Temperature Monitoring

- Supervisors shall review weather forecasts prior to each workday
- Reliable thermometers shall be used to monitor temperatures
- Heat index and temperature shall be monitored throughout the shift

High-Heat Procedures (95°F and Above – Outdoor)

When outdoor temperatures equal or exceed 95°F, the following additional measures shall be implemented:

- Pre-shift safety meetings reviewing high-heat risks
- Mandatory buddy system
- Increased observation and communication
- Increased water and cool-down rest reminders
- Supervisory or designated monitoring for symptoms

Heat Wave Procedures

A heat wave is defined as any day where the predicted high temperature is 80°F or higher and at least 10°F above the average of the preceding 5 days.

- Reminder hot temperature advisory
- Enhanced employee observation
- Possible schedule modifications
- Increased rest breaks and water access
- Mandatory buddy assignments

VII. ACCLIMATIZATION

Acclimatization is the temporary adaptation of the body to working in heat and typically occurs over 4–14 days.

Additional procedures include:

- Close observation of new or returning employees
- Gradual increase of workload
- Adjusted schedules and reduced exertion during initial exposure
- Supervisor monitoring during high-heat or elevated indoor temperature conditions

VIII. HEAT ILLNESS SIGNS, SYMPTOMS, & RESPONSE

Common Signs & Symptoms

- Dizziness or fainting
- Confusion or altered behavior
- Headache, nausea, vomiting
- Muscle cramps
- Excessive sweating or lack of sweating
- Weakness or loss of coordination

Emergency Response Procedures

- Employees exhibiting symptoms must stop work immediately
- Cool the employee using shade, cool-down areas, water, and cooling methods (i.e., ice, fans)
- Call 818-954-3333 on the Burbank Main Lot or 911 at off-lot locations
- No employee with signs of serious heat illness may be left alone or sent home without medical evaluation

IX. TRAINING & RECORDKEEPING

Training Requirements

Employees and supervisors shall receive training covering:

- Environmental and personal heat risk factors
- Program requirements and procedures
- Importance of acclimatization, hydration (water), shade, and rest
- Types, signs, and symptoms of heat illness
- Emergency response procedures

Training Frequency

- Prior to work in hot conditions
- When new hazards or procedures are introduced
- Periodically and as required by regulation

Recordkeeping

The following records shall be maintained:

- Training attendance and materials
- Incident and near-miss reports
- Corrective actions taken
- Program reviews and updates

X. Program Review

- a. The WBSO Heat Illness Prevention Program will be reviewed and updated periodically by S&EA to determine effectiveness in preventing employee incidents and to maintain compliance with regulatory requirements.