

# Hot Weather Planning – Safety Checklist

Task to be Completed	Complete	Issues/Comments
1. Develop a list of hot weather supplies (e.g., water, shade devices, etc.). Estimate quantities that will be needed, and decide who will be responsible for obtaining and transporting supplies and checking that supplies are not running low.		
2. Create emergency action plan for heat-related illnesses (who will provide first aid and emergency services, if necessary).		
3. Develop adjustment schedule for new workers or workers returning from absences longer than one week.		
4. Identify methods to gain real-time access to important weather forecast and advisory information from the National Weather Service and ensure the information is available at outdoor work sites (e.g., laptop computer, cell phone, other internet-ready device, and weather radio).		
5. Determine how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.		
6. Train workers on the risks presented by hot weather, how to identify heat-related illnesses, and the steps to be taken to reduce the risk.		
7. Plan to have a knowledgeable person on the worksite who can develop and enforce work/rest schedules and conduct physiological monitoring, when necessary, at high and very high/extreme risk levels for heat-related illness.		

\*Checklist courtesy of OSHA.gov

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