



# C A L I F O R N I A

## Labor & Workforce Development Agency

July 6, 2007

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**Secretary**  
Victoria L. Bradshaw

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Dear California Employer:

In light of the ongoing triple digit high temperatures being felt across the State, we want to make sure that employers and particularly those industries with outdoor operations are aware of the heat illness prevention regulations.

As you know, you are required by the California Code of Regulations, Title 8, section 3395 to prepare a written Heat Illness Prevention (HIP) program, and you may integrate it into your Injury and Illness Program. The HIP plan applies to all outdoor places of employment and you are also required to make it available to employees. In addition to having written procedures, you must train your supervisors about the risk of heat illness and the emergency procedures to follow, as stated in your plan, in the event there is a heat illness incident. All of your employees must be trained about the risk factors they may face and how to protect themselves in high temperatures.

More specifically, you are required to provide water and encourage workers to drink it continuously throughout the day. Providing shade, by blocking direct sun using canopies, umbrellas, other temporary structure, or any other reliable method, is also required. You must provide employees at least 5 minutes to recover from the heat in order to prevent heat illness.

Enclosed with this letter is a copy of the [Cal/OSHA Heat Advisory in English](#) and [Spanish](#) for the ease of duplication, which is also available on the Cal/OSHA website at [www.dir.ca.gov/heatillness](http://www.dir.ca.gov/heatillness) along with additional information regarding heat illness prevention, free workshops and training materials.

I cannot stress enough the importance of following these regulations to ensure the safety of your employees; it is critical information that can save lives. Please contact Cal/OSHA at 1-800-963-9424 if you have any questions.

Sincerely,

Victoria L. Bradshaw  
Secretary  
Labor and Workforce Development Agency

Enclosures