



City of Phoenix

ADMINISTRATIVE REGULATION	A.R. NUMBER
	2.31 (B) NEW
	FUNCTION Human Resources and Payroll Page 1
	EFFECTIVE DATE March 27, 2024
SUBJECT HEAT ILLNESS AND INJURY PREVENTION PROGRAM	REVIEW DATE
I. PURPOSE	
This Administrative Regulation (AR) defines the City of Phoenix Heat Illness and Injury Program and establishes the essential framework for regulatory compliance and the necessary prevention and mitigation measures. The requirements defined in this program are designed to minimize or eliminate employee exposure to heat related hazards that may lead to serious illness, injury, or death. This A.R. applies only to affected departments as defined by the Human Resources Department Safety Division as discussed below.	
II. RESPONSIBILITIES	
A. Human Resources Department Safety Division	
1. Shall ensure all elements of this program comply with the Occupational Safety and Health Act, the requirement to provide a workplace free from recognized hazards likely to cause death or serious physical harm and the Arizona State Emphasis Program to combat heat illness and injury in the workplace. 2. Shall be responsible for the creation of a written Heat Illness and Injury Prevention (HIIP) plan template that shall be used by affected departments citywide. 3. Shall be responsible for defining which departments must submit a written HIIP plan (Affected Departments). 4. Shall be responsible for the review and approval of written HIIP plans which are required to be submitted on an annual basis.	
B. Department Safety Personnel	
1. Shall be responsible for identifying affected management, supervisors, and employees within the department who are covered by the HIIP plan. 2. Shall utilize the Citywide plan template to develop, maintain, update, and annually submit the department's specific written plan to the Human Resources Department Safety Division for review and approval. 3. Shall develop policies regulating the use of administrative controls, engineering controls, and personal protective equipment (PPE) during potentially hazardous/exposure situations. 4. Shall coordinate exposure assessments to determine employee exposure levels and risk. 5. Shall provide or coordinate training for employees identified with potential risk of occupational exposure. 6. Shall maintain all training records.	
C. Affected Department Management	
1. Shall comply with all elements of the department's written HIIP plan. 2. Shall ensure that all affected employees and supervisors comply with all elements	

of the written plan.

3. Shall ensure all affected employees and supervisors attend training as required within the written plan.
4. Shall make engineering controls and PPE available to all employees with the potential for occupational exposure to heat stress at no cost to the employee.

D. Affected Department Supervisors

1. Shall ensure affected direct reports comply with the department's written HIIP plan.
2. Shall ensure employees have adequate supply and access to water, rest, and shade.
3. Shall ensure workplace specific training is provided when employees are assigned to new work locations, when applicable.
4. Shall monitor weather conditions at the jobsite and adjust work tasks as necessary, encouraging employees to frequently consume water and take periodic rest breaks when working in hot conditions.
5. Shall immediately contact Department Safety Personnel following an exposure incident and/or if there is any indication that controls are not adequate for the task.

E. Affected Department Employees

1. Shall read, understand, and adhere to the controls and requirements established within the department's written HIIP plan when performing work tasks with a reasonable likelihood of exposure to heat stress hazards.
2. Shall attend training on heat stress and applicable processes and procedures.
3. Shall utilize appropriate controls to minimize or eliminate exposure to heat stress.
4. Shall monitor their own personal risk factors for heat-related illness and take appropriate steps to prevent heat stress.
5. Shall report to their supervisor any potential exposure incidents or related problems.
6. Shall report any unsafe conditions or acts to their supervisor and/or to Department Safety Personnel.

III. MINIMUM REQUIRED CONTROLS

Whenever possible, and where applicable, each department shall make reasonable efforts to identify all practical approaches to eliminate or substitute work tasks or to consider alternatives that reduce exposure to heat stressors require working in hot conditions. When elimination and substitution is not feasible, the department shall make efforts to reduce the need, frequency, and/or duration of activities that create exposures to heat stress or that are performed in hot conditions.

When determining measures to reduce or eliminate employee exposure to heat stress, the department shall select the highest level of control or combination of controls that is feasible. Control measures are listed in order of preference:

- Elimination and Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)

It is the expectation that all departments' established written HIIP plans on file with the Human Resources Department Safety Division will contain, at a minimum, the following control methods:

- A. Efforts to make the work environment cooler and to reduce manual workload with mechanization where possible (engineering controls).
- B. Work shift adjustment plan details, if applicable (administrative controls).
- C. Providing sanitized cool drinking water free of charge at locations that are accessible to all employees (administrative controls).
- D. Providing regular breaks and additional breaks for hydration (administrative controls).
- E. Providing access to shaded areas and/or air conditioning (administrative controls).
- F. By May 1, 2025, providing access to air conditioning in vehicles with enclosed cabs (engineering controls).
- G. Implementing acclimatization processes to promote the physiological adaptations of new and returning employees that work in an outside environment (administrative controls).
- H. Providing Personal Protective clothing and equipment to protect employees in hot environments, if applicable (PPE).

IV. OTHER REQUIRED ELEMENTS

It is the expectation that all departments' established written HIIP plans on file with the Human Resources Department Safety Division will contain, at a minimum, the following additional required elements:

- A. The department's weather condition monitoring plan to assess the risk of heat stress for outdoor work environments.
- B. The department's emergency notification procedures in the event of heat related injury or illness.
- C. The department's training plan for heat safety training. The training shall be provided to employees by competent personnel who are knowledgeable in the subject matter. The training shall address employee responsibilities in avoiding heat stress; the hazards of heat stress; recognition of predisposing factors, danger signs, and symptoms; first-aid procedures; and the potential health effects of heat stroke. Training shall advise employees of increased risk factors such as personal medical conditions, the use of prescription therapeutics, and illegal drugs/alcohol use, etc., and encourage employees to consult a physician if they have questions. The training shall also cover heat monitoring method communication, proper hydration, the use of protective clothing and equipment, care and usage of PPE, and the department's written HIIP plan.
- D. Training records required under the HIIP Program shall be maintained by the department for a period of at least three years and are not confidential. The department's written HIIP plan will identify how and where the training records will be maintained.

Departments may be required to provide additional documentation verifying that mitigation efforts to protect against heat related illness and injury in the workplace are being utilized and are effective.

V. QUESTIONS

Questions regarding this A.R. should be directed to the Human Resources Department at (602) 495-5700, or via email at hrcenter@phoenix.gov.

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By: 

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