350.1 **PURPOSE**
A. To address control measures to protect Central New Mexico Community College (CNM) employees from stress or injuries when working in hot/cold temperatures.

350.2 **SCOPE**
A. This procedure applies to all work being performed in hot/cold environments.

350.3 **RESPONSIBILITIES**
A. Manager/Supervisor
   (1) Understand issues with heat/cold stress, including early signs and symptoms of cold-related exposure.
   (2) Remind employees to drink frequently.
   (3) Monitor employees working in hot/cold conditions.

B. Employee
   (1) Adhere to all control measures or work procedures that have been designed and implemented to reduce exposure to conditions that could cause cold stress
   (2) Leave cold/hot environments if signs or symptoms of cold/heat-related stress appears.
   (3) Wear all required cold/heat temperature clothing.
   (4) Immediately report any signs or symptoms of cold-related stress to supervisor or calling 911 if needed.

C. Safety Director/Designee
   (1) Develop and maintain the heat/cold stress program and review it annually.
   (2) Provide training in regards of heat/cold stress, including early signs and symptoms of cold/heat-related exposure.

350.4 **COLD TEMPERATURE PROCEDURE**
A. Health Effects of Cold Stress
   (1) Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.

B. Clothing, PPE and Supplies
   (1) Proper cold weather clothing must be worn by employees when working in cold, wet and windy conditions.
   (2) Cotton loses its insulation value when it becomes wet. Wool, silk and most synthetics, on the other hand, retain their insulation even when wet. The following are recommendations for working in cold environments:
      (a) Wear at least three layers of clothing. An inner layer of wool, silk or synthetic to wick moisture away from the body – a middle layer of wool or synthetic to provide Insulation even when hot - an outer wind and rain protection layer that allows some ventilation to prevent overheating.
      (b) Wear a hat or hood.
      (c) With the exception of the wicking layer do not wear tight clothing. Loose clothing allows better ventilation of heat away from the body.
(d) Do not underestimate the wetting effects of perspiration. Often times wicking and venting of the body’s sweat and heat are more important than protecting from rain or snow.
(e) Wear insulated boots or other footwear.
(f) Liner socks made from polypropylene will help keep feet dry and warmer by wicking sweat away from the skin. Always wear the right thickness of socks for your boots.
(g) Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering indoors.

C. Preventative Controls that are implemented to avoid cold induced injuries
   (1) It is easy to become dehydrated in cold weather. If possible, heavy work should be scheduled during the warmer parts of the day.
   (2) Take breaks out of the cold.
   (3) Try to work in pairs to keep an eye on each other and watch for signs of cold stress.
   (4) Avoid fatigue since energy is needed to keep muscles warm.
   (5) If a worker exposed to cold shows signs or reports symptoms of cold stress or injury the worker must be brought into the warm area and monitored to ensure his/her safety.
   (6) The work should be paced to avoid excessive sweating. If such work is necessary, proper rest periods in a warm area should be allowed.
   (7) New employees should be given enough time to get acclimatized to cold and protective clothing before assuming a full work load.

350.5 HEAT ILLNESS PREVENTION
A. Health Effects of Heat Stress
   (1) Workers who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes.

B. Provision of Water
   (1) Employees shall bring water with them on operated motorized vehicle (gems, gator, etc.) or carry on person, before heading outdoors to work.

C. Access to Shade
   (1) Employees suffering from heat illness or believing a preventative recovery period is needed shall be brought to shady area or inside a building.

350.6 TRAINING
A. Employees and supervisors working outdoors should be trained in how to recognize signs of heat/cold illnesses and what to do about it. “Working in Extreme Temperatures” is available through online CNM training.

350.7 EXTREME TEMPERATURE FIRST AID
A. Cold
   (1) Hypothermia- When normal body temperature (98.6°F) drops to 95°F or less. Mild symptoms may include being alert but shivering. Moderate to severe symptoms: shivering stops; confusion; slurred speech; heart rate/breathing slow; loss of consciousness; death. Call 911 immediately in an emergency. To prevent further heat loss:
      (a) Move the worker to a warm place.
(b) Change to dry clothes.
(c) Cover the body (including the head and neck) with blankets, and with something to block the cold (e.g., tarp, garbage bag). Do not cover the face.

(2) *Frostbite symptoms*—numbness; reddened skin develops gray/white patches; feels firm hard and may blister. Action that should be taken:
(a) Move worker to a warm place.
(b) Do not rub the frostbitten area.
(c) Avoid walking on frostbitten feet.
(d) Do not apply snow/water.
(e) Do not break blisters.
(f) Loosely cover and protect the area from contact.
(g) Do not try to rewarm

(3) *Dehydration*— Extreme thirst, irritability and confusion; Dry mouth, skin and mucous membrane; little or no urination, and any produced will be darker than normal; Sunken eyes. Action that should be taken:
(a) Have employee drink fluids.
(b) Call 911.

**B. Heat**

(1) *Heat stroke*—the most serious form of heat-related illness, happens when the body becomes unable to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include confusion, loss of consciousness, and seizures. Heat stroke is a medical emergency that may result in death! Call 911 on any CNM phone or (505)224-3001 on a cellular phone. While waiting for help:
(a) Place worker in shady, cool area.
(b) Loosen clothing, remove outer clothing.
(c) Fan air on worker; cold packs in armpits.
(d) Wet worker with cool water; apply ice packs, cool compresses, or ice if available.
(e) Provide fluids (preferably water) as soon as possible. Do not give fluid to unconscious person.
(f) Stay with worker until help arrives.

(2) *Heat exhaustion*—the body's response to loss of water and salt from heavy sweating. Signs include headache, nausea, dizziness, weakness, irritability, thirst, and heavy sweating.
(a) Place worker in shady, cool area.
(b) Provide fluids (preferably water) as soon as possible.
(c) Cool worker with cold compresses/ice packs.
(d) Call 911 if signs or symptoms worsen or do not improve within 60 minutes.

(3) *Heat cramps*—caused by the loss of body salts and fluid during sweating. Low salt levels in muscles cause painful cramps. Tired muscles—those used for performing the work—are usually the ones most affected by cramps. Cramps may occur during or after working hours.
(a) Place worker in shady, cool area.
(b) Keep the affected area dry.
(c) Restore electrolytes (gatorade, powerade, etc)

(4) *Heat rash* - also known as prickly heat, is skin irritation caused by sweat that does not evaporate from the skin. Heat rash is the most common problem in hot work environments.
   (a) Place worker in shady, cool area.
   (b) Also keep the affected area dry.

(5) *Extreme Dehydration* - Extreme thirst, irritability and confusion; Dry mouth, skin and mucous membrane; little or no urination, and any produced will be darker than normal; Sunken eyes.
   Action that should be taken :
   (a) Have employee drink fluids.
   (b) Call 911.