



ACCLIMATIZATION GUIDE

EHS North America Business Program – Heat Safety

Appendix B


The following examples are provided for sites to use as a guide to assist in the development of an acclimatization plan:

Example 1

- 1.1 To protect new workers from heat-related illnesses, the following shall apply during their first 1-2 weeks:
 - 1.1.1 Schedule new workers to work shorter amounts of time working in the heat, separated by breaks in the shade or air conditioning.
 - 1.1.2 Give new workers more frequent rest breaks.
 - 1.1.3 Train new workers about heat stress, symptoms of heat-related illness, and the importance of rest and water.
 - 1.1.4 Monitor new workers closely for any symptoms of heat-related illness.
 - 1.1.5 Use a buddy system and don't allow new workers to work alone.
 - 1.1.6 If new workers talk about or show any symptoms, allow them to stop working. Initiate first aid. **Never leave someone alone who is experiencing symptoms!**

Example 2

- 1.2 OSHA/NIOSH Rule of 20 percent
 - 1.2.1 New Workers
 - Twenty percent first day: work only 20 percent of the normal duration on their first day.
 - Twenty percent each additional day: Increase work duration by 20 percent each subsequent day until the worker is performing a normal schedule (approx. 1 week).
 - 1.2.2 Returning Workers (from leave, etc.)
 - Employees coming off an absence of four to six weeks, should follow the above rule but start at 50% duration on day 1, 60% on day 2, 80% on day 3 and 100% on day 4.
 - Employees out on leave more than six weeks should follow all the above guidelines for new workers.

 **Note:** Remember, to help workers build heat tolerance, reduce the **duration** of the work but not the intensity of the work.



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Acclimatization Plan Template (Sample)

Date:
Employee:
Job / Position:

Complete the following initial steps with the employee:

- ☐ Review the Heat Safety Program with the employee
- ☐ Review the acclimatization plan with the employee
- ☐ Ensure that the employee understands where to take breaks and duration of breaks

Review and complete the following information daily:

	Day 1	Day 2	Day 3	Day 4	Day 5
Temperature					
Total Work Hours in Heat					
# of Breaks (Schedule based on heat conditions)					
Verify daily:					
Easy access to water at work area					
Access to air conditioning or shade for breaks					
Buddy system in place					
Work area shaded					
Hot weather supplies provided (eg. cooling vest/neck wrap/cap, neck shade)					
Supervisor field check					
Daily Work Hour Examples					
Total work hours in heat (new employee) - 12 hr	2	4	6	9	12
Total work hours in heat (new employee) - 8 hr	2	4	6	8	8
Total work hours in heat (returning employee) *	3	4	4	6	8

* Will vary based on length of absence and nature of injury/illness

[Supervisor retain document for 30 days after employee is acclimatized]