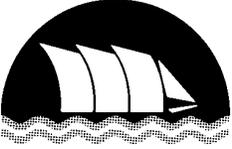


<b>SUBJECT:</b>		<b>SECTION:</b>
INDOOR HEAT POLICY		CP-A 601
 <b>D·U·L·U·T·H</b> <b>POLICY/PROCEDURE</b>	DEPARTMENT/DIVISION ADMINISTRATIVE SERVICES FLEET SERVICES	
	EFFECTIVE DATE: July 1, 2002	Page 1 of 2
		APPROVED BY: City Administration SUPERSEDES:

CP-A 601 INDOOR HEAT POLICY

**PURPOSE:** To implement guidelines to follow when the indoor heat exposure reaches the two-hour time-weighted average set by OSHA.

**Two-hour time-weighted average for heat exposure (OSHA)**

- Light work                      WBGT limit is 86° F
- Moderate work                 WBGT limit is 80° F
- Heavy work                      WBGT limit is 77° F

(WBGT=Wet Bulb Globe Temperature)

The City of Duluth will implement the following guidelines and resources to reduce the temperature of the work environment and/or the time spent in the area. Because each individual handles the effects of heat differently, this policy will be one of flexibility and options.

1. First and foremost, water will be readily available for all employees at all times. Fans will be made available to dissipate the heat.
2. In the case of temperature extremes, the Loss Control Specialist shall be called to evaluate the situation, take heat readings, and offer recommendations. If the temperature range in the area proves hazardous according to OSHA's two-hour time-weighted average, and in assessing the individuals working in the area, the following options will be considered and implemented with the supervisor's review and consent:

**Option 1:** The employee may continue working while taking time to cool in designated cooling areas\*\*. The supervisor and the current temperatures, using OSHA guidelines, will determine the length of time spent in the cooling areas.

Each location will designate cooling locations as necessary. See attached for City Hall locations.

**Option 2:** The employee may choose to take paid or unpaid leave, upon request, when OSHA's temperature guidelines are met.

**Option 3:** Flexible work schedules may be implemented to allow employees to work during the cooler hours of the day.

\*\*In the case of heat extremes, conference rooms that are naturally cooler or have air conditioning will be used as cooling stations and meetings will need to be limited in order to keep those spaces accessible.

**Attachment A**

<b>SUBJECT:</b> <b>INDOOR HEAT POLICY</b>	<b>SECTION:</b> <b>CP-A 601</b>
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**CITY HALL COOLING LOCATIONS**

Conference Room 106A

Conference Room 211A

Coffee Shop