



CHECKLIST

Heat Safety for Indoor and Outdoor Workers



Whether working outdoors in the heat or indoors in environments with insufficient insulation, ventilation, or cooling, such as factories and warehouses, elevated temperatures come with the job. What feels manageable early in the day can quickly become dangerous as conditions intensify.

Before Work

- Take [heat safety training](#)
- Check the heat index and weather conditions
- Review workplace heat stress procedures and protocols
- Verify access to shade or air-conditioned break areas
- Schedule work during cooler parts of the day
- Wear protective clothing and PPE
- Drink cool water and electrolyte beverages

During Work

- Take frequent hydration breaks
- Take cooling and shade breaks regularly
- Pace work and adjust workload during peak heat times or during excessive heat
- Acclimate by gradually increasing exposure time, if new to working in warm weather
- Watch for changing conditions: rising heat, humidity, stagnant air
- Be aware of heat from surfaces like asphalt or equipment
- Use the buddy system to monitor coworkers

Watch for Heat Illness Symptoms

- Heat cramps, muscle pain or spasms
- Heavy sweating
- Dizziness or headache
- Nausea or weakness
- Cool, clammy skin
- Confusion or loss of coordination
- Hot, dry skin or collapse

If Worker Shows Symptoms

- Move to a shaded or air-conditioned area immediately
- Cool the worker down by removing PPE, using water, fans, or ice packs
- Provide small amounts of water, if conscious; do not force fluids
- Call 911 immediately if symptoms are severe
- Stay with the person until help arrives

After an Incident

- Report heat-related incidents immediately
- Document key details:
 - Heat index
 - Duration of exposure
 - Type of work performed
 - PPE worn
 - Access to shade and water
- Report near-misses or unsafe conditions:
 - Extreme heat
 - Limited shade/no air-conditioned areas
 - Inadequate amount or lack of water

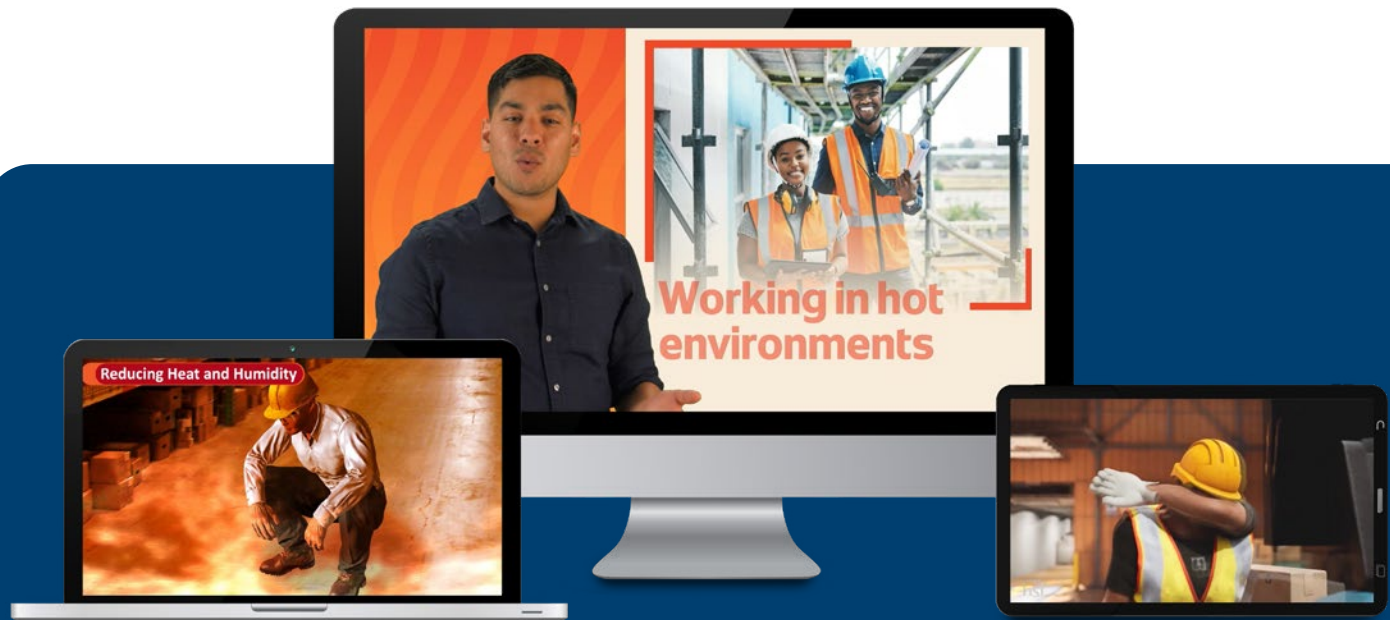


After Work

- Drink cool water and electrolyte beverages

Daily Heat Safety Reminders

- Drink water and electrolytes often
- Take breaks and cool down
- Pace yourself
- Pay attention to how heat affects your body
- Look out for coworkers
- Speak up if conditions become unsafe
- Take [heat safety refresher courses](#) periodically



Contact HSI to learn more.

**Please note: This checklist provides general best practices and does not reflect OSHA-specific guidelines or requirements.*