PROCEDURE

PRO-U5950.01I RESPONDING TO HEAT STRESS REPORTS

**Action by:**

Any person

1. **Experiences** heat-related issues

2. **Calls** FM Work Control to initiate report

**Action:**

FM Work Control

3. Upon receiving call, **contacts** FM Technical Maintenance or Building Administrative Controls to assess conditions and possible solutions

FM Work Control or Technical Maintenance

4. **Contacts** Environmental Health and Safety (EHS) to conduct a further assessment

EHS Personnel

5. **Conducts** environmental assessment utilizing heat stress checklist document including
   - Interviews occupant(s)
   - Determines work conditions and activities performed
   - Performs internal and external conditions assessment (temperature, humidity)

6. **Determines** need for additional ventilation or air movement
   - If needed, **coordinates** equipment mobilization and placement. FM has additional equipment if needed.

7. **Provides** follow-up and assessment on conditions post-equipment placement

BUSINESS and FINANCIAL AFFAIRS

06/27/16, Responding to Heat Stress Reports
8. **Provides** Heat Stress training to department either upon request or as needed

9. **Refers** occupant and supervisor to Space Administration and Human Resources (HR) for additional support if necessary

10. **Coordinates** temporary outfitting of space to meet operational needs

11. If needed, **provides** guidance on alternative arrangements.