

Indoor & Outdoor Heat Illness Prevention Plan (HIPP)

PS_PRGM_EXT HEAT ILLNESS PREVENTION v2

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Hardcopy printouts of this plan are uncontrolled and may not reflect the latest revision.

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1.0 Introduction

In this plan, cast and crew members shall be referred to as “crew.”

Production is committed to providing a safe and healthy workplace for our crew. The measures in this plan have been developed to protect our crew and mitigate the risk of heat illnesses associated with working indoors or outdoors in hot environments, including heat cramps, fainting (heat syncope), heat exhaustion, and heat stroke. Outdoor and indoor environments have their own unique requirements, and both environments are covered in this plan, which provides information on potential hazards and guidance on mitigation measures.

The California Occupational Safety & Health Administration (Cal/OSHA) has developed standards to reduce the risk of work-related heat illnesses in outdoor and indoor workplaces. A copy of the appropriate standard can be found on the Cal-OSHA website or by contacting your Studio Production Safety Representative.

1.1 Definitions

So that all crew and supervisors can better understand this plan, here are some of the key terms that relate to heat illness prevention:

Term	Definition
Acclimatization	Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4 to fourteen days of regular work for at least two hours per day in the heat.
Administrative Control	A method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Examples of administrative controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: acclimatizing crew, rotating crew, scheduling work earlier or later in the day, using work/rest schedules, reducing work intensity or speed, reducing work hours, changing required work clothing, and using relief crew.
Buddy System	A method of monitoring whereby two crew members observe each other throughout the day and immediately report any signs or symptoms of heat illness.
Clothing that Restricts Heat Removal	Full-body clothing covering the arms, legs, and torso that is either waterproof; designed to protect the wearer from a chemical, biological, physical, radiological, or fire hazard; or designed to protect the wearer or the work process from contamination. It does not include clothing constructed only of knit or woven fibers, or otherwise air and water vapor permeable material; and worn in lieu of a crew member's street clothing; and worn without a full-body thermal, vapor, or moisture barrier.
Cool-Down Area	An indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources to the extent feasible and is either open to the air or provided with ventilation or cooling. An indicator of sufficient blockage occurs when objects do not cast a shadow in the area of blocked sunlight.

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Term	Definition
Engineering Control	A method of control or a device that removes or reduces hazardous conditions or creates a barrier between the crew and the hazard. Examples of engineering controls that may be effective at minimizing the risk of heat illness in a particular work area include, but are not limited to: isolation of hot processes, isolation of crew from sources of heat, air conditioning, cooling fans, cooling mist fans, evaporative coolers (also called swamp coolers), natural ventilation where the outdoor temperature or heat index is lower than the indoor temperature or heat index, local exhaust ventilation, shielding from a radiant heat source, and insulation of hot surfaces.
Environmental Risk Factors for Heat Illness	Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing, and personal protective equipment (PPE) worn by crew.
Heat Illness	A serious medical condition resulting from the body's inability to cope with a particular heat load, includes heat cramps, heat exhaustion, heat syncope and heat stroke.
Heat Index	A measure of heat stress developed for outdoor environments that takes into account the dry bulb temperature and the relative humidity. Radiant heat is not included in the heat index.
Heat Wave	For purposes of acclimatization, any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit (°F) and at least 10°F higher than the average daily temperature in the preceding 5 days.
High Radiant Heat Area	Means a work area where the globe temperature is at least 5°F greater than the temperature.
High Radiant Heat Source	Any object, surface, or other source of radiant heat that, if not shielded, would raise the globe temperature of the cool-down area 5°F or greater than the dry bulb temperature of the cool-down area.
Indoor	A space that is under a ceiling or overhead covering that restricts airflow and is enclosed along its entire perimeter by walls, doors, windows, dividers, or other physical barriers that restrict airflow, whether open or closed. All work areas that are not indoors are considered outdoor.
Personal Heat-Protective Equipment (PHPE)	Equipment worn to protect crew from heat illness. Examples of PHPE include air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing, water-cooled garments, and supplied air-cooling systems.
Personal Risk Factors for Heat Illness	Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

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Term	Definition
Preventative Cool-down Rest	Rest taken in a cool-down area or shade to prevent overheating.
Preventative Recovery Period	Period of time to recover from the heat to prevent heat illness.
Radiant Heat	Heat transmitted by electromagnetic waves and not transmitted by conduction or convection. Sources of radiant heat include the sun, hot objects, hot liquids, hot surfaces, and fire.
Relative Humidity	The amount of moisture in the air relative to the amount that would be present if the air were saturated.
Shade	Blockage of direct sunlight. An indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the shaded area defeats the purpose of shade, which is to allow the body to cool.
Temperature	The temperature measured in Fahrenheit as obtained by a dry bulb thermometer, which is protected from moisture and radiant heat, in the immediate area where crew are located.

1.2 Authority & Responsibility

1.2.1 Unit Production Manager (UPM)

The UPM has overall authority and responsibility for implementing the provisions of this HIPP in the workplace.

1.2.2 Management (Department Heads / Supervisors / Foreman)

Department Heads, supervisors, and foremen (collectively, “supervisors”) of each department are responsible for implementing and maintaining the HIPP in their assigned work areas. In addition, all supervisors are responsible for ensuring the following:

- Responding to questions and concerns from the crew under their supervision.
- Understanding the signs and symptoms of heat illness.
- Providing pure, fresh, suitably cool water and access to shade/cool-down areas and rest breaks to crew as required by this plan.
- Assigning a crew member to place water containers as close as practicable to the areas crew are working.
- Ensuring that all crew under their supervision are trained and knowledgeable of the HIPP requirements.
- Monitoring weather at the worksite by checking the weather forecast prior to each workday.
- Monitoring crew in their department to check if a crew member is experiencing symptoms of heat illness.
- Assign crew members to monitor water containers and encourage crew to report to a supervisor or designated person low levels of water.
- Encouraging frequent drinking of small quantities of water, up to 4 cups per hour.
- Providing adequate access to shade and cool-down areas.

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- Encouraging crew to take preventative cool-down rest in shade or cool-down areas when they feel the need to protect themselves from overheating.
- Monitoring employees who take preventative cool-down rest areas when they feel the need to protect themselves from overheating, to include: 1) asking if they are experience symptoms of heat illness, 2) encouraging them to remain in the shade/cool-down area, 3) not ordering them back to work until all signs or symptoms of heat illness have abated (no less than five minutes in the shaded/cool-down area).
- Attending heat illness safety training and following heat safety procedures.
- Closely observing or assigning a designee to closely observe all crew during a heat wave if working outdoors and when there are no effective engineering controls to control the effect of outdoor heat when working indoors. Similarly, the supervisor or designee shall, for the first 14 days of the crew member's employment, closely observe any crew who has been newly assigned to a high heat area.
- Responding to and evaluating symptoms of heat illness, including ensuring access to appropriate first aid, commensurate with the severity of the illness, is provided to crew exhibiting signs or reporting symptoms of heat illness.
- Reviewing the call sheet and its attachments.

1.2.3 Cast & Crew

Cast and crew responsibilities include:

- Understanding and complying with this plan.
- Attending heat illness safety training and following safe work procedures.
- Seeking assistance with heat illness safety when needed.
- Understanding and monitoring the signs and symptoms of heat illness and personal risk factors.
- Immediately, or as soon as practical, reporting heat-related illness to their appropriate supervisor or department head.
- Requesting appropriate rest breaks and medical attention as needed.
- Using the buddy system as needed.
- Reviewing the call sheet and its attachments.
- Attending all daily safety meetings.

1.2.4 Production Safety Representative

The Production Safety Representative will introduce this plan to the UPM and affected Management to advise on best practices for implementation. Responsibilities include:

- Providing this plan to the UPM.
- Advising the UPM and affected Department Heads, as needed, in the implementation of the guidelines within this plan.
- Updating this plan as necessary due to changes in policy or regulations or to address opportunities for improvement.
- Assist with investigation of heat illnesses incidents, as necessary.
- Making training resources available to assist in preventing heat illness and to comply with applicable heat illness regulations.

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2.0 Outdoor Heat Illness Prevention

2.1 Communication

Communication of heat illness prevention information to crew is an important part of this plan. The following information should be communicated to the crew through multiple means, including (but not limited to), daily safety briefings, verbal announcements, electronic communication, use of Production Call Sheets, etc.

- Encouraging crew to take preventative cool-down rest in shade or indoor cool-down areas when they feel the need to protect themselves from overheating.
- Encouraging frequent drinking of small quantities of water, up to four cups per hour, when the work environment is hot.

2.2 Training

Crew and supervisors who are assigned to work in hot environments should receive training in elements of this HIPP.

2.2.1 Supervisor Training

Prior to assignment to supervision of crew working in the heat, training on the following topics should be provided:

- The procedures the supervisor should follow to implement the applicable provisions of this HIPP.
- The procedures the supervisor is to follow when a crew exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- How to monitor weather reports and how to respond to high heat.
- All training elements listed below in the “Cast & Crew Training” section

2.2.2 Cast & Crew Training

All crew shall receive heat illness prevention training prior to working outdoors. Training should include:

- The environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Procedures for complying with the requirements of the regulation including provision of water, shade, cool-down rests, and access to first aid.
- Procedures for responding to symptoms of possible heat illness, including methods for summoning medical assistance.
- The importance of frequent consumption of small quantities of water
 - Up to 4 cups per hour, when the work environment is hot and crew are likely to sweat more than usual in the performance of their duties.
- The concept, importance, and methods of acclimatization.
- Recognizing different types of heat illness and the common signs and symptoms of heat illness.
 - Understanding how to access appropriate first aid and/or emergency response.
 - Ensuring crew is made aware of the fact that heat illness may progress quickly from mild symptoms to serious and life-threatening illness.
- The importance to crew of immediately reporting to the Production, directly or through their supervisor, symptoms or signs of heat illness in themselves or in co-workers.

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2.2.3 Training Documentation

Training should be documented following the guidelines in this HIPP. Crew may have received prior training from another company or Studio. Before accepting documentation of previous training, the training documentation should be reviewed.

NOTE: Regardless of prior training/documentation, all crew must receive site-specific familiarization to the elements contained in this HIPP.

2.3 Mitigation Measures

2.3.1 Access to Water

Crew shall have access to and know the location of fresh, pure and suitably cool, potable drinking water in accordance with the following requirements:

- Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide 1 quart per crew member per hour for drinking for the entire shift.
- Crew may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow crew to drink one quart or more per hour.
- Ensure refillable water stations are readily available and encourage crew to bring a reusable water bottle. Alternatively, disposable/single use drinking cups may also be provided to crew, or provisions should be made to issue crew their own cups each day.
- Encourage frequent drinking of water. Management or foreman should provide reminders to crew to drink frequently. This should be done at the start of shifts and throughout the day. Methods to communicate with crew include, but are not limited to:
 - Electronic reminders via two-way radios, cell phones, or other electronic communication devices.
 - Verbal announcements.

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2.3.2 Access to Shade / Cool-Down Areas

Consideration for shade shall be made as follows:

- Temperatures above 80°F
 - Shade must be available in one or more areas as follows:
 - Shade must be open air or be provided with ventilation or cooling.
 - The amount of shade present should be at least enough to accommodate the number of crew on recovery or rest periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other.
 - The shade should be located as close as practicable to the areas where crew are working.
 - During meal periods, the amount of shade present should accommodate the number of crew on the meal period.

Crew should be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. A crew member who does take a cool-down rest:

- Should be provided with appropriate first aid or a medical response as appropriate.
- Should be encouraged to remain in the shade.
- Should not return to work until signs and symptoms of heat illness have abated.

Where it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, alternative procedures for providing access to shade may be provided if the alternative provides equivalent protection. Options include:

- Umbrellas, canopies, awnings or other portable devices - relocated as needed.
- Trees with an adequate canopy of leaves.
- Access to offices, vehicles, or other buildings with air conditioning.

2.4 Acclimatization

A supervisor or designee must closely observe all crew during a heat wave. Similarly, a supervisor or designee shall, for the first 14 days of the crew member's employment, closely observe any crew who has been newly assigned to a high heat area.

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2.5 Signs & Symptoms

Heat Illness	Signs & Symptoms
Heat Cramps	• Muscle cramps or spasms • Grasping the affected area • Abnormal body posture
Heat Syncope	• Dizziness • Light-headedness • Fainting • Headache • Increased pulse rate • Restlessness • Nausea • Vomiting
Heat Exhaustion	• High pulse rate • Extreme sweating • Production Pale face • Insecure gait • Production Headache • Production Clammy and moist skin • Production Weakness • Production Fatigue • Production Dizziness
Heat Stroke	• Production Any of the above, but more severe • Production Hot, dry skin (25-50% of Production cases) • Production Altered mental status with confusion and agitation • Production Can progress to loss of consciousness & seizures

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2.6 Procedures for Responding to Symptoms

Procedures for responding to symptoms of possible heat illness should include:

- Having a medical facility in near proximity to the workplace or a person onsite who is adequately trained to render first aid.
- Having cell phones or other reliable means of communication to contact 911.
- NOTE: Electronic devices may serve as the means of communication only if reception in the area is tested and determined to be reliable.
- Posting the Production location address and the address of the nearest hospital on the call sheet.
- Having available a map to the location.

When a crew member shows signs or symptoms of severe heat illness, emergency medical services should be called, and steps should immediately be taken to keep crew cool and comfortable. The affected crew member should not be left unattended or sent home without being offered onsite first aid and/or being provided with emergency medical services.

2.7 Heat Illness Prevention Implementation Guidelines

The following guidelines establish a minimum implementation plan. Always consider environmental risk factors such as actual weather conditions, type of work being conducted, whether clothing being worn restricts heat removal, and acclimatization when determining when to implement this plan.

Prior to each workday, management should check the weather forecast to determine appropriate mitigation measures. Temperatures above 80°F:

- Ensure HIPP training is in place.
- Continue to provide access to potable drinking water.
- Encourage frequent drinking of water.
- Provide access to shade.
- Begin to evaluate the clothing crew are wearing, including personal protective equipment. Adjust as needed.
- Continue to be observant of crew showing signs/symptoms of heat illness.
- Ensure that crew can communicate by voice, observation or by electronic means (e.g., phone, radio) between the worksite and the Production in order to report heat-related illness concerns.
- Ensure that procedures for contacting emergency medical services, and if necessary, for transporting crew to a point where they can be reached by an emergency medical service provider are in place.
- Ensure that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- In the event of a “heat wave” crew should be closely observed for signs and symptoms of heat illness.

2.7.1 High Heat Procedures (California)

In California, when the outdoor temperature exceeds 95°F certain activities have additional requirements to prevent heat illness. These activities are:

- Set builds (which includes striking)
- Landscaping (“Landscaping” means providing landscape care and maintenance services and/or installing trees, shrubs, plants, lawns, or gardens, or providing these services in conjunction with the

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design of landscape plans and/or the construction (i.e., installation) of walkways, retaining walls, decks, fences, ponds, and similar structures, except for employment by a crew member who operates a fixed establishment where the work is to be performed and where drinking water is plumbed.)

- Transportation or delivery of construction materials*
- Transportation or delivery of other heavy materials, such as furniture, lumber, freight, cargo, cabinets, and industrial or commercial materials*

(*unless the crew member is operating an air-conditioned vehicle and is not loading or unloading).

For crew engaged in these activities/work duties, the following are required:

1. PRE-SHIFT MEETINGS should be held. The following should be covered:
 - a. A review of high-heat procedures
 - b. Encouraging crew to drink plenty of water
 - c. Reminding crew of their right to take a cool-down rest when necessary
 - d. Identifying who should call for emergency services
 - e. Describing how crew will be observed
2. OBSERVATION of crew for signs and symptoms of heat illness is especially important. This can be accomplished with one or more of the following:
 - a. With 20 or fewer crew members, a supervisor (or designee) can monitor
 - b. Using a mandatory buddy system, so no crew member is working alone
 - c. Establishing regular communication (such as by radio or cell phone) with any crew who is working alone
 - d. Other effective means of observation
 - e. Workers will be reminded throughout the work shift to drink plenty of water and take preventative cool-down rest breaks when needed
3. A SPECIFIC CREW MEMBER should be designated to contact emergency medical services, if needed. All crew CAN call for emergency help, but it is sometimes more efficient to assign this responsibility to an individual, such as the set medic.

3.0 Indoor Heat Illness Prevention

The following provisions for outdoor heat illness prevention also apply to indoor environments when the indoor temperature or heat index exceeds 82°F, including:

- Sufficient drinking water
- Shade and cool-down areas
- Emergency response procedures
- Observation of crew who are acclimatizing
- Training for crew members and supervisors
- Maintaining a written HIPP

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3.1 Assessing & Measuring Heat

Production must measure the temperature and heat index and record whichever is greater whenever the temperature or heat index reaches 87°F (or temperature reaches 82°F for crew working in clothing that restricts heat removal or high radiant heat areas). Initial measurements should be taken when it is reasonable to suspect that the temperature/heat index is over 87°F.

Additional measurements should be taken again when it is reasonably expected to be 10°F or more above the previous measurement where crew work and during the work shift when crew exposures are expected to be the greatest.

Instruments used to measure the temperature or heat index should be used and maintained according to the manufacturers' recommendations.

3.2 Controls

Production must start with feasible engineering controls, then add administrative controls if engineering controls do not reduce the temperature and heat index to below 87°F or below 82°F in areas where crew is working in clothing that restricts heat removal or in high radiant heat areas.

3.2.1 Engineering Controls

The following engineering controls should be implemented to remove or reduce heat hazards:

- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index.
- Use of A/C, swamp coolers, cooling mist fans, extractor fans, and the creation of barriers.
- Local exhaust ventilation at points of high heat or moisture (e.g., exhaust hoods in laundry rooms).
- Reflective shields to block or reduce radiant heat.
- Insulating or isolating heat sources from crew, or isolating crew from heat sources.
- Elimination of steam leaks.
- Cooled seats or benches.
- Evaporative coolers.

3.2.2 Administrative Controls

These controls are methods that limit exposure to heat by adjusting work procedures, practices, or schedules.

- Modify work schedules and activities to times of the day when the temperature is cooler (such as early morning or late afternoon) or schedule shorter shifts, especially during heat waves. For newly hired crew members and unacclimatized existing crew, gradually increase shift length over the first one to two weeks.
- Require mandatory rest breaks in a cooler environment, such as a shady location or an air-conditioned building. The duration of the rest breaks should increase as heat stress rises.
- Rotate job functions among crew to help minimize exertion and heat exposure. If crew must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
- Require crew to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

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3.2.3 Personal Heat-Protective Equipment (PHPE)

If feasible engineering controls do not decrease the temperature enough and administrative controls do not minimize the risk of heat illness, special cooling devices that the crew wear can protect them in hot environments include:

- Water and/or air-cooled garments, cooling vests, jackets, and neck wraps. The cooling source can be reusable ice packs or cooled air connected to an external source.
- Supplied air personal cooling systems (e.g., cooling misters, fans).
- Insulated suits.
- Heat-reflective clothing.
- Infrared reflecting face shields.

Crew should be aware that the use of certain personal protective equipment for other hazards, such as respirators, impermeable clothing, and head coverings, can increase the risk of heat-related illness.

3.3 Acclimatization

A supervisor or designee must closely observe all crew during a heat wave. Similarly, a supervisor or designee should, for the first 14 days of the crew member's employment, closely observe any crew member who has been newly assigned to a high heat area. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87°F, or when the temperature or heat index equals or exceeds 82°F when a crew member wears clothing that restricts heat removal or when a crew member works in a high radiant heat area.

Crew should report to a supervisor if returning to work after an absence or illness when changing from a cool to hot and/or humid climate.

Acclimatization must be addressed in crew and supervisor training.

3.4 Recordkeeping

Recordkeeping is not required if it is assumed that the indoor temperature is above the trigger temperature/heat index. When this assumption is made, ensure appropriate engineering controls, administrative measures, and/or personal protective equipment are used.

If it is not assumed that the indoor temperature is above the trigger temperature/heat index, and it is reasonable to suspect that the temperature could be near the threshold, measurements should be taken, and records of the measurements should be kept.

If the measurements exceed the trigger temperature/heat index, ensure appropriate engineering controls, administrative measures, and/or personal protective equipment are implemented. In those situations where measurements are taken, the following is required:

- Measurements must be taken initially when you suspect the temperature/heat index may exceed 87°F, and then again during the work shift when crew exposures are expected to be the greatest.
- Measurements must be taken again when they are reasonably expected to be 10°F or more above the previous measurements.
- Records must include the date, time, and specific location of the measurements.
- Records must be retained for 12 months or until the next measurements are taken, whichever is later in accordance with the Record Retention Program.
- Records shall be made available to crew, designated representatives, and representatives of Cal/OSHA at the worksite and upon request.

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4.0 Resources

The following documents can be found on Disney's Production Safety website:

[Heat Illness – WD Production Safety](#)

- Preventing Outdoor Heat Illness - Information for Department Heads Supervisors
- Guidelines for Preventing Heat Illness for Background / Extras
- Heat Illness Prevention Information (posting)

The following Industry-Wide Labor-Management Safety Committee Safety Bulletins are also available:

[Safety Bulletins – Contract Services](#)

- Bulletin #35 - Safety Considerations for The Prevention Of Outdoor Heat Illness
- Safety & Health Awareness Sheet - Indoor Heat Illness Prevention: California