

HEAT ILLNESS PREVENTION PROGRAM

Fiscal Year 2026

Issued Date: May 1, 2026

Facility Name:

This written program documents the procedure necessary to comply with the required elements of the Postal Service's Heat Illness Prevention Program (HIPP). This document will be reviewed annually to ensure effectiveness and compliance. Copies of this document are available to employees upon request.

The HIPP is triggered during the period of April 1 through October 31 and at any other time when weather reports issued by the National Weather Service (NWS)¹ for a particular work location indicate that the outdoor heat index temperatures are expected to reach or exceed 80 degrees Fahrenheit during the course of a workday or work shift.

Methods of Compliance

Oversight

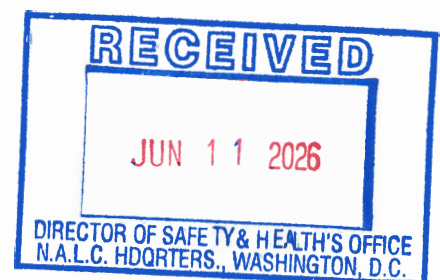
The installation head for the facility will be responsible for the implementation of this HIPP for their employees, provided the facility meets the heat exposure criteria outlined above.

The Postal Service's Chief Human Resources Officer, or his or her designee, will oversee the HIPP from a national perspective.

Each Vice President Area Retail & Delivery Operations, Vice President Regional Processing Operations and Vice President Logistics, designates an Area/Regional coordinator who will be responsible for ensuring the implementation and management of the HIPP in his or her coverage area. The Area Occupational Safety and Health (OSH) staff will ensure operational leadership is knowledgeable in the risks, physiological responses to, and controls for heat index temperatures that reach or exceed 80 degrees Fahrenheit, and will have the following knowledge and skills:

- An understanding of the signs and symptoms of heat-related disorders, the most common pre-disposing conditions, likely causes, prevention, and first aid in order to provide guidance and training to Area/Regional employees.
- An understanding of the causes of heat stress.
- The ability to audit compliance with the HIPP and its full implementation.

¹ NWS weather reports can be obtained at <https://www.weather.gov/>



Training and Messaging

Training

1. Initial

The Postal Service will require initial completion of an online training course on heat stress by all employees in every facility, during employee orientation. At a minimum, this course will discuss the effects of heat on the body, outline the risk factors for heat-related illness, and describe the associated responses for each. This training will also explain several control measure techniques and safe work practices that can be used to prevent heat-related illness, as outlined in this document.

2. Annual Refresher

Each employee shall receive the Heat Illness and Prevention #2501, refresher training as an annual refresher prior to April 1 each year. Employees who are absent when the refresher training is provided are required to be provided with the training prior to returning to street duties² during the period April 1 through October 31. In addition, all supervisors and managers will receive annual refresher training on the elements contained in the HIPP #2068.

3. Mailed Resources

Heat-related illness informational resources will be mailed to all employees annually.

Mobile Delivery Device Messaging

From April 1 through October 31, Mobile Delivery Device (MDD) messaging will be disseminated from the National level, addressing issues related to heat exposure and the prevention of heat-related illness with a focus on matters such as proper attire, sufficient hydration, effects of personal medical conditions or medications, how to recognize signs and symptoms of heat-related illness, other weather related concerns, and guidance on how to respond in an emergency.

Safety Talks

Numerous safety talks addressing issues related to heat exposure and prevention of heat-related illness are available through the Learning Management System (LMS) Training Library. These talks should be provided to all employees when the HIPP is in effect and documented locally.

Monitoring for Signs and Symptoms

All employees will be provided with the below visual aids (Figure 2 and 3) containing the various symptoms of heat-related illness. These visual aids may be used to assist in identifying common signs of heat-related illness and provide appropriate actions to help guide decisions by employees and supervisors to seek medical attention.

The following Figure is intended to provide specific first aid measures for each condition and should not be implied to reflect any progression in severity. Employees working away from a

Postal Service facility should immediately call 911 and then their supervisor, if able, when they experience signs or symptoms of heat-related illnesses, as referenced in Figure 2 below. Proper hydration and seeking prompt medical attention should be ensured at any time the below referenced symptoms arise during the course of a workday.

For any medical emergency call 911.

As a reminder, for safety reasons, cell phones and other mobile electronic devices should never be used by an employee while driving or operating postal vehicles or equipment.

²Returning employees will be provided the HIPP annual refresher training prior to returning to their street duties.

Figure 2

	Symptoms	First Aid*
Heat Stroke	<ul style="list-style-type: none"> • Confusion • Fainting • Seizures • Excessive sweating or red, hot, dry skin • Very high body temperature 	<p>Call 911</p> <p>While waiting for help:</p> <ul style="list-style-type: none"> • Employee should rest in a shady, cool area • Loosen clothing, remove outer clothing • Use a fan and place cold packs in armpits, if available • Wet employee with cool water, apply ice packs, cool compresses, or ice, if available • Drink fluids (preferably water) as soon as possible • Stay with employee until help arrives
Heat Exhaustion	<ul style="list-style-type: none"> • Cool, moist skin • Heavy sweating • Headache • Nausea or vomiting • Dizziness • Light-headedness • Weakness • Thirst • Irritability • Fast heartbeat 	<p>Call 911</p> <p>While waiting for help:</p> <ul style="list-style-type: none"> • Sit or lie down in a cool, shady area • Drink plenty of water or other cool beverages • Use cool compresses or ice packs, if available • Do not return to work that day
Heat Cramps	<ul style="list-style-type: none"> • Muscle spasms • Pain • Usually in abdomen arms or legs 	<ul style="list-style-type: none"> • Have employee rest in shady, cool area • Employee should drink water or other cool beverages • Wait a few hours before allowing employee to return to strenuous work • Have employee seek medical attention if cramps don't go away
Heat Rash	<ul style="list-style-type: none"> • Clusters of red bumps on skin • Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> • Try to work in a cooler, less humid environment when possible • Keep the affected area dry
<p>*Remember, if you are not a medical professional, use this information as a guide only to help workers in need. **Before an employee who has been absent due to heat-related illness may return to work; management may request medical documentation clearing the employee to work. ELM §§ 865.1 and 865.3.</p>		

Figure 3

Prevent Heat Illnesses. Know the Signs and Act.

HEAT EXHAUSTION	OR	HEAT STROKE
Faint or dizzy		Throbbing headache
Heavy sweating		Excessive sweating or red, hot, dry skin
Cool, pale, clammy skin		Very high body temperature
Nausea or vomiting		Nausea or vomiting
Rapid, weak pulse		Rapid, strong pulse
Muscle cramps		May lose consciousness
CALL 9-1-1		CALL 9-1-1
<ul style="list-style-type: none"> Get to a cooler, air conditioned place Drink water, if fully conscious Take a cool shower or use cold compresses 		<ul style="list-style-type: none"> Take immediate action to cool the person until help arrives

SAFETY DEPENDS ON ME!

**Seek Immediate Medical Assistance for Heat Related Illnesses.
Call 9-1-1.**

Emergency Planning and Response

All employees are encouraged to take immediate action if they experience or observe another employee exhibiting signs or symptoms of heat-related illness. Employees should err on the side of caution and immediately call 911 whenever they experience or an employee complains of or is observed exhibiting signs of heat-related illness and it is determined medical intervention may be necessary. Other emergency planning and response procedures will include, but are not limited to, the following actions:

- Employees will be trained to recognize symptoms of heat-related illness and taught basic first aid measures related to heat stress as described in the Training section above.
- Employees observed by management exhibiting signs or symptoms of a heat-related illness will be monitored and shall not be left alone or sent home without being provided with emergency medical service.

Engineering and Administrative Controls

The Postal Service will implement procedures to ensure that:

- Potable water sources are available in all facilities and are monitored during regular safety inspections.
- A pamphlet promoting heat stress awareness is mailed annually to all employees.
- Stickers are installed in every vehicle identifying the signs and symptoms of heat-related illness.
- Laminated cards containing information identifying the signs and symptoms of heat-related illness are provided to all carriers and supervisors for attachment to identification badges.
- An escalation process is put in place to prioritize all requests for heating, ventilation and air conditioning (HVAC) repairs and temporary abatement efforts in postal facilities.
- Postal vehicle fans and air conditioning units are included in all preventive maintenance inspections, and any necessary repairs are made.
- When the HIPP is in effect, employees should take all guaranteed contractual breaks, including lunches, and additional heat-related breaks as necessary, with notification to their supervisor of additional breaks (the notification can be made either before, during, or immediately following the heat-related break before resuming work).
- When the HIPP is in effect, supervisors, while performing required street observations, will remind employees to continue to hydrate while on their route, take necessary heat-related breaks and call 911 if they experience heat related illnesses. Supervisors should emphasize these instructions to employees who are newly hired or returning from extended absence of more than 14 consecutive calendar days, if known.



Heat Illness and Prevention – Annual Refresher

General Safety/HIPP
2501

Working in high temperatures especially during the summer months can be unavoidable. These working conditions can quickly lead to heat stress and heat-related illnesses, which can be life threatening and thus should be taken very seriously.

Heat illness is the result of the body overheating. Normally you perspire, and as the perspiration evaporates, it cools your skin, cooling your body, and maintaining the proper body temperature. Blood vessels also play a role, bringing heat to the skin surface and releasing it from the body. When it is hot and humid, it is time to be extra careful when you work or play outside.

Factors That Lead to Heat Stress –

Anyone can be at risk of heat-related illnesses no matter how young or fit. However, there are several factors that can affect your ability to handle heat stress. These can include your age, body fat percentage and heat sensitivity. Alcohol and caffeine intake, as well as taking prescription medicines also affect your ability to stay healthy in hot conditions. If you are predisposed to heat illnesses, it is vital that you identify any personal factor that may lead to heat stress so you can take proper precautions.

Signs and Symptoms of Heat-related Illnesses and how to Treat Them-

Heat related illnesses can become very serious very quickly, so it is critical that you recognize the early signs of heat stress and take the appropriate steps to protect yourself.

- **Heat Stroke** is the most severe heat related illness. This occurs when your body's attempts to regulate its temperature fail and your body temperature rises to critical levels. Signs and symptoms that may indicate heat stroke are confusion, irrational behavior, loss of consciousness, convulsions and abnormally high body temperature. There may also be a lack of sweating and hot dry skin. Heat stroke is a medical emergency, request immediate professional medical treatment if you experience these signs. Treatment includes finding placing in a shady area, removing outer clothing, apply cool wet cloths to skin, and drinking cool water if conscious. Never send a person who is suspected to have heat stroke home or leave them unattended without approval of a physician.
- **Heat Exhaustion** is another serious heat related illness. This can develop after several hours of exposure to high temperatures combined with inadequate fluid intake. There are several signs and symptoms of heat exhaustion, including heavy sweating, paleness, muscle cramps and headache. There may also be nausea or vomiting, dizziness and weakness. One common symptom is fainting. First aid treatment should be provided as soon as possible. Treatment includes removing worker from the hot environment and then provide a cool non-alcoholic beverage and encourage the victim to rest before resuming work.

- **Heat Cramps** are usually the first and least severe sign that your body is having problems handling the heat. Heat cramps typically occur when hard physical labor is performed in high temperatures. The painful spasms that characterize heat cramps are linked to an electrolyte imbalance caused by sweating profusely and having either too much or too little salt in your system. Sweat is a salt based fluid and excess salt can build up in your system if you don't replace the water you lose through sweating. Do not rely on your thirst to tell you when to drink water. Drink water or sports beverage every 15 to 20 minutes when working in a hot environment. Treatment for heat cramps is to have affected employee stop all activity and sit in a cool place. Affected employees should drink cool water or a sports beverage and not return to strenuous activity for a few hours. If they return too soon they could suffer heat exhaustion or heat stroke. If heat cramps don't subside in one hour, seek immediate medical attention.
- **Heat Rash** is the most common problem caused by heat, this condition is also known as prickly heat. It usually appears as red papules in areas where person's clothing is restrictive and the skin is persistently covered in unevaporated sweat. As sweating increases, the papules will start to cause a prickling sensation and may become infected if left untreated. Since most heat rashes disappear once the person leaves the hot area, the treatment involves moving the person to a cool and less humid environment. Keep the affected area dry.

Preventative Measures to Minimize Heat Stress-

While knowing how to recognize and treat heat-related illnesses can potentially save lives, preventing them from occurring in the first place is even better. There are many preventative measures you can take to minimize heat stress and reduce the likelihood of developing a heat-related illness.

- Drink plenty of fluids, especially water throughout the day, even if you're not feeling thirsty. Be proactive by hydrating in advance to stay ahead of dehydration.
- Avoid any unnecessary or unusually stressful activities.
- Ensure you get enough sleep.
- Maintain good nutrition.
- Avoid eating excessively heavy or hot foods when working in hot environments.
- Take all approved breaks, and try to find cool areas to take these breaks. Take additional heat-related breaks as necessary, with notification to your supervisor of additional breaks (the notification must be made either before, during or immediately following the end of the heat-related break, before resuming work).
- Make sure you are wearing proper Personal Protective Equipment (PPE).
- Wear lightweight, light colored and loose fitting clothing.
- Wear a hat when in direct sunlight.
- Apply sunscreen at least 30 minutes prior to working outdoors and re-apply according to manufacturer's instructions.

Following these preventative measures will allow you to work in a hot environment safely while minimizing heat stress.

Recognizing the warning signs of heat illness and taking preventative measures can keep you safe while working in a high temperature environment.



Safety Depends on ME!



Heat Illness Prevention Program - Supervisor

General Safety/HIPP
2068

The purpose of the Postal Service's **Heat Illness Prevention Program (HIPP)** is to protect our employees against heat-related illnesses. A copy of the HIPP and Heat Illness Poster will be posted in a conspicuous place in every Postal Service facility and will be available for review by all employees. The Heat Illness Poster can be printed from the Safety and Health Management Tool (SHMT) library, and additional posters, vehicle stickers and badge cards can be ordered from the Topeka MDC.

The HIPP is triggered during the period of April 1 through October 31 and at any other time when weather reports issued by the National Weather Service (NWS) for a particular work location indicate that the outdoor heat index temperatures are expected to reach or exceed 80 degrees Fahrenheit during the course of a workday or work shift.

To assist in recognizing the signs and symptoms of heat-related illness, all employees will be provided the below visual aids illustrating the various symptoms of, and proper first aid responses to, heat-related illness. These visual aids may be used to assist in identifying common signs of heat-related illness and provide appropriate actions to help guide decisions to seek medical attention.

	Symptoms	First Aid*
Heat Stroke	<ul style="list-style-type: none"> Confusion Fainting Seizures Excessive sweating or red, hot, dry skin Very high body temperature 	Call 911 While waiting for help: <ul style="list-style-type: none"> Employee should rest in a shady, cool area Loosen clothing, remove outer clothing Use a fan and place cold packs in armpits, if available Wet employee with cool water, apply ice packs, cool compresses, or ice, if available Drink fluids (preferably water) as soon as possible Stay with employee until help arrives
Heat Exhaustion	<ul style="list-style-type: none"> Cool, moist skin Heavy sweating Headache Nausea or vomiting Dizziness Light-headedness Weakness Thirst Irritability Fast heartbeat 	Call 911 While waiting for help: <ul style="list-style-type: none"> Sit or lie down in a cool, shady area Drink plenty of water or other cool beverages Use cool compresses or ice packs, if available Do not return to work that day
Heat Cramps	<ul style="list-style-type: none"> Muscle spasms Pain Usually in abdomen, arms or legs 	<ul style="list-style-type: none"> Have employee rest in shady, cool area Employee should drink water or other cool beverages Walk a few hours before allowing employee to return to strenuous work Have employee seek medical attention if cramps don't go away
Heat Rash	<ul style="list-style-type: none"> Clusters of red bumps on skin Often appears on neck, upper chest, folds of skin 	<ul style="list-style-type: none"> Try to work in a cooler, less humid environment when possible Keep the affected area dry

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Prevent Heat Illnesses. Know the Signs and Act.

HEAT EXHAUSTION OR HEAT STROKE

HEAT EXHAUSTION (Orange side): Faint or dizzy, Heavy sweating, Cool, pale, clammy skin, Nausea or vomiting, Rapid, weak pulse, Muscle cramps.

HEAT STROKE (Red side): Throbbing headache, Excessive sweating or red, hot, dry skin, Very high body temperature, Nausea or vomiting, Rapid, strong pulse, May lose consciousness.

CALL 9-1-1

- Get to a cooler, air conditioned place.
- Drink water, if fully conscious.
- Take a cool shower or use cool compresses.

CALL 9-1-1

- Take immediate action to cool the person until help arrives.

SAFETY DEPENDS ON ME!

Seek Immediate Medical Assistance for Heat Related Illnesses. Call 9-1-1.

Poster 939 February 2025 PSM 7650-13-000-7000




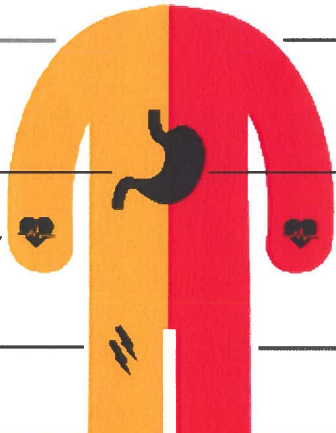





Employees working away from the Postal Service facility should immediately call 911 and then their supervisor, if able, when they experience signs or symptoms of heat-related illness, as referenced above. For any medical emergency call 911. As a reminder, for safety reasons, cell phones and other mobile electronic devices should never be used by an employee while driving or operating postal vehicles or equipment.

Always Remember: Safety Depends on Me!



Safety Depends on ME!

Prevent Heat Illnesses. Know the Signs and Act.

HEAT EXHAUSTION	OR	HEAT STROKE
Faint or dizzy		Throbbing headache
Heavy sweating		Excessive sweating or red, hot, dry skin
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