

# HEAT STRESS



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# DON'T LOSE YOUR COOL

## LEADER'S GUIDE



## ABOUT THIS PROGRAM

*Heat Stress: Don't Lose Your Cool* was developed to urge employees to protect themselves from the effect of heat stress while on the job. This video portion of the DVD is 14 minutes long. The program can be viewed straight through by selecting Play Program from the DVD main menu. To view the program in Chapters, which permits discussion during viewing, select Program Outline. Recommended discussion points and demonstration ideas are identified throughout the Training Session Overview section of this leader's guide.

Before scheduling your training session, we recommend that you read this guide and view the accompanying DVD so that you can determine how you want to structure your training. Illustrated employee handbooks are available from Coastal for use with this program. These handbooks may be used as handouts, giving your employees a helpful tool for note-taking and future reference.

## PROGRAM OUTLINE

### Program Objective:

Recognize and describe the causes and consequences of major and minor heat stress disorders.

### Introduction (*Includes Risk Factors and Body Temperatures*)

In this section, the program explains why about 500 people die from heat-related illnesses each year.

#### Key Points:

- Heat stress disorders such as sunburn, heat cramps, heat shock and heat stroke occur when the body has to work too hard to cool itself.
- Anyone who works in hot or hot and humid conditions is at risk.
- How easily your body releases heat depends on your surroundings, level of physical activity, type of work you do and time spent doing it, and recovery time between work periods.
- Most people lose about a quart of sweat an hour when working in extreme heat.

#### Discussion Topics:

- Discuss who is at risk of suffering from heat stress.
- Review the factors that increase a person's risk of heat stress.
- Discuss how the body handles heat.

## Heat Stress Disorders (Includes Minor Disorders, Major Disorders and Heat Stroke)

This section outlines the common disorders you may suffer from, what the symptoms of the disorders are and what to do if you develop these conditions.

### Key Points:

- Sunburn can keep the body from cooling itself properly, which can lead to a more dangerous heat disorder.
- Heat rash develops when sweat cannot evaporate and stays trapped close to the skin.
- Heat cramps can occur when you sweat profusely, drink lots of water, but do not replenish lost salt.
- Heat exhaustion occurs when surface blood vessels that enlarge to cool your blood collapse from the loss of body fluids and minerals.
- Move a heat exhaustion victim to a cool area and cool him or her off as quickly as possible to prevent the condition from turning into heat stroke.
- Heat stroke, which can be fatal, occurs when the body's salt and water supplies are depleted, perspiring has stopped and the body's temperature rises above 105° Fahrenheit.
- Seek emergency medical treatment immediately for victims of heat stroke.

### Discussion Topics:

- Review what to do to alleviate heat cramps.
- Review the symptoms of heat exhaustion.
- Review the early and advanced symptoms of heat stroke.
- Discuss how to lower the temperature of a heat stroke victim while waiting for medical assistance.

## Control and Prevent (Includes Workplace Practice and Personal Responsibilities)

This section outlines ways to control and prevent heat stress.

### Key Points:

- One of the best ways to prevent heat stress is acclimatization, which is gradually getting used to the heat in your work environment.
- Another way to control the effects of the heat is by following smart work procedures.
- To replenish the water and salt you lose through sweating, your fluid intake should equal fluid loss.
- Drinking alcohol 24 hours before working in heat can affect your heat tolerance.

- Consuming salt tablets can be dangerous because they cause dehydration and are not absorbed quickly into the system.
- Eating hot, heavy meals before or during working in the heat prevents your body from effectively releasing heat.
- Always wear lightweight, loose-fitting, light-colored clothes and head protection to help your body handle the heat.
- People who wear protective body suits at work must limit their time in the suits and replenish lost water and salt.

**Discussion Topics:**

- Discuss when you lose your acclimatization and what should be done to reacclimatize.
- Discuss smart work procedures that should be followed to control the effects of heat.
- Emphasize the importance of replenishing water by drinking it even when you are not thirsty.
- Discuss ways working in the heat can also cause accidents on the job.

**Program Summary**

Summarize key points of the program.

**TRAINING MATERIALS**

- The training program
- A training handout for each employee
- Additional handouts including information on company policy and program assessments
- A TV and DVD player with remote control, necessary cables, or a computer with DVD-ROM
- A comfortable seating arrangement in a room with as few distractions as possible
- Notepads and pencils
- A chalkboard or dry erase marker board and markers
- Visual aids for the topic
- Sample checklist.

## PREPARATION

**Determine your audience.** Will you be training new hires or are these experienced workers? Try to keep the groups consistent with their experience level. Having to cover “basic” material causes experienced workers to lose focus.

**Schedule the equipment.** Make sure the appropriate supplies are ordered and received prior to the session. Take the time to become familiar with the equipment before the presentation. Know how to use the DVD, TV and any other equipment. Make sure you secure the proper room.

**Schedule the time for the course.** Mornings or the beginning of a shift are the best time for the training to be presented. Employees can focus better and remember the training longer.

**Preview your material.** Go over the program, any handouts and the Program Outline. Decide how you will show the program. Will it be viewed straight through, or will you stop for discussion points? Write down any key points you want to discuss during pauses. Try to anticipate question areas and write down some ready answers.

## PRESENTATION TIPS

**Anxiety.** The best way to overcome your concerns about your presentation is to be fully prepared prior to the training and to focus on your goal of safety training.

**Communication.** Keep your audience with you by refraining from using unnecessarily complex sentences or words. Avoid using slang when possible, and speak to the group as if you were speaking to each employee individually.

**Speech Bumps.** Speech bumps are the sounds speakers make when they have a break in their thoughts or are answering unexpected questions. “Umm,” “err” and “duh” should be avoided. Try to simply remain silent until your next thought is ready. This will give you a more authoritative presentation and will open up some spots for questions.

**Speed and Tone.** Speak clearly and vary your voice tone. Monotonous speaking puts your audience to sleep. Present the information at an even pace and when appropriate, add humor or dramatic stories to emphasize a point. This will help keep the audience’s attention.

**Ask for and allow time for questions.** Always allow time for questions. If you prefer to answer questions only at the end of the presentation, tell your audience at the beginning of the session.

## TRAINING SESSION OUTLINE

**Introduction.** Introduce yourself to the group and explain the goals of the session.

**Relax the group.** Use an “ice-breaker” story. Tell a true story or a humorous one, relevant to the training subject. This will help set a more relaxed tone for the group.

**Explain the goals of the training.** Tell the group the goal of the session. This means at the end of the training they should:

- ✓ Be able to demonstrate an understanding of the subject
- ✓ Better understand company policies
- ✓ Show safe, conscientious work habits
- ✓ Protect co-workers.

**Overview the session.** Explain to the group:

- ✓ How you expect to conduct the training session
- ✓ When you will answer questions
- ✓ If you intend to show the program without stopping or if you will stop for discussion points
- ✓ What to expect from the training
- ✓ Whether or not post-training testing will be administered.

**Introduce and overview the program.** Let the participants know what they should look for when watching the program.

**Ensure that everyone can see and hear the program.**

**Summarize and wrap up the session.** Summarize the key points of the program in the Program Outline.

- ✓ Ask for questions.
- ✓ Test to assess retention and subject understanding.
- ✓ Follow company policy for further testing of employees and recording of results.
- ✓ Review any quizzed material.
- ✓ Distribute an assessment sheet for the training session to determine your effectiveness and areas that you might need to improve for the next session. Include questions about the materials used in the training.

# TRAINING POINTS OVERVIEW



## Training Points Title

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## Training Point 1

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## Training Point 2

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## TRAINING POINTS OVERVIEW CONTINUED



### Training Point 3

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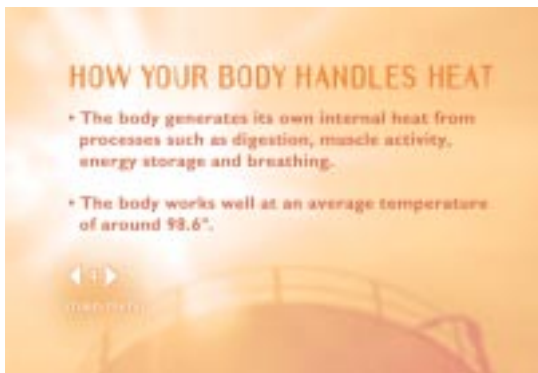
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### Training Point 4

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### Training Point 5

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# TRAINING POINTS OVERVIEW CONTINUED



## Training Point 6

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## Training Point 7

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## Training Point 8

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# TRAINING POINTS OVERVIEW CONTINUED



## Training Point 9

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## Training Point 10

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## Training Point 11

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## TRAINING POINTS OVERVIEW CONTINUED



### Training Point 12

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### Training Point 13

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### Training Point 14

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## TRAINING POINTS OVERVIEW CONTINUED

**IF YOU SUSPECT HEAT EXHAUSTION**

- Seek emergency medical treatment **IMMEDIATELY**.
- Lower the victim's body temperature as fast as possible.
- Immerse the person in water or soak their clothes in water.
- Massage the victim's body with ice and fan it vigorously.
- **NEVER** give liquids to an unconscious victim.

◀ 15 ▶

HEADQUARTERS  
RESOURCES

### Training Point 15

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**CONTROLLING HEAT STRESS**

- Gradually get used to the hot environment
- Take breaks in cool rest areas.
- Rotate physically demanding tasks.
- Save the most demanding work for cooler times of the day.

◀ 16 ▶

HEADQUARTERS  
RESOURCES

### Training Point 16

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**WATER AND FOOD INTAKE**

- Replenish the water and salt your body loses through sweating.
  - Fluid intake should equal fluid loss.
  - Drink 5 to 7 ounces of water every 15 minutes.
- Hot, heavy meals can reduce your ability to release heat.
  - Eat a light, cool lunch.
  - May add a little salt to your meal before work.

◀ 17 ▶

HEADQUARTERS  
RESOURCES

### Training Point 17

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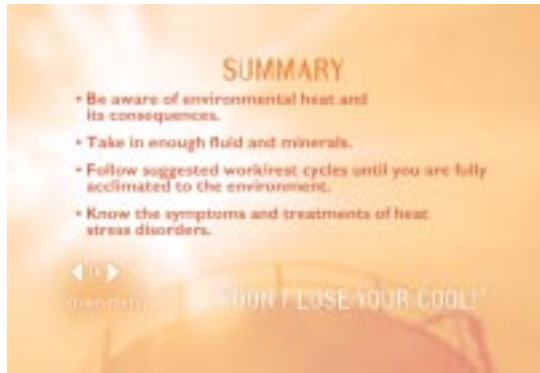
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## TRAINING POINTS OVERVIEW CONTINUED



### Training Point 18

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