

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER HEAT STRESS

SHIFT: _		
TIME: _		
DATE:		
DI ACE:		
PLACE: _		



Leaders Guide

PROCEDURE REFERENCE:

NONE

MEETING OBJECTIVE:

Heat and humidity can make many jobs more uncomfortable and dangerous. Hot environments – whether indoors or out – can reduce mental alertness and lower physical performance. In addition, excessive heat can lead to a number of illnesses, such as heat rash, heat cramps, heat exhaustion, and heatstroke. Fortunately, there are ways to head off heat stress. The purpose of this meeting is to inform your employees about what heat stress is and instruct them in ways they can prevent it.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Make a list of specific work areas and tasks at your facility that could lead to heat-related problems. Bring it with you to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

List of work areas and tasks related to heat stress Flip chart and marking pens

MEETING

INTRODUCTION

Heat stress is serious business. It's not just a matter of being a little hot. When the body overheats, it can affect your health and safety. I'm sure you've all heard of heatstroke. It's an extreme form of heat stress. What you may not know is that heatstroke is a very serious medical condition that can lead to death, if not promptly treated. But the purpose of this meeting isn't to scare anyone. It's to make you aware of a very real safety problem and suggest ways for you to protect yourself. Today, we're going to talk about what heat stress really means and what you can do to prevent it.



Leaders Guide

The human body is like a furnace. It burns fuel and manufactures heat. This unique heating system monitors the warmth of your body and constantly regulates the temperature, keeping it at an even 98.6°F. When the temperature around you begins to rise, your body has a difficult time maintaining a safe, comfortable temperature. The harder the body must work to maintain normal temperature, the more stressed it becomes.

Question: What happens when your body overheats?

Answer: Your heart responds by pumping more blood. The blood then circulates

closer to the surface of your skin and releases excess heat. If that's not enough to cool you down, your body starts sweating. As the perspiration evaporates, your skin is cooled. When the body can't cool itself fast

enough, some form of heat stress occurs.

TYPES OF HEAT STRESS

Question: What are the basic forms of heat stress?

Answer: Heat rash, heat cramps, heat exhaustion, and heat stroke.

Question: What are the symptoms of heat rash?

Answer: Painful muscle spasms, sweaty skin and normal body temperature.

Question: What first-aid measures should you take to treat heat cramps?

Answer: Rest in a cool place.

Drink water.

Gently massage cramped muscles.

Do not take salt tablets or drink saltwater; either can make the situation worse. When the cramps stop, resume normal activity if there are no other

sians of illness

Continue to drink plenty of water. Watch for signs of heat-related illness



Leaders Guide

Question: What are the symptoms of heat exhaustion?

Answer: Heavy sweating, clammy or pale skin, weakness and fatigue, nausea,

vomiting, headache, disorientation, and normal or slightly elevated body

temperature.

Question: What is the appropriate first-aid treatment for heat exhaustion?

Answer: Remove the victim from heat.

Loosen clothing.

Sponge the skin with cool water. Fan the victim (but stop if goose bumps

or shivers develop).

Give the victim cool water to drink – if possible, one 4-ounce glass every

15 minutes. (Don't let the victim drink too fast.)

Watch for any changes in the victim's condition. Refusing water, vomiting, or loss of consciousness are signs that the victim's condition is getting worse. Call for an ambulance immediately if you see these changes in the

victim's condition.

Make sure the victim rests for the rest of the day and does not resume

normal activities until the next day.

Question: What are the symptoms of heatstroke?

Answer: Dizziness, mental confusion

Staggered walk Unconsciousness Hot, dry skin

Extremely high body temperature

Question: What is the first-aid treatment for heat stroke?

Answer: Get emergency medical assistance immediately.

Remove victim from the heat.

Remove clothing and place the victim in a cool bath or apply cool

compresses.



Leaders Guide

If you have cold packs, place them on each of the victim's wrist and ankles, on the groin, in each armpit, and on the neck to cool the large blood vessels.

Don't give an unconscious victim anything to drink.

Don't give the victim aspirin or apply rubbing alcohol.

Don't leave the victim alone.

HAZARDS AND PREVENTION

Discuss specific work areas and tasks in the department that could trigger heat related problems (from the list you prepared before the meeting).

Question: What can you do to prevent heat stress?

Answer: Drink plenty of water all day when it's hot.

Avoid hot, heavy meals.

Take scheduled breaks to cool off.

Protect yourself against the sun. Wear a cap or hat with a wide brim.

SUMMARY:

Let's hope none of you ever suffer from any of the symptoms of heat stress. But if you do, remember what you've learned today. Take these symptoms seriously and follow the prescribed first-aid treatment exactly and remember, watch for signs of heat stress in your co-workers, and act quickly to prevent heat exhaustion and heat stroke.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle

What is heat stress?

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat cramps, heat exhaustion and the more severe heat stroke can occur.

What kind of heat disorders can occur?

Heat stroke is the most serious disorder associated with heat stress. It occurs when the body's temperature regulation fails and body temperature rises to critical levels. It is a medical emergency that can lead to death.

Heat exhaustion is a result of the combination of excessive heat and dehydration. Untreated, heat exhaustion can lead to heat stroke.

Heat cramps are usually the result of hard physical labor in a hot environment, often resulting from an imbalance of electrolytes in the body.

Heat rashes are a common problem resulting from persistent wetting of clothing by unevaporated sweat.

How am I exposed?

Any process or job site that is likely to raise the worker's deep core temperature raises the risk of heat stress. Operations involving high air temperatures, radiant heat sources, high humidity, direct physical contact with hot objects, or strenuous physical activities have a high potential for inducing heat stress in employees. In addition, age, weight, degree of physical fitness and acclimatization, dehydration, metabolism, use of alcohol or medications, and a variety of medical conditions all affect a person's sensitivity to heat.

What can I do to prevent heat-related conditions?

Heat-related conditions can be prevented or its effects minimized:

- Acclimatization (Short work exposure early in the hot season, followed by gradual increases in intensity and duration.)
- Frequent work breaks an area that is cooler than the work environment.
- Drink plenty of water or non-caffeinated beverages.
- Wear light-colored, loose-fitting clothing.
- Avoid all alcohol and caffeine.

HEAT STRESS Meeting Sign-In Sheet

MEETING DATE:	LOCATION:								
SHIFT:		CONTENTS OF MEETING:	☐ Handout						
			☐ Other	☐ Guest Speaker					
MEETING CONDUCTED BY:				•					
GUESTSPEAKER (if applicable)	:								
ATTENDEES: NAME (Print)	SIGNATURE	NAME(Print)	SIGNAT	URE					
1		16							
2									
3									
4		19							
5									
6									
7									
8									
9									
10		25							
11		26							
12		27							
13		28							
14		29							
45		20							



WEEKLY SAFETY MEETING

HEAT STRESS

Employee Quiz

- 1. The illness caused by heat stress is very real. True or False
- 2. Heat stress may result from the buildup of muscle generated heat in the body.

True or False

- 3. Exposure to heat stress is not a problem with children. True or False
- 4. The most serious heat related illness is heat stroke. True or False
- 5. Over 20% of those who suffer a heat stroke die. True or False



HEAT STRESS Employee Puzzle

TRY TO FIND ALL 16 WORDS

M	I	R	P	U	Ε	D	I	Q	Y	K	В	0	L	D
Τ	A	E	Н	G	E	P	D	Χ	S	S	S	Z	S	K
Α	S	A	I	R	M	0	V	E	M	E	N	Τ	L	M
Τ	E	A	M	M	E	M	В	E	R	N	Α	Η	Q	Q
J	S	Н	0	N	I	L	L	N	E	S	S	E	S	Н
G	Z	J	E	С	G	Τ	P	A	D	S	В	Q	M	Ε
N	Н	0	Н	A	M	R	S	Χ	Χ	E	F	G	Η	Α
I	Χ	U	0	D	Τ	Α	Q	В	R	E	L	D	U	Τ
L	0	V	Τ	F	E	S	K	L	В	R	U	J	M	Ε
0	Z	Y	M	A	Α	Н	Τ	В	Н	E	I	I	I	Χ
0	E	N	0	Н	V	N	Y	R	M	R	D	R	D	Н
С	Χ	U	R	D	Н	0	S	D	0	Τ	S	M	I	Α
I	L	S	K	J	Τ	I	0	G	R	K	V	Z	${ m T}$	U
J	R	T	P	E	0	Z	G	A	R	A	E	В	Y	S
U	L	С	L	Т	0	P	U	Н	A	F	Τ	F	I	Τ
N	K	E	Α	I	F	S	P	V	Τ	D	L	I	I	I
G	I	R	С	Н	E	Α	Τ	S	R	E	S	S	0	0
D	Q	I	E	L	E	Z	V	Χ	0	V	M	M	D	N
S	N	D	S	Τ	K	M	I	D	В	Q	Z	P	J	M
С	С	F	L	M	С	M	K	J	Q	F	0	Τ	В	Μ

AIR MOVEMENT
COOLING
DEHYDRATION
DIRECT SUN
ERT
FANS
FLUIDS
HEAT

HEAT EXHAUSTION
HEATSRESS
HEATSTROKE
HIGHTEMP
HOT WORKPLACES
HUMIDITY
ILLNESSES
TEAMMEMBER



WEEKLY SAFETY MEETING

HEAT STRESS

Employee Quiz

1. The illness caused by heat stress is very real.

True or False

2. Heat stress may result from the buildup of muscle generated heat in the body.

True or False

3. Exposure to heat stress is not a problem with children. True or False

4. The most serious heat related illness is heat stroke.

True or False

5. Over 20% of those who suffer a heat stroke die.

True or False



HEAT STRESS Employee Puzzle

TRY TO FIND ALL 16 WORDS

M	I	R	P	U	Ε	D	I	Q	Y	K	В	0	L	D
Τ	A	E	Н	G	E	P	D	Χ	S	S	S	Z	S	K
Α	S	A	I	R	M	0	V	E	M	E	N	Τ	L	M
Τ	E	A	M	M	E	M	В	E	R	N	Α	Η	Q	Q
J	S	Н	0	N	I	L	L	N	E	S	S	E	S	Н
G	Z	J	E	С	G	Τ	P	A	D	S	В	Q	M	Ε
N	Н	0	Н	A	M	R	S	Χ	Χ	E	F	G	Η	Α
I	Χ	U	0	D	Τ	Α	Q	В	R	E	L	D	U	Τ
L	0	V	Τ	F	E	S	K	L	В	R	U	J	M	Ε
0	Z	Y	M	A	Α	Н	Τ	В	Н	E	I	I	I	Χ
0	E	N	0	Н	V	N	Y	R	M	R	D	R	D	Н
С	Χ	U	R	D	Н	0	S	D	0	Τ	S	M	I	Α
I	L	S	K	J	Τ	I	0	G	R	K	V	Z	${ m T}$	U
J	R	Т	P	E	0	Z	G	A	R	A	E	В	Y	S
U	L	С	L	Т	0	P	U	Н	A	F	Τ	F	I	Τ
N	K	E	Α	I	F	S	P	V	Τ	D	L	I	I	I
G	I	R	С	Н	E	Α	Τ	S	R	E	S	S	0	0
D	Q	I	E	L	E	Z	V	Χ	0	V	M	M	D	N
S	N	D	S	Τ	K	M	I	D	В	Q	Z	P	J	M
С	С	F	L	M	С	M	K	J	Q	F	0	Τ	В	Μ

AIR MOVEMENT
COOLING
DEHYDRATION
DIRECT SUN
ERT
FANS
FLUIDS
HEAT

HEAT EXHAUSTION
HEATSRESS
HEATSTROKE
HIGHTEMP
HOT WORKPLACES
HUMIDITY
ILLNESSES
TEAMMEMBER