

Topic: Hypothermia and Frostbite

Hypothermia can occur any time of year. In fact, most cases of hypothermia develop in air temperatures between 30 and 50 degrees Fahrenheit. Employees who are exposed to lower temperatures are at greater risk for all injuries, including frostbite and hypothermia, which could result in brain damage or even death.

Hypothermia: The effects of hypothermia may not be apparent to its victim. The first symptoms of hypothermia are uncontrollable shivering and the sensation of cold. The heartbeat slows and may become irregular, and the pulse weakens. As the condition worsens, severe shaking or rigid muscles may be evident. The victim may also have slurred speech, memory lapses, and drowsiness. Cool skin, slow, irregular breathing, and exhaustion occur as the body temperature drops even lower. This is a serious condition requiring immediate medical attention.

- **Frostbite:** Frostbite can occur without accompanying hypothermia. Frostbite occurs when the fluids around the body's tissues freeze. The most vulnerable parts of the body are the nose, cheeks, ears, fingers, and toes. Symptoms of frostbite include coldness and tingling in the affected part, followed by numbness; changes in skin color to white or grayish-yellow, initial pain, which subsides as the condition, worsens, and possibly blisters. Frostbite can cause irreversible tissue damage and requires immediate medical attention.

- **Dress Warm:** Preserving an air space between the body and the outer layer of clothing will help retain body heat. Choose fabrics such as cotton or wool, which insulate but also allow sweat to evaporate. It is especially important to protect the feet, hands, head, and face. These parts of the body are farthest from the heart and are the hardest to keep warm.

- **Keep Dry:** Wetness greatly increases the chance of cold stress. Always have extra clothing available if there's a chance you could get wet. Keep feet dry, they are very susceptible to frostbite.

- **Take a Break:** You may think it's wise to keep on working in cold temperatures. After all, working makes you break a sweat and you feel warmer. But if you become fatigued during physical activity, your body loses its ability to properly retain heat. This causes rapid cooling which can quickly lead to cold stress.

- **Eat Right:** A proper diet provides your body with the nutrients it needs to withstand cold stress. A restrictive diet may deprive your body the ability to work well in cold temperatures.

- **Don't Work Alone:** In cold-stress prone environments, a buddy system should be used. Look out for one another and be alert for the symptoms of cold stress.

Notes: _____



Company: _____

Location / Dept.: _____

Leader: _____

Date: _____

Comment: _____

Topic:

Participant Information

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Additional Comment: _____

Simple Safety Meetings® Leader Guide

Procedural recommendation for a Simple Safety Meeting® Leader:

- A. Prior to the meeting read the topic content to be sure you understand it.
- B. Make notes regarding specific company issues, policies or items for extra emphasis.
- C. Have each participant “sign in” on the participant information sheet prior to starting the meeting and the meeting clock.
- D. Hand out the “Topic Content” meeting sheet when the participant “signs in” making sure each participant has a pencil or pen for note taking.
- E. Instruct the participants to take their time and read through the content, taking their time to understand it and make notes about questions or suggestions they may have.
- F. Wait until everyone is done reading, asking the early finishers to please be quiet while everyone else finishes. (During this time it is a good idea for the leader to re-read the content so as not to appear to be paying attention to who are slow readers and fast readers. Do not embarrass slow readers, but encourage them to take their time to finish so they completely understand and can ask questions.)
- G. After everyone has completed reading and making notes, use a few moments to emphasize, clarify or restate any of the most relevant topic points.
- H. Ask the participants if they have any questions, suggestions or need any clarification.
- I. When the 10-minute bell goes off, the leader must be totally done, except answering questions from the participants.
- J. If another meeting is scheduled, remind everyone of the next meeting date and time.
- K. End the meeting by thanking the participants for their attention and questions.
- L. Remind the participants that working safely is a choice, and you (the leader) and the company wants them to make a conscious effort to choose to work safely

Our content is such that it can be passed out to the participants for them to read during the meeting. The leader’s function is to merely emphasize company specific points, ask if everyone understands the topic points and ask for comments and suggestions.

Our theory is that many shift level safety meeting leaders are not presenters and can feel uncomfortable making any sort of presentation in front of a group of people. However, shift level safety meeting leaders are typically knowledgeable in their area and can handle participant questions and suggestions quite well. The goal of any safety meeting is to communicate the information and make sure the participants understand the safety issues, procedures and policies at hand for your specific company.

Our approach is a simple one. Short, to the point meetings that last no longer than 10 minutes. In fact, we suggest having a standard kitchen timer at the meeting. As soon as the meeting starts, set the timer for 10 minutes. When the bell goes off, the leader’s portion **MUST** be concluded and the **ONLY** allowable discussion is participant questions, suggestions and comments.

Ideally, the topic content should be covered within 10 minutes, not including employee questions. After 10 minutes of presentation, employee’s minds begin to wander, thinking about the workday ahead, future plans in their personal life or just daydreaming.