

## Topic: Recognizing Heat-Related Illness

During a heat wave, it's important to be able to recognize the signs and symptoms of a heat-related illness. There are different types of heat-related illnesses, ranging from those that cause temporary discomfort to the fatal condition known as heat stroke. In all heat-related illnesses, the symptoms appear when a person is exposed to extreme high temperatures.

The following checklist will help you recognize the symptoms of heat-related illnesses:

- 1. Heat Rash:** Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. It can occur at any age, but is most common in young children. Heat rash looks like a red cluster of pimples or small blisters.
- 2. Heat Cramps:** A person who has been working, exercising or participating in strenuous activities in the heat may develop painful muscle spasms in the arms, legs, or abdomen referred to as heat cramps. The body temperature is usually normal, and the skin will feel moist and cool, but sweaty.
- 3. Heat Syncope (fainting):** Someone who experiences heat syncope (fainting) will experience the sudden onset of dizziness or fainting after exposure to high temperatures, particularly after working very hard or exercising in the heat. As with heat cramps, the skin is pale and sweaty but remains cool. The pulse may be weakened, and the heart rate is usually rapid. Body temperature is normal.
- 4. Heat Exhaustion:** Heat exhaustion is a warning that the body is getting too hot. Those most prone to heat exhaustion include elderly people, people with high blood pressure, and people working or exercising in a hot environment. A person with heat exhaustion may be thirsty, giddy, weak, uncoordinated, nauseous, and sweating profusely. As with heat syncope (fainting) and heat cramps, the body temperature is usually normal in heat exhaustion. The heart pulse rate is normal or elevated. The skin is usually cold and clammy.
- 5. Heat Stroke:** Heat stroke is a *serious, life-threatening condition* that occurs when the body loses its ability to control its temperature. *Victims of heat stroke frequently die, so immediate medical attention is essential* when problems first begin. In heat stroke, a person develops a fever that rapidly rises to dangerous levels within minutes. A person with heat stroke usually has a body temperature above 105 F, but the temperature may rise even higher. Other symptoms and signs of heat stroke may include confusion, combativeness, bizarre behavior, feeling faint, staggering, strong rapid pulse, dry flushed skin, and lack of sweating. Delirium or coma can also result from heat stroke.

Any time you have a question about the severity of a person's heat related-illness, you should contact a doctor or seek emergency medical help immediately, especially if the symptoms worsen with time. **Heat Stroke is a true medical emergency.** If a person has the symptoms of heat stroke, notify emergency services, 911, immediately!

Notes: \_\_\_\_\_

\_\_\_\_\_



## **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.