



## SITE SAFETY MEETING - TOOL BOX TALK

# Keeping Your Cool This Summer

The hot months of summer are approaching! Working or playing outside in the heat can take a toll on your body if you are not properly prepared. It is important to regulate your body temperature by keeping adequately hydrated and to acclimate your body gradually to be able to withstand increasingly hot conditions. Your body is equipped with its own “heat control mechanisms” which can become overworked in hot, humid and poorly ventilated areas. When you are exercising or working physically, your muscles generate heat as a metabolic by-product. Sweating is an effective means of dissipating heat when the air is dry or when there is a breeze. But when the humidity rises and the air becomes denser, sweat is not evaporated from the skin as readily. When the core body temperature rises too high, heat related illnesses result: **heat cramps, heat exhaustion or heat stroke**. Such heat stress, whether mild, moderate or severe, can occur suddenly and can be very dangerous. It’s important therefore, to be able to recognize the warning signals so you can take the steps to prevent excess body temperatures and possible organ and brain damage. This chart will help you identify your body’s heat stress signals and apply the appropriate action to prevent heat-related problems.

DISORDER	SYMPTOMS	TREATMENT
<b>Heat Cramps</b>	Muscle pain and spasms	<ul style="list-style-type: none"> <li>▪ Drink Water</li> <li>▪ Alternate tasks between strenuous &amp; easy</li> </ul>
<b>Heat Exhaustion</b>	Fatigue, nausea, headache, giddiness, clammy skin, red complexion, rapid heart, fainting	<ul style="list-style-type: none"> <li>▪ Move to cool area</li> <li>▪ Drink water moderately</li> <li>▪ <b>Rest!</b></li> </ul>
<b>Heat Stroke</b>	Hot, dry, red and blotchy skin, confusion, convulsions, loss of consciousness	<ul style="list-style-type: none"> <li>▪ Immerse in cool water or wrap in a wet cloth.</li> <li>▪ <b>Get medical Attention!</b></li> </ul>

## Preventing Heat Stress

- Drink plenty of water. On very hot days, try to drink a glass or more of water every hour.
- Wear loose, lightweight, light-colored clothing; wear a shirt and a shade producing hat if possible.
- Take frequent rest breaks in the shade.
- Remember that it takes 7 to 10 days to acclimate your body to heat.
- Avoid eating hot, heavy meals. Instead, eat cool light meals.

(over)

**Preventing Heat Stress** (continued)

- Most people already consume too much salt; salt tablets are usually unnecessary.
- Don't drink alcohol (even the night before) or caffeinated drinks, as they cause dehydration.
- Talk to your doctor about possible heat related reactions from any medications you may be taking.

(Tool Box Talk 7-05 Copy Source: The Hartford Loss Control Department, CFLC 93 Keeping Your Cool This Summer © 2002)

**Questions to start discussion**

1. *What are the three most common heat related disorders?*
2. *What are the common body signals of oncoming heat stress?*
3. *What should you do when you recognize you have symptoms of heat stress?*
4. *What clothes should you wear, what food should you eat and what should you drink to "Beat the Heat"?*

**Meeting Notes:**

Employee Comments / Concerns: \_\_\_\_\_

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Other Safety issues to be addressed on the job: \_\_\_\_\_

\_\_\_\_\_

**Training Record:** Date: \_\_\_\_\_ Jobsite: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Name	Emp #	Signature	Employee Name	Emp #	Signature
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**Tool Box Talks** are employee safety meetings designed to serve as 15 minute on-site training sessions focused on key topics relative to your work.

Site superintendents or foremen are responsible for holding meetings each week usually during a morning break. This important segment of your general safety program encourages open discussion on the topic of the week and allows employees to share their experiences about accidents and safe or unsafe work practices. Recordkeeping is mandatory and all involved must sign off on each session.

Topics for your company could include: electrical safety, excavation and trenching safety, fall protection, scaffold safety, stairway and ladder safety, hazard communication, fire safety, personal protective equipment, tool safety, materials handling, etc.

Sample Tool Box Talks are provided compliments of the Safety Committee of the Hartford County Homebuilders Association. For more information on Tool Box Talks contact The HBA office 860 563-4212. *Tool Box Safety Talks* can be purchased from the National Association of Homebuilders 1-800 368-5242, [www.nahb.com](http://www.nahb.com) or may be available through your business insurance provider.

**BUILD SAFELY – THINK SAFETY**