WELCOME – STEP 1

1. Welcome to the November Safety Toolkit – Winter Weather Preparedness. You play an important role in the health and safety across the company, and we thank you for your contribution! Without your focus and dedication to making safety a priority, our people would suffer, our clients would suffer, and our families would suffer. We hope you find the safety tools provided in this Toolkit and in Toolkits like this in the coming months as just some of the many resources afforded to you to communicate Winter Weather Preparedness. As always, the work you do matters, and we are so grateful to have you on the team!

HOW TO USE THIS SAFETY TOOLKIT

1. Supervisor/Lead Script – Start Here! Way to go! Now keep reading and you'll be all set. This script sets you up for success.
2. Supervisor/Lead PowerPoint – Use this as a training moment for your team. Everything you need to know and communicate for each slide is contained in this script! Skip ahead if you are ready to give this training to your team. It's always a good time to learn about Winter Weather Preparedness. The presentation should last about 1 hour depending on group participation.
3. Teaching Tool – We have included a Winter Weather Preparedness Quiz and Answer Key to test your knowledge.
4. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
5. Sign-In Sheets – Please complete this form when completing Winter Weather Preparedness training and turn-in to the appropriate point of contact as a record of training.
6. What's next? – Use this QR code for yourself AND share it amongst everyone on your team for additional safety resources based on the theme of Winter Weather Preparedness. Look for Interactive resources, recommendations for phone apps, checklists, handouts, and more. Check it out!

SUPERVISOR/LEAD POWERPOINT SCRIPT – STEP 2

NOTES ON THESE SLIDES:

- KLP: Key Learning Point (objective of the slide)
- F: Facilitator

Slide 1: Title Page (30 Seconds)

KLP: You set the tone. If you believe safety is important, the audience will believe safety is important.

The facilitator opens the session by welcoming everybody to the training and noting the monthly focus – Winter Weather Preparedness.

F: Today's task is to attend training on Winter Weather Preparedness. Cell phones should be turned off or silenced during this training. If you need to take a call, please go to (designated area), take the call, and return as soon as possible. {Address any other important announcements or business now.}

Slide 2: Housekeeping (1 Minutes)

KLP: Opportunity for a HSE (Health Safety and Environmental) Moment

F: Prior to training, determine if any fire drills are planned and the response expected from the facility and muster points if alarms should go off. It is important to remind employees that should they need to leave the location at any time, they should inform the Facilitator because, in the event of a fire incident, we need to know their whereabouts. This is an opportunity right at the start of the day to brief the employees on HSE procedures in general for the running of the training course. [If your job site is outdoors, do not overlook this safety moment. Adjust the plan in the event of a job site fire.]

F: Hello Team, I have verified with the HSE department and have confirmed that there are no Fire Drills or Emergency Drills scheduled for today. If we hear an alarm, we will follow site protocol for emergency response.

F: {Point out the fire exits and muster point}

F: Once we are at the muster points, we will do a role call to account for all attendees.

Slide 3: Presenter (2 Minutes) & Introductions (5 Minutes)

F: {This is your moment! This is a chance to visibly "Walk the Talk"}

Share:

- Your personal experience of safety and impact on the company
- Importance of making the most of this opportunity to think about the importance of HSE and discuss with employees
- Appreciate that you are a leader and that you make an impact
- Importance of taking personal responsibility to make a positive impact
- You get out of this training what you put into it
- HSE matters to our company
- The safety program is going to help people feel empowered and take the initiative to improve their own HSE performance through proactive attitudes and behaviors.

You may wish to share:

- A story of your experience in the safety program and how it has changed the way in which you behave.
- Some lessons learned from an incident when you have been involved in the investigation, highlighting the devastating impact that accidents have on people's lives, or you can describe your experience of being involved in an environmental incident. How did this affect the company, and more importantly, affect the lives of others not working for the company?

F: Go around the room and ask everyone to give their name and what their position is. {Wait for their responses, smile, and nod as they participate. Be careful about timing here---if you ask an additional intro question of the participants and give a long-winded answer yourself, your participants will follow with long stories/explanations, and you can accidentally take up a lot of time.}

Slide 4: Why am I here? (1 Minute)

F: Each one of us is the last line of defense to protect workers from injury or the environment from damage, should management systems and collective protections fail. Supervisors and workers are the KEY to HSE. We can promote or destroy the HSE climate through our own behavior and how other workers perceive it.

F: Supervisors and workers are responsible for enforcing safety rules. Regardless of our position, employment status, or background, everyone is responsible for HSE, and everyone can be a HSE leader by demonstrating positive attitudes and behavior.

Slide 5: Winter Weather Statistics (1 Minute)

F: Researchers have found that “Patients who died because of cold temperatures were responsible for 94% of temperature-related deaths.” (University of Illinois at Chicago, 2020)

F: Cold and winter weather-related accidents are common. According to the U.S. Bureau of Labor Statistics (BLS), in 2017, there were over 20,000 occupational injuries related to ice, sleet and snow.

Slide 6: Cold Stress Injuries (2 Minutes)

F: What constitutes cold stress and its effects can vary across different areas of the country. In regions that are not used to winter weather, near freezing temperatures are considered factors for "cold stress." Increased wind speed also causes heat to leave the body more rapidly (wind chill effect). Wetness or dampness, even from body sweat, also facilitates heat loss from the body. Cold stress occurs by driving down the skin temperature, and eventually the internal body temperature. When the body is unable to warm itself, serious cold-related illnesses and injuries may occur, and permanent tissue damage and death may result.

F: Types of cold stress include trench foot, frostbite, hypothermia, and chilblains.

F: Now that we are familiar with the terminology, let’s learn a bit more about each and how to prevent them.

Slide 7: Hypothermia (1 Minutes)

F: Hypothermia is a condition in which the body uses up stored energy and can no longer produce heat. Hypothermia occurs when the normal body temperature (98.6°F) drops to less than 95°F. Exposure to cold temperatures causes the body to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up the body’s stored energy. The result is hypothermia, or abnormally low body temperature. Hypothermia is most likely to occur at very cold temperatures, but it can occur even at cool temperatures (above 40°F) if a person becomes chilled from rain, sweat, or immersion in cold water.

Slide 8: Hypothermia Symptoms (3 Minutes)

F: Early Symptoms of Hypothermia include:

- Shivering
- Fatigue
- Confusion
- Disorientation
- Loss of Coordination

F: Hypothermia late symptoms include:

- No Shivering
- Blue skin
- Dilated pupils
- Slow pulse and breathing
- Loss of consciousness

F: An important mild symptom of hypothermia is uncontrollable shivering, which should not be ignored. Although shivering indicates that the body is losing heat, it also helps the body to rewarm itself. Moderate to severe symptoms of hypothermia are loss of coordination, confusion, slurred speech, heart rate/breathing slow, unconsciousness and possibly death. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly dangerous because a person may not know what is happening and won't be able to do anything about it.

Slide 9: Hypothermia First Aid (2 Minutes)

F: If you suspect someone is suffering from hypothermia, you should:

- Call 911 immediately in an emergency:
- Move the worker to a warm room or vehicle.
- Remove any wet clothing and replace it with dry clothing. Wrap the entire body (including the head and neck) in layers of blankets; and with a vapor barrier (e.g. tarp, garbage bag) Do not cover the face.
- Give warm sweetened drinks if alert (no alcohol), to help increase the body temperature. Never try to give a drink to an unconscious person.
- Place warm bottles or hot packs in armpits, sides of chest, and groin. Call 911 for additional rewarming instructions.

- If the worker has no pulse, cardiopulmonary resuscitation (CPR) should be provided and continued until the person responds or medical aid becomes available.

Slide 10: Frostbite (1 Minutes)

F: Frostbite is caused by the freezing of the skin and tissues. Frostbite can cause permanent damage to the body, and in severe cases can lead to amputation. The risk of frostbite is increased in people with reduced blood circulation and among people who are not dressed properly for extremely cold temperatures. Frostbite most often affects the nose, ears, cheeks, chin, fingers, or toes.

Slide 11: Frostbite Symptoms (1 Minutes)

F: Symptoms of Frostbite include:

- Reduced blood flow
- Numbness
- Aching
- Tingling or stinging
- Bluish or pale

F: Reddened skin develops gray/white patches in the fingers, toes, nose, or ear lobes; tingling, aching, a loss of feeling, firm/hard, and blisters may occur in the affected areas.

Slide 12: Frostbite First Aid (2 Minutes)

F: If you suspect someone is experiencing frostbite, you should:

- Get into a warm room as soon as possible.
- Unless necessary, do not walk on frostbitten feet or toes.
- Follow the recommendations described previously for hypothermia.
- Protect the frostbitten area, e.g., by wrapping loosely in a dry cloth and protect the area from contact until medical help arrives.
- DO NOT rub or massage the affected area, because rubbing causes damage to the skin and tissue.
- DO NOT try to re-warm the frostbitten area before getting medical help, for example, do not use heating pads or place in warm water. If a frostbitten area is rewarmed and gets frozen again, more tissue damage will occur. It is safer for the frostbitten area to be rewarmed by medical professionals.
- Give warm sweetened drinks if alert (no alcohol).

Slide 13: Trench Foot (1 Minutes)

F: Trench foot is a non-freezing injury of the feet caused by prolonged exposure to wet and cold conditions. It can occur in temperatures as high as 60°F if feet are constantly wet. Injury occurs because wet feet lose heat 25-times faster than dry feet.

F: Trench Foot is also known as Immersion Foot.

Slide 14: Trench Foot Symptoms (4 Minutes)

F: Common Trench Foot Symptoms are:

- Reddening of skin
- Leg Cramps
- Swelling
- Blisters/Ulcers
- Bleeding Under Skin
- Gangrene

F: Protect your feet — clean and dry your feet; wear clean, dry socks; and soak affected feet in warm water for 5 minutes. It's also recommended to elevate bare feet when sleeping. Seek medical attention right away if you suspect someone has trench foot.

Slide 15: Chilblains (1 Minutes)

F: Chilblains are painful inflammation of small blood vessels in the skin, caused by the repeated exposure of skin to temperatures just above freezing to as high as 60°F.

Slide 16: Chilblain Symptoms (1 Minutes)

F: Chilblain Symptoms include:

- Redness
- Itching
- Blistering
- Inflammation
- Possible Ulceration

Slide 17: Chilblain First Aid (1 Minutes)

F: To treat chilblains, you should:

- Avoid scratching.
- Slowly warm the skin.
- Use corticosteroid cream to relieve itching and swelling.
- Keep blisters and ulcers clean and covered.

Slide 18: How to Protect Yourself (2 Minutes)

F: How do we prevent Cold weather injuries?? {Smile and nod as they participate}

F: Although OSHA does not have a specific standard that covers working in cold environments, under the Occupational Safety and Health Act (OSH Act) of 1970, employers have a duty to protect workers from recognized hazards, including cold stress hazards, that are causing or likely to cause death or serious physical harm in the workplace.

(Click mouse to trigger animation)

- Monitor your physical condition and that of your coworkers.
- Wear appropriate clothing.
- Wear several layers of loose clothing for insulation.
- Boots should be waterproof and insulated.
- Carry extra socks, gloves, hats, jacket, and thermos of hot liquid.
- Move into warm locations during breaks; limit the amount of time outside.
- Avoid touching cold metal surfaces with bare skin.

Slide 19: Winter Weather Driving (1:48 Minutes)

VIDEO – 1:48 Min

(Click play to play clip)

Slide 20: Prepare for Your Drive (3 Minutes)

F: Keep an eye on not only your local weather, but the weather of your destination when making a trip. Inspect your vehicle to determine that your systems are working properly.

F: Inspect your vehicle to determine that your systems are working properly. When inspecting your vehicle, you should check your:

- Brakes: Brakes should provide even and balanced braking. Also check that brake fluid is at the proper level.
- Cooling system: Ensure a proper mixture of 50/50 antifreeze and water in the cooling system at the proper level.
- Electrical system: Check the ignition system and make sure that the battery is fully charged and that the connections are clean. Check that the alternator belt is in good condition with proper tension.
- Engine: Inspect all engine systems.
- Exhaust system: Check exhaust for leaks and that all clamps and hangers are snug.
- Tires: Check for proper tread depth and no signs of damage or uneven wear. Check for proper tire inflation.
- Oil: Check that oil is at proper level.
- Visibility systems: Inspect all exterior lights, defrosters (windshield and rear window), and wipers. Install winter windshield wipers.

Slide 21: Emergency Kit (2 Minutes)

F: Every vehicle should have an emergency supply kit in the trunk. Kits should be checked every six months, and expired items should be replaced regularly.

F: Especially when hitting the road in winter months, it is recommended to keep the following items in your vehicle:

- Cellphone or two-way radio
- Windshield ice scraper
- Snow brush
- Flashlight with extra batteries
- Shovel
- Tow chain
- Traction aids (bag of sand or cat litter)
- Emergency flares
- Jumper cables

- Snacks
- Water
- Road maps
- Blankets, change of clothes

F: When taking longer trips, ensure you have some food, water, and any medications that may be necessary.

Slide 22: Shoveling Snow (1 Minutes)

F: Shoveling snow can be a strenuous activity, particularly because cold weather can be taxing on the body.

F: There is a potential for:

- Exhaustion
- Dehydration
- Back injuries
- Heart attacks.

Slide 23: Shoveling Snow Cont. (1 Minutes)

F: During snow removal in addition to following the tips for avoiding cold stress, there are other precautions workers can take to avoid injuries:

- Workers should warm-up before the activity
- Scoop small amounts of snow at a time and where possible, push the snow instead of lifting it.
- The use of proper lifting technique is necessary to avoid back and other injuries when shoveling snow (keep the back straight, lift with the legs and do not turn or twist the body).

Slide 24: Preventing Slips on Snow and Ice (2 Minutes)

F: To prevent slips, trips, and falls, be sure to:

- Clear walking surfaces of snow and ice, spread deicer, as quickly as possible after a winter storm.
- Wear proper footwear when walking on snow or ice.

- (A pair of insulated and water-resistant boots with good rubber treads is a must for walking during or after a winter storm. Keeping a pair of rubber over-shoes with good treads which fit over your street shoes is a good idea during the winter months).
- Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.

F: In 2014, there were 42,480 workplace injuries and illnesses involving ice, sleet, or snow that required at least one day away from work to recuperate. These resulted from falls, slips or trips; overexertion and bodily reaction; and contact with objects and equipment. Among these injuries and illnesses were 34,860, or 82 percent, that were due to falls on the same level (that is, not from falls from heights or through surfaces)." – U.S. Bureau of Labor Statistics

Slide 25: Carbon Monoxide (4 Minutes)

F: When winter temperatures plummet and heating systems run for hours the risk of carbon monoxide (CO) poisoning increases. According to the Centers for Disease Control and Prevention (CDC), every year, at least 420 people die in the U.S. from accidental CO poisoning. More than 100,000 people in the U.S. visit the emergency department each year due to accidental CO poisoning.

F: CO is found in fumes produced by furnaces, kerosene heaters, vehicles "warmed up" in garages, stoves, lanterns, and gas ranges, portable generators, or by burning charcoal and wood. CO from these sources can build up in enclosed or partially enclosed spaces. People and animals in these spaces can be poisoned and can die from breathing CO.

F: There are steps you can take to help protect yourself and others from CO poisoning, including:

- Check or change the batteries in your CO detector every six months. If you don't have a battery-powered or battery back-up CO detector, buy one soon.
- Have your heating system, water heater and any other gas, oil, or coal burning appliances serviced by a qualified technician every year.
- Keep vents and flues free of debris. Debris can block ventilation lines.
- Never leave the motor running in a vehicle parked in an enclosed or partially enclosed space, such as a garage.
- Never run a motor vehicle, generator, pressure washer, or any gasoline-powered engine less than 20 feet from an open window, door, or vent where exhaust can vent into an enclosed area.
- Never use a charcoal grill, hibachi, lantern, or portable camping stove inside a home, tent, or camper.

- Never run a generator, pressure washer, or any gasoline-powered engine inside a basement, garage, or other enclosed structure, even if the doors or windows are open.
- If you suspect CO poisoning, call 911 or a health care professional right away.

Slide 26: Winter Weather Driving (3:18 Minutes)

VIDEO – 3:18 Min

(Click play to play clip)

Slide 27: Questions?

F: Questions?