

Instructor Manual for Heat Stress Training

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Before the training day:

Before conducting the training, the instructor needs to read this manual to get familiar with the training process, watch the training videos, prepare to lead discussions, print out a sign-in sheet, print out enough copies of pre-test, post-test, and training evaluation, and write down participant numbers on the top right of each printout (1, 2, 3, etc.). This is to ensure the tracking of each participant's performance before and after the training and to keep them anonymous at the same time.

On the training day:

The training can be broken down into four phases as shown in the following table:

Phases	Materials	Time
I. Pre-training	Sign-in, pre-test	15 minutes
II. Lecture videos on heat stress	Training video Part 1, 2, 3	20 minutes
III. Interactive scenarios	Training video Part 4	15 minutes
IV. Post-training	Post-test, training evaluation	15 minutes

Phase I. Pre-training

The instructor will formally introduce themselves to the trainees and let the trainees introduce themselves to the group if they are willing. Trainees are encouraged to sign in using the sign-in sheet (the sign-in sheet is attached to this manual). If trainees want to stay anonymous, the instructor will record the number of trainees who are not signed in on the sign-in sheet. The instructor will need to sign and date the sign-in sheet.

The instructor will ask a few questions to get trainees to think about heat stress. A list of sample questions are as follows:

- Has anyone in this room worked in very hot work environments? Let participants respond. Ask those participants to share how they felt: did they get dizzy? Get a headache? Did they faint? Allow time for them to share how the heat affected their bodies.
- Have you heard anyone else got injured or ill because of heat? Let participants share their experiences.

Hand out the pre-test and let trainees know that this is for gauging their understanding of heat stress before the training. Give them 3-5 minutes to do the pre-test and collect it after everyone has finished the pre-test.

Phase II. Lecture videos

The instructor will play the training video Part I to officially start the training. Once Part I is finished, ask the trainees if they have any questions. Then play Part II. Once Part II is finished, ask the trainees if they have any questions. Then play Part III.

Phase III. Interactive scenarios

The instructor will play Part IV of the training video and pause the video after the questions related to Scenario 1 show up in the video (before the solution for Scenario I shows up). The instructor will lead the discussion about Scenario 1 and play the video to see what the recommended solutions for Scenario I are.

Repeat the same process for Scenarios 2, 3, and 4.

Phase IV. Post-training

The instructor hands out the post-test and gives trainees 3-5 minutes to finish it. The instructor collects the post-test and then discusses the test questions one by one. After that, the instructor hands out the training evaluation and gives trainees 3-5 minutes to finish it. The instructor collects the evaluation and thanks everyone for participating in this training. Training adjourns.

After the training day:

The instructor needs to submit all pre-test, post-test, training evaluation responses, and the sign-in sheet to the project director for record keeping and reporting.

Heat Stress Training Pre-Test

Participant No. _____

1. The body normally cools itself by sweating.
True
False
2. OSHA mandates employers to:
A) Identify the whistleblower.
B) Maintain the temperature high enough.
C) Provide a place of employment free from recognized hazards likely to cause death or serious physical harm.
D) Ask employees to purchase protective clothing.
3. If you suspect a coworker having a heat stroke, what do you do first?
A) Leave him/her alone
B) Call 911 and notify their supervisor
C) Try to wake him/her up
D) Ask what he/she wants to do
4. Why is it important to prevent heat stress?
A) Heat stress can be a matter of life and death.
B) Heat is easy to control.
C) Workers suffering from heat stress are at a greater risk of having an accident.
D) A & C
5. Some symptoms of heat stroke are (pick 2):
A) Dry, hot skin
B) Very high body temperature
C) Normal temperature
D) Heavy sweating
6. To combat heat exhaustion you must (pick 3):
A) Move the victim to a cool place
B) Apply cold packs or wet towels
C) Don't call the doctor until an hour after the incident.
D) Give the victim cold water, if conscious.
7. During hot days, workers should avoid drinks with caffeine, alcohol, and anything that contains large amounts of sugar.
True
False

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8. What type of clothing the workers should wear when they are exposed to sun and heat?
- A) Light clothing
 - B) Dark clothing
 - C) Sleeveless shirt
 - D) Plastic suit
9. What are the three best measures that protect workers from heat stress (pick 3)?
- A) Water
 - B) Rain
 - C) Shade
 - D) Rest
 - E) Ventilation
10. Even if not thirsty, how often should a worker exposed to the sun and heat drink a cup of water?
- A) Every 20 minutes
 - B) Every 2 hours
 - C) Every hour
 - D) Every 4 hours

Keys to Heat Stress Training Pre-Test

1. True
2. C
3. B
4. D
5. A & B
6. A, B, & D
7. True
8. A
9. A, C, & D
10. A

Heat Stress Training Post-Test

Participant No. _____

1. What type of clothing the workers should wear when they are exposed to sun and heat?
 - A) Light clothing
 - B) Dark clothing
 - C) Sleeveless shirt
 - D) Plastic suit

2. What are the three best measures that protect workers from heat stress (pick 3)?
 - A) Water
 - B) Rain
 - C) Shade
 - D) Rest
 - E) Ventilation

3. Even if not thirsty, how often should a worker exposed to the sun and heat drink a cup of water?
 - A) Every 20 minutes
 - B) Every 2 hours
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4. If you suspect a coworker having a heat stroke, what do you do first?
 - A) Leave him/her alone
 - B) Call 911 and notify their supervisor
 - C) Try to wake him/her up
 - D) Ask what he/she wants to do

5. Why is it important to prevent heat stress?
 - A) Heat stress can be a matter of life and death.
 - B) Heat is easy to control.
 - C) Workers suffering from heat stress are at a greater risk of having an accident.
 - D) A & C

6. Some symptoms of heat stroke are (pick 2):
 - A) Dry, hot skin
 - B) Very high body temperature
 - C) Normal temperature
 - D) Heavy sweating

7. To combat heat exhaustion you must (pick 3):
 - A) Move the victim to a cool place

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- B) Apply cold packs or wet towels
 - C) Don't call the doctor until an hour after the incident.
 - D) Give the victim cold water, if conscious.
8. During hot days, workers should avoid drinks with caffeine, alcohol, and anything that contains large amounts of sugar.
- True
 - False
9. The body normally cools itself by sweating.
- True
 - False
10. OSHA mandates employers to:
- A) Identify the whistleblower.
 - B) Maintain the temperature high enough.
 - C) Provide a place of employment free from recognized hazards likely to cause death or serious physical harm.
 - D) Ask employees to purchase protective clothing.

Keys to Heat Stress Training Post-Test

1. A
2. A, C, & D
3. A
4. B
5. D
6. A & B
7. A, B, & D
8. True
9. True
10. C

Heat Stress Training Evaluation

Participant No. _____

Thank you for taking the heat stress training! Please take a few minutes to complete this evaluation form. We will use the information provided by you to improve the training. Please read the statements below and write down the number (1 – 5) that applies to you for each question.

1 = strongly disagree; 2 = disagree; 3 = neutral; 4 = agree; 5 = strongly agree.

	Questions	Answers
Topics	The information presented is new to me.	
	The topics presented are relevant to my daily tasks.	
	The information presented is helpful in keeping myself safe.	
	The information presented is helpful for me to keep others safe.	
	I am interested in learning more about this topic.	
Videos	The training video was clear and easy to understand.	
	The training video was interesting and kept me engaged.	
	The training video is better than a traditional PowerPoint presentation.	
	The training video presented the topics in an organized way.	
	The scenarios help to understand the topics.	
Instructor	The instructor led the discussions effectively.	
	The instructor encouraged group participation.	
	The instructor was passionate about the topic.	
	The instructor answered questions clearly and politely.	
	You would recommend other people to take the training with this instructor.	

Please use this space to leave any comments or suggestions regarding this training. Thanks!

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