



MONTHLY SAFETY AWARENESS DISCUSSION GUIDE

Toolbox Tips- Heat Stress, Office Cleaning, and Back to Business Application

Introductory Comments

Heat Stress

Heat Stress can cause incidents due to loss of focus or excessive fatigue. The direct consequences of Heat Stress can include: Heat Cramps, Heat Exhaustion, or Heat Stroke (www.OSHA.gov).

Instructions:

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

Meeting Starter Questions

- Are you aware of how to prevent Heat Stress?
- What should you do if an employee falls ill due to Heat Stress?
- How can you reduce your risk for heat related illness during the COVID-19 Pandemic?

Critical Safety Points

Heat-Related Illnesses:

Heat Stroke- Heat Stroke is the most serious heat-related illness. Suffering from a Heat Stroke can result in death or cause damage to the brain and other internal organs.

Heat Cramps- Heat Cramps are painful short lived muscle cramps.

Heat Exhaustion- There are two types of Heat Exhaustion. Water depletion- Signs include excessive thirst, weakness, headache, and loss of consciousness. Salt depletion- Signs include nausea and vomiting, muscle cramps, and dizziness.

The best way to avoid a heat-related illness is to limit exposure outdoors during hot days. Air conditioning is the best way to cool off, according to the CDC. Also:

- Drink more liquid than you think you need and avoid alcohol
- Wear loose, lightweight clothing and a hat
- Replace salt lost from sweating by drinking fruit juice or sports drinks
- Avoid spending time outdoors during the hottest part of the day, from 11 a.m. to 3 p.m.

- Wear sunscreen; sunburn affects the body's ability to cool itself
- Pace yourself when you run or otherwise exert your body

Office Cleaning and Disinfecting

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.

Develop a Plan- Determine what needs to be cleaned

Consider the type of surface and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions apply, you may choose to clean more frequently or disinfect in addition to cleaning.

Protect Yourself and Others

- Ensure staff are trained on proper use of cleaning and disinfecting products.
- Read the instructions on the product label to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, or other precautions.
- Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
- If hands are visibly dirty, always wash hands with soap and water.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma. Learn more about reducing your chance of an asthma attack while disinfecting to prevent COVID-19.

City of Memphis Back to Business Check In Process

The City of Memphis now offers a virtual Check In process. This will help eliminate the potential spread of COVID-19 in the workplace. Check In before you get to work by using the link provided below. This process should be used in **ALL** City of Memphis locations throughout the City. If you have any questions regarding the Check In process please contact Workplace Safety and Compliance at 901-636-7413.

Check In Link:

<https://redcap.link/sg35k0bi>

Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

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Question 1: Heat Stroke is the most serious heat-related illness.

TRUE FALSE

Question 2: You should avoid spending time outdoors during the hottest part of the day, from 11 a.m. to 3 p.m.

TRUE FALSE

Question 3: Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

TRUE FALSE

Question 4: Prioritize cleaning high-touch surfaces at least once a day.

TRUE FALSE

Question 5: The City of Memphis now offers a virtual Check In process. This will help eliminate the potential spread of COVID-19 in the workplace.

TRUE FALSE

Quiz Answer Key:

1. TRUE
2. TRUE
3. TRUE
4. TRUE
5. TRUE



