



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

COLD WEATHER

Safety Meeting Contents

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
COLD WEATHER

TIME: _____

DATE: _____

PLACE: _____



WEEKLY SAFETY MEETING

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Leaders Guide

EURAMAX PROCEDURE REFERENCE:

None

MEETING OBJECTIVE:

Cold weather protection is important whenever people work outside in cold climates. Failure to take the right precautions can result in serious health hazards as well as accident and injuries. The purpose of this meeting is to educate your employees about the hazards of cold weather and to teach them what they can do to protect themselves when they're outside in the cold.

MEETING PREPARATION:

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Flip chart and marking pens

MEETING

INTRODUCTION

Today, we're going to talk about what you can do to protect yourself in cold weather. Whether you work outside or just enjoy outdoor recreational activities in the cold weather, this information can help you protect yourself from accidents and serious health problems.

It is important for anyone who is working or enjoying recreational activities outdoors during cold months to know how to minimize exposure to the cold. Exposure to cold can result in cold stress which can lead to serious trouble, such as frostbite, hypothermia, and even death. The likelihood of illness depends on many factors, including physical activity, clothing, wind, humidity, and a person's age and general health.

According to OSHA, more than 700 hypothermia deaths occur each year in the United States. In addition to hypothermia, frostbite is also a serious hazard of cold that can cause permanent damage to body tissue.

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Leaders Guide

Question: What are some of the things you can do to keep safe and warm when you are working or enjoying recreational activities outdoors in cold weather?

Answer: Dress warmly so that you will keep dry.

- Wear layers of loose-fitting clothing that will help trap body heat.
- Wear a windproof and waterproof outer layer.

Pay special attention to protecting your hands, feet, and ears.

- Wear well-insulated gloves to protect fingers.
- Wear a head band or ear muffs to keep ears warm
- Avoid wearing several pairs of socks-this will restrict circulation to your feet. Instead, wear no more than two layers of socks such as silk or polypropylene liner socks under wool outer socks.

Keep your head covered. Much of the heat that escapes from your body escapes through the head. A hat prevents heat loss and can actually help keep other parts of the body warm.

Take scheduled breaks in a warm place.

Explain that failure to take these precautions can result in frostbite or hypothermia.

Question: What is frostbite?

Answer: Frostbite is a condition brought on by exposure to extreme cold. Water in the skin actually crystallizes and freezes.

Question: Which areas of the body are most commonly affected by frostbite?

Answer: Most commonly affected body areas are toes, fingers, nose, and ears.

Question: How can you recognize frostbite?

Answer: Signs of frostbite include loss of feeling in the affected area and skin that appears waxy, is cold to the touch, or is discolored (flushed, white, yellow, or blue).

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Leaders Guide

Question: What is the proper treatment for frostbite?

Answer: Move the victim to a warm place.

Handle the area gently. Never rub skin that may be affected by frostbite.

Soak the affected body parts in warm-*never* hot-water that is 100°F to 105°F.

Test the water yourself if you don't have a thermometer. If it is uncomfortable to the touch, it is too hot.

Keep the affected body part in the water until the skin becomes warm.

Loosely bandage the area with a dry, sterile dressing. If fingers or toes are frostbitten, place gauze between them, as well.

Get medical assistance right away.

Question: What is hypothermia?

Answer: Hypothermia is a condition in which the entire body cools down because it can not longer generate enough heat to keep warm. A person can die from hypothermia if proper care isn't given.

The human body has its own "thermostat" to regulate its normal temperature of 98.6°F, and it generates heat in response to cold temperatures in order to maintain this level through such mechanisms as perspiring and shivering. Hypothermia means that the body's normal temperature has dropped sufficiently to impair physical and mental functions. And it doesn't take much –body temperature that is only slightly below 98.6°F can product mild hypothermia.

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Leaders Guide

Question: What are the signs that someone might have hypothermia?

Answer: Symptoms of hypothermia include:

- Numbness
- Glassy Stare
- Loss of consciousness
- Loss of physical coordination
- Slurred speech
- Uncontrollable shivering
- Dazed consciousness or irrational behavior

Question: How cold does it have to be to develop hypothermia?

Answer: Not very cold. People can develop hypothermia even when temperatures are above freezing. Your susceptibility to this condition depends on your age and general health.

Question: What should you do to treat hypothermia?

Answer:

- Call 911
- Check to make sure the victim is breathing and has a pulse.
- Perform mouth-to-mouth breathing, if necessary and if you are trained.
- If there is no pulse, perform CPR (if trained).
- Move the person to a warm place, if possible.
- Take off the victim's wet clothing.
- Try to warm the victim with blankets, etc.
- Do not warm the victim too quickly, such as by soaking in warm water. Abrupt warming can cause heart problems.
- Assist as directed when emergency medical assistance arrives.

Question: How do you avoid hypothermia?

Answer: Employees who work or play in cold conditions should understand, first, that hypothermia is a real hazard and, second, that there are several commonsense things they can do to protect themselves, including:

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Leaders Guide

- Stay dry – If you get wet, go indoors and change your clothes or dry out.
- Dress in layers – This provides insulation, and other layers can be removed if the weather gets warmer.
- Wear clothing that resists moisture or “wicks” it away quickly. Synthetic fabrics are best; cotton is not recommended because it retains moisture.
- Work in pairs – If one shows signs of hypothermia, the other can provide assistance.
- Avoid caffeine and alcohol – These actually hurt, rather than help, in resisting the cold.
- If you are uncomfortably cold, go inside and warm up!

EXERCISE:

Read the following story:

The sun was shining brightly in a cloudless sky, but the brisk north wind was howling making working conditions brutal. Nobody could mistake this February day for a moderate one.

Nobody, that is, except for the workers in Phil’s truck loading crew. They looked out the window, saw the sun beaming and figured they could load trucks outside all day without a heavy jacket or sweater.

It didn’t take long for the crew to learn that they had been suckered into not dressing warm enough. The shivering began almost at once.

“Phil, the guys need a break. We’re so cold we can’t think straight,” said Dave, a longtime co-worker of Phil’s.

“Dave, you know these trucks have to be loaded before we leave tonight. We can’t afford to take a warm-up break.”

Still, Phil could see that the guys were struggling. So he figured a little pep talk might get them through. “Guys, listen up. Put your backs into this and pick up the pace. Work up a sweat and we’ll be out of there before you know it.”

Grumbling, the workers did as they were told and some of them did break a sweat. Fifteen minutes later, several crewmembers stopped working and huddled around Joe, a co-worker who was shivering uncontrollably on the ground.

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“Phil, come here!” shouted Dave. “Joe’s shaking like a leaf and he’s talking nonsense. I think somebody better take him to the hospital.”

Joe was found to be suffering from hypothermia, a potentially fatal condition caused by a dangerously low body temperature. Luckily he recovered.

Question: Name three things that Phil, the supervisor, did wrong.

Answer: He didn’t allow the crew to take periodic warm-up breaks.

He didn’t realize that encouraging his workers to break a sweat wouldn’t keep them warm. It actually had the opposite effect, leading to hypothermia.

He did not advise his workers to bring layers of extra clothing so they would be prepared for any sudden deterioration in weather conditions.

SUMMARY:

Knowing how to protect yourself from exposure to the cold is an important part of your overall safety. Whether you are working outdoors or you’re enjoying cold-weather recreational activities, protect yourself against the hazards we’ve talked about today.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Cold Weather Quiz
- C. Cold Weather Puzzle

QUIZ ANSWERS:

- 1. True
- 2. True
- 3. False
- 4. True
- 5. True
- 6. E
- 7. E
- 8. False
- 9. False
- 10. A and C



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11. False
12. C
13. True
14. D
15. False
16. False
17. E
18. C

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COLD WEATHER

Employee Handout



Hypothermia and frostbite can be two of the serious consequences of working outdoors in the winter weather.

Hypothermia is a dangerous lowering of the body's temperature by exposure to cold or wet conditions. Actually, the air temperature doesn't have to be particularly low to cause hypothermia – just getting wet and chilled can do the same thing.

Hypothermia can be fatal. Here are some symptoms to watch out for:

- Chills and shivering
- Inability to think straight or speak coherently
- Irrational behavior
- Poor co-ordination
- Loss of consciousness

These are some of the ways to prevent hypothermia:

- Dress warmly. Wear a hat, waterproof boots and gloves. Dress in layers so you can add or remove clothing as the temperature changes or you get warmed up.
- Keep your clothing dry. Put on waterproof gear before you get wet. Carry replacement clothing, such as socks, in case your clothing does get wet or sweaty.
- Eat regular meals with enough carbohydrates and fats so that your body can keep producing the heat you need.
- Stay away from alcoholic beverages.
- Stay active in the cold, and take any rest periods in a warm dry place.
- If you start developing signs of hypothermia, get to shelter promptly. In serious cases, call for medical help right away.

Another cold-weather danger is frostbite. It is an injury which occurs when the body tissue freezes. The fingers, toes, face, and ears are the most likely to be damaged.

Frostbite makes the skin numb, giving it a white and waxy appearance. If skin becomes frostbitten, it is better to have it thawed at a hospital. However, if medical help is far away, warm the frostbitten area gradually with body heat or tepid water. Do not use hot water or direct heat. Do not rub the affected area with your hands or with snow, because you will cause worse damage. Do not thaw the tissue if there is a chance it will be refrozen before you reach safety.

Here are some ways to prevent frostbite:

- Keep all of the extremities covered. In severely cold or windy weather or when riding on an open vehicle, wear a ski-type mask to cover the cheeks.
- Carry spare mittens, liners, and socks in case yours become wet.
- Make sure that gloves and footwear do not fit so tightly that they can cut off circulation.
- Check yourself for frostbite by making sure you can move your fingers and toes and that you still have feeling in your face.

Don't work alone – you and your companion should keep an eye on one another for signs of hypothermia and frostbite.

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Employee Quiz

Answer the following questions to see what you know about cold weather.

1. Several layers of loose clothing should be worn in cold weather.
True or False
2. To avoid cold weather injuries, you should move into warm locations periodically.
True or False
3. Frostnip is the freezing of all layers of skin, muscles and/or bones.
True or False
4. For mild hypothermia, encourage physical activity to generate muscle heat.
True or False
5. The areas affected by cold weather injuries should not be rubbed or manipulated, as this could cause greater damage to the affected area.
True or False
6. Which of the following is not a sign of hypothermia?
 - A. Confusion
 - B. Coma
 - C. Fumbling hands
 - D. Slurred speech
 - E. Sweating
7. What is the first thing to do for a hypothermia victim?
 - A. Check body temperature
 - B. Cover the victim with a blanket
 - C. Move the victim to a warmer environment
 - D. Call for rescuers
 - E. Check to see if the victim is breathing
8. Thawing frostbitten tissue should be done with a heater or over a fire.
True or False
9. Exercise is a good way to increase core body temperature when stranded in cold weather.
True or False

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COLD WEATHER
Employee Quiz

10. Which of the following methods can be used to warm frostbitten tissue?
 - A. Warming the tissue using body heat
 - B. Warming the tissue in hot water
 - C. Warming the tissue in room temperature water
 - D. A and B
 - E. A and C

11. Eating snow is a safe way to get water.
True or False

12. Which of the following signs may go away as the hypothermia worsens?
 - A. Slurred Speech
 - B. Confusion
 - C. Shivering
 - D. Unconsciousness

13. Frostbite leads to tissue death and can result in amputation of dead tissue.
True or False

14. What can be used on icy surfaces to avoid falls and decrease the potential for injuries?
 - A. Sand
 - B. Cat Litter
 - C. Salt
 - D. All of the above
 - E. None of the above

15. Drinking alcohol makes your body warmer.
True or False

16. All hypothermia victims shiver.
True or False

17. What should you not do for mild hypothermia patients?
 - A. Move them to a warmer environment
 - B. Remove wet clothing
 - C. Wrap them with a blanket
 - D. Give them hot chocolate
 - E. You may do all of the above



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Employee Quiz

18. Hypothermia is defined as a core body temperature under:
- A. 90°F
 - B. 92°F
 - C. 95°F
 - D. 98.6°F
 - E. 88.6°F



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COLD WEATHER
Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
 (Attach Handouts, etc.) _____

ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

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HAZARDOUS MATERIALS
Employee Puzzle
Winter Safety

The topic of this puzzle is winter safety. See if you can find all the listed words within the puzzle. While you are searching, think about the words. They describe some of the hazards and safeguards relating to winter.



- | | | | |
|-------------|------------|-------------|-------------|
| ALCOHOL | DRINKING | HEATER | SNOW |
| BACK | DRIVING | HOLIDAY | STEPS |
| BLIZZARD | ELECTRICAL | HYPOTHERMIA | STORM |
| BOOTS | EXPLOSION | ICE | STRESS |
| CHOKER | FALLS | LAYERS | TEMPERATURE |
| CLOTHING | FATIGUE | LIFT | VISIBILITY |
| COAT | FIRE | LIGHTS | WET |
| COLD | FREEZE | SHOCK | WIND |
| DAMP | FROST | SHOVEL | WINDSHIELD |
| DARK | FROSTBITE | SHUTDOWN | |
| DECORATIONS | GLOVES | SIDEWALKS | |
| DEPRESSION | HAT | SLIPPERY | |
| DIET | HEART | SLIPS | |