

Tool Box / Safety Talk Attendance Form

Production:	Stage#/Location:	Instructor:
Date:	Tool Box / Safety Talk Topic (attach source material to 2nd page):	

Sign-In Sheet

	Print Name	Sign Name	Job Title
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HEAT ILLNESS PREVENTION PLAN FOR PRODUCTION

HEAT ILLNESS PREVENTION PLAN FOR PRODUCTION

This Production is committed to worker safety. Heat Illness is a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion and heat stroke. This Heat Illness Prevention Plan (HIPP) has been instituted to help keep our employees protected when working in hot weather. The UPM, with assistance from the Production Safety Representative, is responsible for overseeing and administering the HIPP.

The Heat Illness Prevention Plan incorporates the following elements:

1. Provision of Water
2. Access to Shade
3. Written Procedures
4. Training

PROVISION OF WATER

Water is a key preventive measure to reduce the risk of heat related illnesses.

Follow these steps

On hot weather days, to ensure adequate hydration:

1. At least 2 gallons of water per employee per 8 hour shift will be readily accessible.
2. Department Heads, Supervisors, and WB Safety will remind employees to drink water frequently.
3. Employees required to work outside will be provided with access to plenty of water, Gatorade-type drinks and ice.
4. Where plumbed water is not readily available, bottled water will be placed as close as possible to workers.
5. Plastic bottles and/or disposable cups will be made available.

ACCESS TO SHADE

Access to rest and shade or other cooling measures are important preventive steps to reduce the risk of heat related illnesses. Productions on the studio lots have access to air-conditioned buildings and tree-shaded areas in which employees can recover from the heat.

When employees are required to work in exposed outdoor areas on hot weather days, the following steps will be taken:

1. Supervisors will ensure adequate shade or set up portable shade, close to the work area (preferably no more than 50 to 100 yards away).
2. Employees will be shown the nearest air conditioned building or vehicle in which they can cool down quickly.
3. Employees working in the sun should wear hats, sunglasses and sunscreen.

WRITTEN PROCEDURES

Written procedures help reduce the risk of heat related illnesses and ensure that emergency assistance is provided without delay. In the event of a heat-related illness, call 911 (or the local emergency equivalent) with specific instructions regarding your location.

On hot days, the following procedures will be initiated to reduce the risk of heat related illnesses and help employees respond to possible symptoms:

1. A Tool Box talk relating to heat illness prevention will be given to all employees at the start of their shift, or when the weather becomes warm.
2. ***In the event of a heat-related illness, employees shall call 911 (or the local emergency equivalent) with specific instructions regarding your location.***
3. Supervisors and/or employees will carry cell phones or two-way radios to ensure communication in the event of any emergency.
4. Employees should drink water and take rest breaks when needed.
5. Supervisors will monitor employees for symptoms of heat illness.
6. Co-workers will use a "buddy system" to watch each other closely for symptoms of heat illness.
7. Supervisors and employees will be encouraged never to discount any symptoms of heat illness and will immediately address them.
8. For off-lot locations, the Production shall post, along with this Heat Illness Prevention Plan, specific information regarding the location, including: street address and directions to location; name, address and telephone number of the nearest hospital; locations of water-staging areas, shaded rest areas and other heat illness prevention accommodations.

TRAINING

Training is critical to help reduce the risk of heat related illnesses and to assist in obtaining emergency assistance without delay. Department Heads and Supervisors will use any combination of toolbox talks, handouts, posters and safety meetings to train their employees in the following:

1. Risk factors for heat illness.
2. Procedures for minimizing risk of heat illness as described herein.
3. The importance of drinking up to 4 cups of water per hour on hot days.
4. The importance of resting and recovering in shade when needed.
5. The importance of acclimatization.
6. The different types of heat illness and the common signs and symptoms.
7. The importance of the "buddy system" and/or means of communication on hot days.
8. The importance of employees immediately addressing signs of heat illness in themselves or co-workers.

HEAT ILLNESS PREVENTION PLAN

LOCATION INFORMATION

This form should be completed and posted every day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher.

Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness, and know important location information to help direct emergency personnel to the scene if necessary. Review verbally with crew, cast and extras.

****High temperatures expected today - Heat Illness Prevention Plan in effect.****

Production Name:

Date:

Location Address:

Nearest Hospital Information:

Name of Location:

Name of Hospital:

Number & Street:

Number & Street:

City & Zip:

City & Zip:

Phone:

Phone:

Set Medic Information:

Name:

Location:

Phone:

Location(s) of Shaded Rest Area:

Location(s) of Water Station:

■
■
■

■
■
■

Other Accommodations:

Check all that apply.

Hats

Cool

EZ-Ups

Ties

Misting Fans

Other *specify:*

Additional Directions to Location for Emergency Personnel:

Be specific - include landmarks that could assist an ambulance in locating you.

HEAT ILLNESS PREVENTION

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress, heat exhaustion and, the more severe heat stroke can occur.

Environmental Risk Factors:

Working conditions that create the possibility that Heat illness could occur. Includes air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Risk Factors for Heat Illness

- High temperature and humidity, direct sun exposure, no breeze or wind
- Low liquid intake
- Heavy physical labor
- Waterproof clothing
- No recent exposure to hot workplaces (acclimation)

SEE FIRST AID OR CALL 911 IMMEDIATELY

Symptoms of Heat Stroke

- Confused, unable to think clearly, passes out, collapses or has seizures (fits)
- May stop sweating and/or have hot, dry skin
- CALL 911 IMMEDIATELY

How You Can Protect Yourself and Others

- Know signs/symptoms of heat illness; monitor yourself; use a buddy system
- Block out direct sun and other heat sources
- Drink plenty of fluids. Drink often & BEFORE you are thirsty
- Drink 8 ounces of water every 15 minutes
- Avoid beverages that contain alcohol or caffeine
- Wear lightweight, light colored, loose-fitting clothes

What to Do When a Worker Has Heat Illness

- Call Set Medic or Supervisor for help. If unavailable, call 911
- Have someone stay with the worker until help arrives
- Move worker to a cooler/shaded area
- Remove the worker's outer clothing
- Fan and mist the worker with water; apply ice bags or ice towels
- Provide cool drinking water, if worker is able to drink

Personal Risk Factors:

Factors such as an individual's age, degree of acclimatization, health, water consumption, and use of prescription medications that affect the body's water retention or other physiological responses to the heat.

Symptoms of Heat Exhaustion

- Headache, dizziness, or fainting
- Weakness and wet skin
- Muscle Cramps
- Irritability or confusion
- Thirst, nausea, or vomiting

Access to Shade

- Take a preventative cool-down rest in the shade to protect from overheating
- Shade includes blockage of direct sunlight that are either open to the air or provided with ventilation or cooling

Acclimatization

- Acclimatization peaks within 4 to 14 days of work for at least 2 hours per day in the heat
- Start work slowly, increase the pace gradually

Water

- Potable drinking water is provided free of charge
- You're encouraged to drink at least one quart of water per hour

IF THE WORKER IS NOT ALERT OR SEEMS CONFUSED, THIS MAY BE A HEAT STROKE. CALL 911 IMMEDIATELY AND APPLY ICE AS SOON AS POSSIBLE.

INSTRUCTIONS FOR COMPLETING “HEAT ILLNESS PREVENTION PLAN - LOCATION INFORMATION”

This form should be completed and posted every day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher. Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness, and know important location information to help direct emergency personnel to the scene if necessary. Review verbally with crew, cast and extras.

- **Production Name:** Use your Company Name and Show Name (i.e. “WBTV - The Middle”)

- **Date:** Complete a form for every day that temps are expected to be 80 degrees F (27 C) or higher and you have people working outside.

- **Location Address:** Include the complete address information, including Zip Code, to assist emergency personnel in finding you.

- **Nearest Hospital Information:** Give complete information here for every location, so that anyone needing to call an ambulance will be able to find the information quickly.

- **Set Medic Information:** Fill in completely, including the exact location of Set Medic station, in case cell phone reception is bad and someone needs to find the Medic quickly.

- **Location(s) of Shaded Rest Area:** Could be a pop-up tent, a building, under a large tree, or all of the above. Temperature in the shaded rest area needs to be cooler than work area temperature so employees can cool down and recover from the heat.

- **Location(s) of Water Station:** Can be in more than one place. Should be placed as near as possible to crew, cast and extras so they can easily stay hydrated between takes.

- **Other Accommodations:** Check off those that apply, list any additional steps taken to provide cooling and hydration.

- **Additional Directions for Emergency Personnel:** This is for additional information to assist emergency personnel in finding exactly where the injured person is if your location needs further explanation. “We are in the field at the end of the dirt road, just beyond the barn on the righthand side.”