



The following page is a handout for all employees that attend the toolbox talk. Provide each attendee with a copy of this handout prior to commencing.

## INTRODUCTION

### READ THE FOLLOWING OUT TO THE ATTENDEES

Today's toolbox talk will address the topic of Sunsafe and heat stress. This toolbox talk is designed to provide education and training in the area of best practice and should not be considered as an exhaustive method of training. The information provided in this toolbox talk should be taken into consideration along with the guidelines set out in the Employee Handbook and all other company workplace health and safety policies and procedures.

### WHAT TO LOOK FOR...

Australia has one of the highest rates of skin cancer in the world. This is due – in part – to our high levels of UV radiation, which are the major cause of skin cancer. All skin types can be damaged by overexposure to UV rays. Damage is permanent, irreversible and adds up with each exposure to increase the risk of skin cancer. Occupational exposure to UV occurs by direct sun exposure, as well as via reflective surfaces and scattering of UV through the atmosphere.

We have created a sun safe environment for our workers by controlling exposure to UV radiation through the following:

Ways of controlling exposure include:

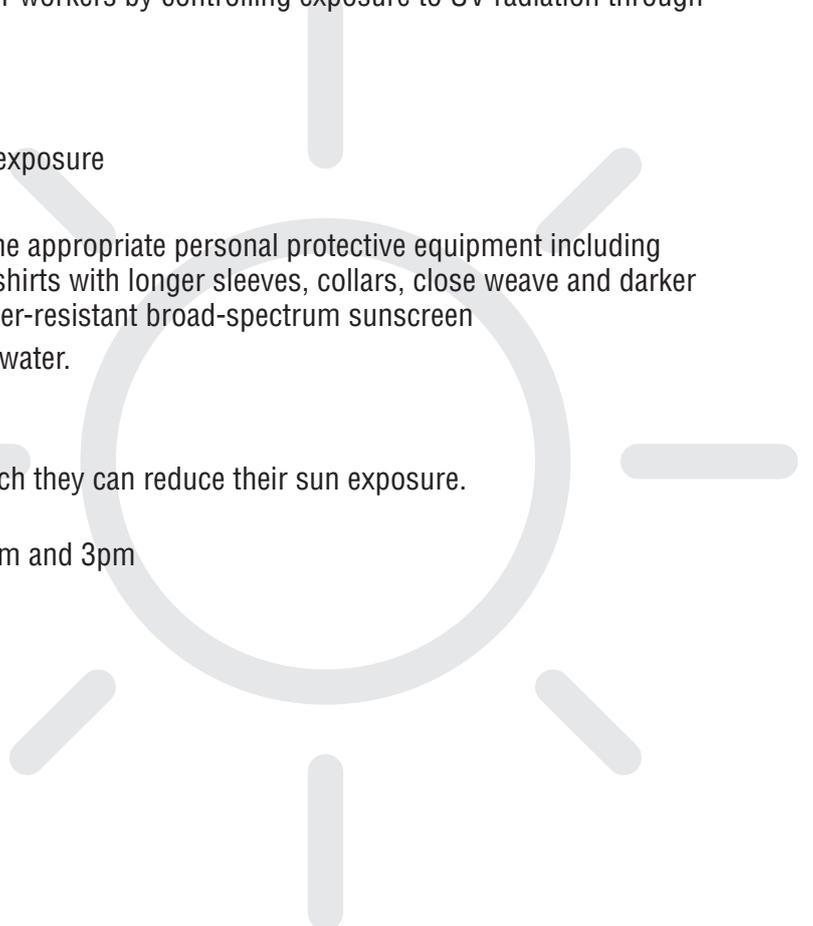
- Increasing amount of shade available
- Rotating tasks that involve direct sun exposure
- Training and educating staff
- Providing and ensuring workers use the appropriate personal protective equipment including appropriate protective hats, clothing (shirts with longer sleeves, collars, close weave and darker colours), sunglasses and SPF 30+ water-resistant broad-spectrum sunscreen
- Ensuring workers drink plenty of cool water.

### EMPLOYEE INPUT/DISCUSSION

As the employee's to identify three ways in which they can reduce their sun exposure.

Personal protection

- Minimise time in the sun between 10am and 3pm
- Slip on clothing
- Slop on SPF 30+ sunscreen
- Slap on a hat
- Seek shade
- Slide on sunglasses





## HEAT STROKE

### What is heat exhaustion?

Ask the group if anyone can answer what heat exhaustion is.

Heat exhaustion happens when someone becomes dehydrated due to loss of water from exercising or working in poorly ventilated conditions.

- Heat exhaustion signs and symptoms
- Muscle cramps, especially in the calves and toes.
- Exhaustion and general weakness.
- Nausea and/or vomiting.
- Dizzy spells.
- Pale, cool, clammy skin at first, becoming flushed and red later.
- A rapid, weak pulse and rapid, noisy breathing.

### HEAT EXHAUSTION TREATMENT

Ask the group if they know any treatment and discuss.

- Help the person to lie down at total rest in a cool area.
- Loosen any tight clothing.
- If fully alert and conscious, give them frequent small drinks of water or ice chips to suck.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- If the person is unable to drink, or is vomiting or unconscious, call 000 for an ambulance (or 112 from a mobile).
- Prepare to give CPR if necessary.

## WHAT IS HEAT STROKE?

Heat stroke is a life-threatening emergency and can cause a person to collapse or fall unconscious. Heat stroke is more serious and means the body is no longer able to regulate its temperature by cooling the skin's surface by sweating. The internal body temperature rises, and organ damage can occur.

Heat stroke signs and symptoms

- No longer sweating.
- Red, hot and dry skin.
- A body temperature over 40°C.
- A rapid, strong pulse.
- Rapid, noisy breathing.
- Irrational or aggressive behaviour.
- Deterioration of the conscious state.

### HEAT STROKE TREATMENT

- Call 000 for an ambulance immediately (or 112 from a mobile).
- Cool the person using wet towels or a wet sheet with a fan directed across the surface.
- If ice packs are available, wrap them in towels and place them in the armpits or groin.
- If shivering occurs stop active cooling.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- Prepare to give CPR if necessary.

### SOURCE

[www.redcross.org.au](http://www.redcross.org.au)

### ATTENDANCE RECORD

Complete to top section of the attendance record with the date, instructor name and signature.

Ensure that all present employees sign the Attendance Record and file appropriately.



# SUNSAFE AND HEAT STRESS

## BE SUNSAFE

There's more to sun protection than sunscreen.  
Protect yourself in five ways:



**SEEK** shade



**SLIP** on sun-protective clothing



**SLAP** on a broad-brimmed hat



**SLIDE** on wrap-around sunglasses



**SLOP** on SPF30 or higher  
broad-spectrum, water resistant  
sunscreen

## HEAT EXHAUSTION SYMPTOMS

- Increased Thirst
- Weakness
- Fainting
- Muscle Cramps
- Nausea and / or vomiting
- Irritability
- Headache
- Increase Sweating
- Cool, Clammy Skin
- Elevation Body
- Temperature, but less than 40°C

## HEAT STROKE SYMPTOMS

- Severe headache
- Weakness
- Dizziness
- Confusion
- Nausea
- Rapid Breathing and Heartbeat
- Loss of Consciousness
- Seizure
- No Sweating
- Flushed, Hot and Dry Skin
- Temperature of 40°C or higher

