# HEAT STRESS PROGRAM

***TASK INSTRUCTION***

**THESE PROCEDURES APPLY TO ALL EMPLOYEES IN CANADA**

**Created Date:** 2006 **Reviewed Date:** June 2021 **Revised Date:** June 2021

**Created By:** Corey Burt **Approved By:** Cheri Duggan

Legislation

Kelly Services (Canada), Ltd. adheres to the Canadian Health & Safety legislation that states:

* all employers must provide information, instruction and supervision to protect the health and safety of all workers
  + Occupational Health & Safety Act (Ontario) – Section 25. (2) (a)
* all employers must take every precaution reasonable in the circumstances for the protection of a worker
  + Occupational Health & Safety Act (Ontario) – Section 25. (2) (h)

Scope

Kelly is dedicated to the safety and health of all employees. This procedure identifies the required processes, steps and responsibilities for implementing a heat stress awareness program. It is the goal of Kelly to eliminate or reduce all heat stress related incidents.

Procedure

The Heat Stress Awareness program must be communicated to all employees when heat stress hazards are present in the workplace.

The *Customer Health and Safety Assessment (CH&SA)* asks specific questions about customers Health & Safety programs, however, it does not ask specifically about heat stress. Where heat stress hazards are present (hot environments, outdoors work), the person completing the CH&SA must ask if the customer has procedures in place to protect workers from heat stress. You can ask if the Customer has a heat stress program and add that information into the comment section of the CH&SA.

When Kelly does not control the day to day health and safety of our employees, it is still imperative to Kelly that we ensure that our workers are working a safe environment free of heat stress related hazards. Some examples of controls are listed below that can be recommended to our customers where heat stress programs are not in place.

Controls for Heat Stress:

* Educate workers
* Provide plenty of drinking water for hydration
* Provide air-conditioned break areas
* Investigate heat stress related incidents
* Caution workers to avoid direct sunlight
* Ensure first aid responders and emergency response plans are in place
* Ensure pregnant workers and workers with medical conditions discuss working in the heat with their doctor’s
* Assign additional workers or slow down the pace of work
* Increase frequency and length of breaks

When Kelly controls the day to day health and safety of our employees, the business unit must be compliant to Canadian health and safety legislative requirements. The business unit will write a heat stress program that is site specific to the workplace location.

Definitions

**Heat Stress.** Heat Stress is the (overall) heat burden on the body from a combination of:

* Body heat generated while working
* Environment sources (air temperature, humidity, air movement, radiation from the sun or hot surfaces)
* Clothing requirements

As the environment warms up, the body tends to warm up with it. Our internal thermostat maintains constant inner body temperature by pumping more blood to the skin and by increasing sweat production. In a very hot environment, the rate of ‘heat gain’ exceeds the rate of ‘heat loss’ and the body temperature begins to rise. A rise in the body temperature can result in the following heat illnesses, listed in order of severity:

* Heat edema
* Heat rash
* Sunburn
* Heat cramps
* Fainting
* Heat exhaustion, and
* Heatstroke

A worker may not realize they are being affected by heat stress. It is important that everyone is aware of the symptoms of heat stress and are able to get help.

**Heat Stress Awareness Chart.** See below.

References

* Kelly Web Canada > Health & Safety > Policies & Procedures > Heat Stress Program

Communication

Heat Stress information will be communicated via regular Kelly communication methods, via employee orientation (Full time/Temporary) and with further information being communicated when needed through regular email and updated KellyWeb Canada content.

Communication for all full-time employees, in-house temporary employees or outsourced solutions employees will be delivered during the Hiring process.

Communication for all temporary employees will be delivered during the Registration process via the Talent Handbook.

Training

A Heat Stress training presentation is available on KellyWeb Canada, for full-time employees.

All training for temporary employees, in-house temporary employees and outsourced solutions employees will take place during their orientation. Training may be completed by the Customer or Kelly depending on who supervises the day-to-day work, methods and processes.

Roles & Responsibilities

The Safety Department is the designated owner of this Task Instruction and is responsible for content as well as ensuring the document is updated as required and maintained in a current status.

The Safety Department is responsible for approving this document for publication.

All employees are responsible for reviewing the available documentation, participating in the available training and implementing this program in their work location to help reduce injuries.

Evaluation & Acknowledging Success

The Safety Department will evaluate this program annually.

Branch safety compliance will be audited during our annual safety audits.

Reason for Issue

Kelly Occupational Health & Safety Compliance.

Contact

Direct any questions about these procedures to your immediate supervisor or:

* Holly Hardison, Safety, Health & Environmental Manager, +1 226 759 5839
* Cheri Duggan, Global Senior Safety, Health & Environmental Manager, +1 661 204 2959

## HEAT STRESS CHART ILLNESSES

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| --- | --- | --- | --- | --- |
| **Illness** | **Cause** | **Symptoms** | **Treatment** | **Prevention** |
| Heat rash | Hot humid environment; plugged sweat glands. | Red bumpy rash with severe itching. | Change to dry clothes and avoid hot environments. | Rinse skin with cool water. Wash regularly to keep skin clean and dry. |
| Heat Cramps | Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water. | Painful cramps in arms, legs or stomach which occur suddenly at work or later at home. | Move to cool area. Loosen clothing and drink cool salted water (1tsp. Salt per gallon of water) or a commercial fluid replacement drink. If cramps continue, seek medical attention. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Watch co-workers for symptoms. |
| Fainting | Fluid loss and inadequate water intake. | Sudden fainting after at least two hours of work; cool moist skin; weak pulse. | Get Medical Attention. Assess need for CPR. Move to cool location, loosen clothing, make person lie down. Offer cool sips of water. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Watch co-workers for symptoms. |
| Heat Exhaustion | Fluid loss and inadequate salt and water intake cause a person's cooling system to start breaking down. | Heavy sweating, cool moist skin. Body temperature over 38 C weak pulse, normal or low blood pressure. Person is tired and weak and has nausea and vomiting, is very thirsty, or is panting or breathing rapidly. Vision may be blurred. | Get Medical Attention. This condition may lead to heatstroke, which can kill. Move the person to a cool shaded area; loosen or remove clothing; provide cool water to drink; fan and spray with cool water. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Watch co-workers for symptoms. |
| Heatstroke | If a person's body has used up all its water and salt reserves, it will stop sweating. This can cause body temperature to rise. Heatstroke may develop suddenly or may follow from heat exhaustion. | High body temperature (over 40C) and any of the following; the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; headache or dizziness. In later stages a person may pass out and have convulsions. | Call an Ambulance. This condition can kill a person quickly. Remove excess clothing; fan and spray with cool water. Offer sips of cool water. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Watch co-workers for symptoms. |