

# Heat Stress Training Manual for Presentations



This manual is for managing a Heat Stress Training.

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## CORE CURRICULUM

Here's a summary of what our trainings should include:

Component	Materials	Time
Introduction	Pre Test	10 minutes
General health and safety review on heat stress and illness	Power Point Handouts	15 minutes
Legal information on rights and responsibilities	Power Point Handout	15 minutes
Applied Learning	Role Plays Video Problem Solving	20 minutes
Closure	Post Test	15 minutes

Each training will vary, of course, depending on a number of factors. However, we expect, on average, that training sessions should last about 75 minutes and include the above components.

In some cases, you will do shorter presentations on heat stress, or distribute the Heat Stress Can Kill flyer at an outreach event. Training suggestions:

- **Includes a pre-test and a post-test assessment using the evaluation forms**
- **Covers a general health and safety review of heat stress and heat**
  - we are not medical experts, and do not provide medical advice; however, you need to provide attendees with some basic knowledge about the dangers of heat stress; how to avoid heat stress; how to recognize the symptoms; and what to do in a heat illness emergency
- **Includes legal information on rights and responsibilities**
  - the training should include an overview of regulations on heat illness, and information on how to report violations, including “whistleblower” protections against retaliation
- **Includes some form of applied learning**
  - the training must be interactive, and give participants an opportunity to show they “know what they know.” Examples of applied learning include:
    - participants engage in role play
    - participants ask questions which demonstrate command of the material
    - participants discuss scenarios involving heat stress

## PRE- AND POST- TEST EVALUATION FORMS

We have a standard Pre- and Post-test evaluation form. A copy is attached toward the end of the Manual.

These evaluations help you as a trainer to see what parts of the trainings are working, and which parts may need some attention; and they help us all to improve the training events.

## SIGN IN SHEET AND ANONYMITY; LOW LITERACY

Although we ask attendees to sign in on the attendance sheet, no one is required to sign the attendance sheet. Training participants may want to remain anonymous for fear of retaliation or other concerns, and we acknowledge and respect these concerns.

How do we document training participants who don't sign the attendance sheet? You provide the total number who did sign in, the total number who chose not to sign in, add them together to provide the total number of attendees and verify that information by writing and signing the sign in sheet (in addition to providing the total length of the training session in minutes). Please see sample below:

Number of participants signing in: 11

Number of participants choosing **NOT** to sign in : 8

**Total Number of Participants in Attendance as Verified by CRLA Trainer:** 19

**CRLA Trainer Name:** Jose Padilla

**CRLA Training Signature:** Jose Padilla

**Length of Training:** 80 in minutes

Also, note that participants can complete the pre- and post-test/evaluation form anonymously. There's no place on the form for participants to write their name.

Participants with low literacy levels may not be able to complete pre- and post-test/evaluation forms. In general, all attendees should be given the opportunity to complete these forms, but again, we should be sensitive and respectful of the participants, and it's okay if a participant doesn't complete the written forms. You can invite attendees, instead of completing the forms, to come talk to you after the training if they prefer to give feedback verbally.

Participant feedback gathered verbally should be noted by the trainer on the sign in sheet. Please see **sample** below:

<i>Training Session Reaction Information:</i>	
<i>Useful materials?</i>	<i>Trainees really liked the video, thought it could be longer though</i>
<i>Good information?</i>	<i>Wanted more in depth info on emergency response procedures</i>
<i>Workshop style?</i>	<i>Thought 75 mins was long but liked the roleplaying and interaction</i>