

## **101 DAYS OF SUMMER SAFETY**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

**INTRODUCTION:** A brief description of the program and the subject that it addresses.

**PROGRAM OUTLINE:** Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

**PREPARING FOR AND CONDUCTING THE PRESENTATION:** These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

**REVIEW QUESTIONS AND ANSWERS:** Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

### **INTRODUCTION**

From the Memorial Day weekend through the Labor Day holiday, we enjoy all types of warm-weather events, but summer is also a critical time for injuries. In fact, more mishaps occur during these 101 days than they do the rest of the entire year. The key to preventing summertime injuries is to utilize the same safe work practices and attitude we use on the job and apply them to our off-job activities. This video provides a variety of safety tips that will help protect employees from common hazards of the season.

Topics include summer driving safety, preventing sunburn and other heat-related illnesses, summertime sports, swimming safety, boating safety and personal watercraft operation and unique hazards of unfamiliar areas in the summer.

### ***PROGRAM OUTLINE***

#### **PREPARING YOUR VEHICLE FOR SUMMER/VACATION**

- Before going on vacation or when the summer temperatures really start to heat up, it's a good idea to have your vehicle checked out by an automotive service professional.
- If you know how, you can inspect many items yourself by doing a pre-trip inspection.
- Check hoses, belts, radiator fluid and the oil. Also check wiper blades, air pressure in the tires, tire tread wear, brake lights and turn signals.
- Finally, make sure you know where the jack and spare tire are located and know how to use them in case you find yourself with a flat tire.

#### **BUCKLING UP FOR SAFETY**

- Now that your vehicle is inspected, you're almost ready to go, but not before everyone is buckled up. Make sure everyone is buckled up before leaving the parking lot or driveway.
- Remember that young children must be properly secured in a child seat. Buckling up is the only way to give everyone a chance to survive in the event of a collision.

#### **SUMMERTIME DRIVING TIPS**

- Plan the route from your home to your vacation destination carefully before you leave. This will help avoid confusion out on the road.

- Keep in mind that warm weather tends to shorten attention spans and tolerance of other drivers. Maintain your composure and keep in mind that getting angry at another driver only makes it harder to think clearly and to drive safely.
- During summer travel, you will be driving in heavy traffic. Expect sudden stops, abrupt lane changes and distracted drivers.
- You will need to use all of your defensive driving skills to stay safe; do not allow yourself to be distracted by items in your car or by a cell phone.
- Always maintain a safe following distance and drive at a speed safe for the conditions and traffic level.
- Be cautious at all intersections; don't run through yellow lights and be sure all traffic is actually going to stop before pulling out on a green light.
- Finally, remember that you must never drive while being under the influence of drugs or alcohol. While many summertime activities often involve drinking socially, driving definitely isn't one of them.

### **PREVENTING SUNBURN**

- There are a variety of heat-related illnesses that may be experienced during the summer months, with the most common being sunburn.
- Overexposure to the sun's ultraviolet radiation causes sunburn. The longer the exposure, the worse the burn.
- Various types of sunscreens are available to protect our skin from the sun's harmful effects. In addition to helping prevent sunburn, wearing sunscreen is important for our skin's long term health and may help prevent skin cancer.
- The average person requires sunscreen with a rating of 30 SPF, but people with fairer skin should use a product with a higher rating. Reapply often, especially after swimming or sweating.
- Also, be vigilant keeping sunscreen on children. Children just don't understand the danger until it's too late. Nothing can ruin a vacation faster than a room full of sunburned children.
- If you will be spending a lot of time in the sun, loose-fitting, light-colored clothing that covers the skin can provide even more protection. A wide brim hat also helps protect those frequently burned areas at the top of our head, ears, nose, and forehead.
- The sun's ultraviolet radiation can also be harmful to our eyes. Protecting them by wearing sunglasses which filter out UV rays can reduce eye strain and make our time in the sun more enjoyable.

### **OTHER HEAT-RELATED ILLNESSES**

- Of course, there are some heat-related illnesses more serious than sunburn. Heat stress and heat stroke can cause severe illness or death. It's important to know how to treat and prevent these heat-related ailments.
- In order to keep cool in the heat, your body has to sweat. By sweating you can lose up to a quart of water per hour. For your body to be able to keep cooling properly you should drink as much fluid as you lose, whether you're thirsty or not.
- Proper hydration can prevent the onset of serious heat-related illnesses such as heat exhaustion and heat stroke.
- Sweating is part of the body's cooling process. If your body becomes dehydrated its cooling system cannot keep up with the heat, leading to heat exhaustion.

- Symptoms of heat exhaustion include profuse sweating, rapid breathing and blurred vision. People may also become agitated and make poor decisions; such as refusing assistance.
- Heat stroke, a very serious condition, occurs when the body's cooling system completely shuts down. This causes the body's core temperature to increase rapidly.
- Symptoms of heat stroke include hot, dry skin. The skin is dry because the victim has lost the ability to sweat. They may also be delirious or go into convulsions. If left untreated, brain damage and death will occur as the body temperature continues to rise.
- If this occurs, call for immediate medical help. Quickly move the victim to a cooler location and douse with a steady flow of cool water until help arrives. If they are conscious encourage drinking small amounts of cool water.

### **PARTICIPATING IN SUMMERTIME SPORTS**

- Many of us will participate in sports during the summer and this requires extra caution.
- First, it's important to warm up and stretch your muscles before participating in any type of sport. Proper warm up and stretching can prevent injury.
- Perhaps most importantly, stay within your limits. Many summer outings include pick-up games such as volleyball, kickball, soccer or softball. Many of us do not play these sports regularly and our bodies may not be conditioned for the running, diving or sliding that may occur.
- Many people, who would never think of taking a foolish chance at work, seem to have no problem laying it all on the line for a meaningless pick-up game.
- Many injuries occur when we "over do it" in this manner. Just remember that you don't make a living playing softball or kickball and trying to beat the throw to the plate is not worth suffering an injury and missing work.
- Just as there are several types of personal protective equipment that protect us at work, many summertime activities also require protective equipment. Make sure you understand what protective gear is required for any activity you participate in and wear it.

### **SAFE BARBEQUING**

- Another outdoor activity that requires some precautionary measures is barbequing or "grilling out". Barbecue and grill mishaps result in more than 4,500 fires and 500 injuries each year; don't let a fun activity like outdoor cooking be spoiled by a needless injury.
- Before using a gas grill for the first time this summer, make sure the cylinder hose and fittings don't have any leaks. Turn the gas on slowly and then apply a soapy water solution to the hose and connections. Bubbles will appear if there is a leak.
- If you do discover a leak, turn the gas off and have the grill repaired. Do not use a grill that has a gas leak!
- Gas and charcoal grills must only be used outdoors. If used indoors or inside a tent, they pose both a fire hazard and the risk of exposing people to toxic gases.
- Place the grill in an open area and out of pedestrian traffic. Establish a three-foot safe zone around the grill and make sure any children understand they are not to enter this zone.
- Also, never leave a lit grill unattended. Have someone else bring you supplies if you are the designated cook or chef.

- Never add lighter fluid to a charcoal fire once the coals have already been ignited and never use any other type of fluid to ignite the fire other than lighter fluid approved for grilling.
- If a gas grill doesn't light right away, turn off the gas and allow the gas to dissipate before relighting.

### **WORKING SAFELY AROUND THE HOME IN THE SUMMER**

- Of course, summer is not one continuous vacation and cookout. For many of us summer means cutting grass, weeding, starting outdoor projects and home repair; not surprisingly these activities are also a source of summer time injuries.
- First, make sure to dress appropriately for the job. You should wear sturdy shoes or boots.
- Long sleeve shirts and long pants offer protection from thorns, poisonous plants, debris thrown from lawn mowers or power tools; even insect stings.
- Be familiar with the operator's manual before using any electric or gas-powered lawn equipment. Always wear any PPE recommended by the equipment manufacturer such as safety glasses and ear plugs.
- Before using a lawn mower, remove sticks, stones and other debris from your lawn that could be thrown from the mower and injure you or anyone else in the area.
- Young children should never be in the yard while you are mowing and they should never be a passenger on a riding mower. More than 1,000 children are run over or backed over by lawn mowers each year.
- Before refueling gasoline-powered tools, allow the engine to cool down before fueling. Never try to fill the tank while equipment is running.
- Also, be sure to refuel machinery outdoors in an area with good ventilation and only store gas in an approved storage container.
- Of course, many tools are powered by electricity. Never use electric-powered tools in wet or damp conditions and always inspect extension cords for damage before use. Never use cords with exposed wires, cuts or nicks in the insulation or those with the ground pin missing.

### **SWIMMING SAFETY**

- Many of us flock to pools, rivers lakes and beaches to cool off. Of course, these areas have their own hazards we must be aware of to avoid injury.
- When going to the pool, lake or beach to swim, don't go it alone. Take a buddy or make sure other people are present.
- Don't swim out beyond your ability to safely swim back and be sure to alert yourself to local conditions such as drop-offs, currents or wildlife that may make swimming unsafe.
- Small children and non-swimmers should not be allowed to go around the water without supervision.
- Never dive into any water unless you are confident it is deep enough and free of obstructions. Many serious neck and spinal cord injuries occur from diving into shallow water.

### **SAFE BOAT OPERATION**

- Many people have the opportunity to operate various types of watercraft during the summer months. Be aware that watercraft has unique operating and handling characteristics. Also there are very specific "rules of the road" governing their operation.

- It's a good idea to take a boating safety course before operating any watercraft. In fact, many areas now require it.
- Before leaving the dock, everyone in the boat should be fitted with a life jacket.
- Don't overload your boat. Boats are only safe and stable when their capacity is not exceeded. Boats have a capacity plate mounted in plain view; take the time to check this information and do not exceed it.
- When going boating, let someone on land know where you plan to go and when you plan to return. This is valuable information if you do not return on time.
- Do not allow passengers to ride while sitting on the bow or gunwales. This is not only dangerous, but also illegal in most areas.
- Always stay focused when driving the boat. Be on the lookout for other boats, swimmers and obstacles; maintain a safe speed for the conditions present.
- Never drink alcohol while operating any type of watercraft. Just like driving a car, alcohol impedes your abilities and places everyone around you in danger.
- Remember a boat has no brakes. Slow careful operation is the key to safe maneuvering around docks and other boats.
- All boat operators should take a boating safety course to learn the rules of safe watercraft operation.
- At a minimum, you should understand that when meeting another boat head-on, it should be passed on your left or "port" side.
- When meeting another boat at an angle, the boat on the right or "starboard" side has the right of way. Remember the saying "right is right".
- When overtaking another watercraft, the boat being passed has the right of way.
- In normal circumstances, the boat with the right of way should maintain its course and speed; it's up to the other vessel to adjust course and speed to avoid a collision and maintain a safe operating distance.
- Of course, all boat operators have a duty to avoid collisions, even if you think you have the right of way. Never force the issue. If it becomes apparent that the other boat is not yielding, take steps to avoid a collision.

### **SAFE OPERATION OF PERSONAL WATERCRAFT**

- Many people have the opportunity to operate personal watercraft during the summer. These are popular rental items at many beaches and lakes.
- These types of water vehicles are fast, fun and dangerous. They look simple to operate but can quickly lead a novice driver into dangerous situations.
- Have a skilled person instruct you in operation of the vehicle and read the operator's manual before heading out on the water.
- These vehicles are propelled by the thrust created by a stream of water being pumped by the engine. The vehicle steers by directing this stream of water right or left when the steering wheel is turned.

- Many novice drivers get into trouble when they find themselves heading straight for a hazard and instinctively let go of the throttle to reduce speed. Unfortunately, when the throttle is off, the stream of water is stopped and the vessel cannot steer, often leading to a collision.
- To prevent this, operate personal water craft in open water, well clear of shore, docks, and other vessels.
- Always ride in control and in a predictable manner. Riding in a weaving, circular, and random pattern; especially in crowded waterways, makes it impossible for other boaters to predict which way you may go.
- Also, zipping back and forth to jump the wake of another boat, which is illegal in many areas, places you in a blind spot to other boaters who may not be expecting you to suddenly appear in front of them.
- On the water, collisions and fatalities involving personal watercraft are all too common during the 101 days of summer. Please operate these vehicles responsibly at all times.

### **UNIQUE & UNEXPECTED HAZARDS OF UNFAMILIAR AREAS**

- One danger of summer that is often overlooked is how often we find ourselves out of our normal environment. When traveling or visiting new and different areas, we are often not familiar with the unique hazards and safety rules that apply.
- For example, on a nice looking stretch of beach, a visitor might choose to take a quick swim; however, he or she could easily become the next victim of its dangerous currents and under tow.
- Many people play golf while traveling, and wouldn't think twice about retrieving a ball from the edge of this water, but the locals know better and gladly let the resident alligators keep any wayward balls.
- A quick hike before sunset can be the end of a perfect day camping. Just be sure you take the one-mile trail that loops back to camp rather than the 10-mile expert trail that leads over the mountain and has no water along the way.
- These are just three examples; there are countless more. Without local knowledge, a visitor can easily place himself at risk.
- Similar to a job hazard analysis at work, before traveling it's a good idea to do a little research, ask some questions and read and obey any warning signs you encounter.

## **PREPARE FOR THE SAFETY MEETING**

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Copy the attendance record as needed and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

### **Here are some suggestions for preparing your Videotape equipment and the room or area you use:**

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

## **CONDUCTING THE PRESENTATION**

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to show viewers various safety tips that will help protect them from summertime hazards.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about various summertime hazards found in your facility's geographical area and how employees can protect themselves. Use the review questions to check how well the program participants understood the information.

After watching the videotape program, the viewer will be able to identify the following:

- Why vehicle preparation and driving safety are so important during the summer;
- How to prevent sunburn and other heat-related illnesses;
- How to prevent injuries when participating in summertime sports;
- How to safely undertake barbecuing, yard work and other summertime events around the home;
- What precautions to take when swimming, boating and operating personal watercraft;
- Why you should familiarize yourself with areas outside your normal environment in the summer.

**101 DAYS OF SUMMER SAFETY  
REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to check how well you understand the information presented during this program.*

1. Warm weather tends to \_\_\_\_\_ the attention span and tolerance of drivers.
  - a. lengthen
  - b. shorten
  - c. have no effect on
  
2. What is the most common heat-related illness?
  - a. heat exhaustion
  - b. heat stroke
  - c. sunburn
  
3. A heat stroke victim will have hot, dry skin.
  - a. true
  - b. false
  
4. Gas and charcoal grills should only be used indoors during inclement weather such as rain or heavy winds.
  - a. true
  - b. false
  
5. You should never refuel a lawnmower or other gasoline-powered tool while the engine is running.
  - a. true
  - b. false
  
6. What should you do if you are operating a boat and are about to be passed by another watercraft?
  - a. slow down and move to the right
  - b. slow down and move to the left
  - c. maintain your current course and speed
  
7. When the throttle is let off on a personal watercraft, the vehicle can be steered safely to avoid a hazard.
  - a. true
  - b. false
  
8. More injuries occur during the 101 days of summer than they do the rest of the entire year.
  - a. true
  - b. false



*ANSWERS TO THE REVIEW QUESTIONS*

1. b

2. c

3. a

4. b

5. a

6. c

7. b

8. a