CULTUS LAKE COMMUNITY SCHOOL

PARENT ADVISORY COUNCIL (PAC) AGENDA

22 June 2023 / 6:00 PM / CULTUS LAKE COMMUNITY SCHOOL LIBRARY

Attendance: Ryan L, Leslie S, Marisa T, Jen H, Sher G, Chrysta H, Jules H, Kate F, Lisa W

Absent: Christy O

1. WELCOME - CALL TO ORDER

Motion Ryan, Second Jen 6:04

2. HOUSE KEEPING/INTRODUCTIONS
3. APPROVAL OF AGENDA

Motion: Jules Second: Marisa

4. APPROVAL OF PREVIOUS MINUTES (May 24, 2023) & ALL MEETING ATTACHED REPORTS

Motion: Ryan Second: Jules

5. OLD BUSINESS

None

6. NEW BUSINESS
    a. PRINCIPALS MESSAGE
    b. TREASURER'S MONTHLY REPORTS (BANK BALANCE/BUDGET)
    c. TREASURER'S AGM REPORT
    d. PRESIDENT'S AGM REPORT
    e. CLCSA REPORT
    f. DPAC REPORT
    g. YEARBOOK UPDATE
    h. NOMINATIONS FOR EXECUTIVE (Committee v Executive)

    PRESIDENT: KATE F Y: 9
    VP: RYAN L Y: 9
    SECRETARY: MARISA T Y:9
    TREASURER: JEN H Y: 9
    DPAC : SHER G Y: 9
    CLCSA : VACANT
    MEMBER AT LARGE 1: CHRYSTA H Y:9

MEMBER AT LARGE 1: LESLIE W Y:9
MEMBER AT LARGE 1: CARRIE L Y:9

COMMITTEE FUNDRAISING
LEAD: CHRISTY OVENS
SUPPORTER:

HOT LUNCH COMMITTEE
LEAD: KATE FITZNER
SUPPORT:TIA GRAMULIA
SUPPORT: NATASHA MALHOLME
SUPPORT: SHER GRATER
SUPPORT: MARISA TOPP

Conversation **FOOD SAFE** covered for 2 volunteers

YEARBOOK
LEAD: CHYSTA H
SUPPORT: JEN H
SUPPORT: MARISA T
STAFF:

EVENTS
LEAD: JEN H
SUPPORT: TERRY LYN D
SUPPORT: MARISA T
SUPPORT: CHRYSTA H

ENRICHEMENT COMMITTEE LEAD: SHEENA M
SUPPORT: RYAN L

7. NEXT MEETING IS:
   AUGUST 31 EXECUTIVE
   SEPTEMBER 26 GENERAL PAC

8.OPEN DISCUSSION

YEARBOOK: FINISHED AND GOING OUT
BIG THANK YOU TO JULES (AND TOM) IT'S HER LAST YEAR AND SHE HAD BEEN SUCH A HUGE IMPACT ON WHAT HAS BEEN PROVIDED TO ALL THE STAFF AND STUDENTS IN THE PAST YEARS. SHE HAS WORKED SO HARD AND A LOT OF GRATITUDE GOES HER WAY!

9. ADJOURNMENT

MOTION: JULES H SECONDED: MARISA T 6:12PM

Attached

- Principals Report
- Treasurer's Report
- DPAC Report
- Draft Budget 2023/24 Year
- DPAC A/C Advocacy Attachment
- DPAC Heat Stress Prevention Attachment

PAC Principal's Report
June 2023

Thank you!
Our staff would like to extend a HUGE thank you to all of the PAC for everything they do for our school. It was an amazing year and we couldn't have done it without your help!

School Sports
District Track and Field meet is today.

Staffing Update
Ms. Williams is retiring. The posting for her position closed Tuesday. Hiring will happen in the next two weeks.

CLCSA
New coordinator being hired this week

Indigenous Education
Indigenous Peoples' Day was yesterday.
Although we embed First Peoples Principles of Learning in all that we do each day, we are offering some unique learning opportunities this week

School Wide Activities
-SD 33 District Track Meet – June 22
-Beach Day – June 27 (9:30 to 1:30)
-Grade 5 Celebration – June 28 (12:00 – 2:00)
-Grade 5 Assembly – June 29 (8:30)
-Early Dismissal – 10:59 – Last Day of School – June 29

Cultus Lake Community School Parent Advisory Council Treasurer's Report July 1, 2022 - June 30, 2023			
	General	**Gaming**	**Breakfast**
Bank Balance - July 1, 2022	**$8,740.49**	**$84.93**	**$217.21**
Revenue			
Coupon Book	$435.60		
Colibri	$211.54		
Treat Days	$1,708.82		
Halloween Event	-$318.64	$141.50	
Natasha's Pies	$347.50		
Neufeld Farms	$429.00		
Pointsettas	$504.45		
Spirit Wear T-Shirts	$30.23		
Windward Lavendar	$36.55		
Christmas Concert Raffle	-$10.00	$629.21	
Veggie Box	$262.00		
Government Grant	$100.00	$3,680.00	
Silent Auction and Dinner with 50/50	$2,140.21	$267.50	
Spring Fling w/ Raffle Draw	$1,440.40	$1,036.00	
Spring Plant Sale	$343.51		
Donations	$420.81		
Yearbook	$1,626.29		
Interest Income			$2.03
Coffee Fundraiser (Nezza)	$32.82		
Hot Lunch	$9,666.44		
Purdy's Chocolates	$835.94		
Expenses			
Kinderfair Food			
Welcome Events (Kindergarten and BBQ)	$152.88		
Terry Fox Run			
Readathon	$69.21		
Teacher/Admin/PAC Gifts	$113.87		
Munch A Lunch			
Emergency Supplies - Water	$28.47		
Classroom Supplies (Teacher Fund)	$863.45		
Outdoor Supplies			
Office Supplies (Cheque Order)	$269.64		
Christmas Concert	$382.98		
Trophies/Medals			
Beach Day			
School Hikes			
CSOPA Production			
Field Trips		$2,475.00	
Breakfast Program	$17.60		
Grade 5 Lunch			
PAC Kitchen	$131.03		
Meeting Childcare	$45.00		
Pancake Breakfast	$112.15		
Cross Country/Sports Day	$94.32		
Flip Give Balance - $188.16			
Net Increase/(Decrease) in Funds	**$17,962.87**	**$3,279.21**	**$2.03**
Bank Balance - May 23, 2023	**$26,703.36**	**$3,364.14**	**$219.24**

DRAFT Budget 2023/24

INCOME	Budgeted	Actual	Variance	Comments
Gaming Grant	$ 3,700.00		($3,700.00)	
Donations	$ 500.00		($500.00)	
Hot Lunch/Concession	$ 7,500.00		($7,500.00)	
Treat Days	$ 1,200.00		($1,200.00)	
Halloween Concession and 50/50 Draw	$ 300.00		($300.00)	
Coffee Sample and Sell Event	$ 200.00		($200.00)	
Neufelds	$ 400.00		($400.00)	
Holiday Plant Sale	$ 500.00		($500.00)	
Purdy's Holiday	$ 650.00		($650.00)	
Windward Lavender	$ 100.00		($100.00)	
Christmas Raffle	$ 600.00		($600.00)	
Pub Night	$ 2,500.00		($2,500.00)	
Sinamon Bun Fundraiser	$ 300.00		($300.00)	
Westcoast Seeds	$ 400.00		($400.00)	
Spring Book Fair	$ 300.00		($300.00)	
Spring Fair	$ 1,000.00		($1,000.00)	Move to a Weekend
Mabel's Labels	$ 200.00		($200.00)	Run in May for June delivery
Flip Give	$ 200.00		($200.00)	Advertise More
	$ 20,550.00	**$0.00**	($20,550.00)	

EXPENSE	Budgeted	Actual	Variance	Comments
Welcome BBQ	$ 600.00		$ 600.00	Refreshments & supplies
Kitchen/Hot Lunch	$ 300.00		$ 300.00	Kitchen utensils, toaster, munch a lunch fees
Operating Costs	$ 300.00		$ 300.00	Supplies, Cheques, Small Purchases, Square Reader
Pancake Breakfast	$ 400.00		$ 400.00	Pancakes, Sausages, Juice, Serving Ware - CLSA donated
Classroom Enhancement Fund	$ 3,250.00		$ 3,250.00	$250 per division, gym, resource
Ice Skating	$ 2,000.00		$ 2,000.00	
Arts- Local Play	$ 2,500.00		$ 2,500.00	School wide
Field Trips (School-wide)	$ 3,500.00		$ 3,500.00	Buses/Attendance Costs (2 trips)
Sports Day	$ 300.00		$ 300.00	supplies, juice, fruit
Transition Fund	$ 400.00		$400.00	
Beach Day	$ 400.00		$ 400.00	Lifeguards - Move food to hot lunch
Cultus Spirit Wear	$		$	No income from sales
Yearbook	$ -		$ -	Prepayment from now on
Literacy Supports	$ 800.00		$ 800.00	School wide book purchase
Concert Costumes/Headsets	$ 300.00		$ 300.00	
Halloween Event	$ 200.00		$ 200.00	Pumpkins and supplies
Staff Appreciation	$ 300.00		$ 300.00	Lunch/Coffee/Treats in breakroom 3 times per year
Childcare for Meetings	$ 250.00		$ 250.00	Childcare for PAC meetings
Total Expenses	**$ 15,800.00**	**$0.00**	**$15,800.00**	

2023/24 Summary	
Opening Bank Balance	
Income	$ 20,550.00
Expense	$ 15,800.00
Carry Forward	$ 4,750.00

$6,000.00 Constitutional Value Set as Hold Over

https://cultuslake.sd33.bc.ca/pac-information

To whom it may concern,

As representatives of the parents, guardians and caregivers of the Chilliwack School District, the Chilliwack District Parent Advisory Council is greatly concerned about the learning conditions that are being experienced by many of our students during the high temperature months. Temperatures are increasing earlier and to more extreme degrees, yet our buildings and portables have not all been updated to keep our students and staff comfortable. Our policies are insufficient, and our district practices are not adequate to keep students and staff safe.

We are asking that the Chilliwack School District take immediate action to ensure there is working air conditioning in all portables/learning studios across the district. We would also like to see the District establish a communication plan to inform parents of the learning interruptions that happen due to extreme weather conditions.

We are also asking that the Chilliwack School Board take immediate action in directing the district to address this urgent weather issue. We would also like the Board to advocate to the Ministry of Education and Childcare to address the funding needed in our region to ensure our school buildings are safe during heat waves.

With the climate crisis that we are in these extreme weather issues are only expected to progress in severity and need to be addressed swiftly and proactively. We look forward to hearing about the work that will be done to address our concerns.

Sincerely,

Katie Bartel
DPAC Chair

CHILLIWACK DISTRICT PARENT ADVISORY COUNCIL
dpac@sd33.bc.ca

Chilliwack School District

Heat Stress Prevention Program and Exposure Control Plan

Purpose and Responsibilities

This program and exposure control plan were developed to reduce the risk to employees, students, volunteers and contractors from hazards posed by exposure to hot temperatures. The Chilliwack School District is committed to preventing heat related disorders that can occur by:

- Identifying, evaluating and controlling potential exposure to extreme temperature, humidity, and other environmental factors.
- Providing drinking water
- Providing supervisor and employee training
- Establishing heat-related emergency procedures

Administrators, Managers and Supervisor Responsibilities

Supervisors have the primary responsibility for the implementation and communication of the Heat Stress Prevention Program and Exposure Control Plan in their work area. The supervisor has ultimate responsibility for the safety of their employees. This includes:

- Evaluating the work to be performed
- Providing ready access to drinking water
- Ensuring workers are familiar with the signs and symptoms of heat related illnesses
- Allowing for acclimatization of workers in hot environments
- Implementing control measures to reduce the risk of thermal exposure
- Monitoring temperature and humidity throughout the building when outdoor temperatures are 30°C or above
- Adopting work rest regimes and scheduling work to reduce heat stresses as appropriate, and
- Providing training for employees on the reporting procedures and emergency response plans for heat related disorders

Employee Responsibilities

Employees have the primary responsibility for:

- Working in accordance with the provisions of this program.
- Attending any offered training and following the instructions given
- Monitoring themselves for signs and symptoms of heat stress
- Reporting immediately to the First Aid Attendant on duty if they, or another worker, show signs or symptoms of a heat related disorder
- Notifying their Administrator and Manager of any heat related disorder incident
- Monitor classroom temperatures and report to administrator/manager if workspace (teaching space or office) reaches 29°C or higher.
- Fill out an Indoor Air Quality Concern Form

Chilliwack School District

Heat Stress Prevention Program

Many workers at the School District work in hot environments, especially workers at Facilities in Trades, Grounds, Maintenance and Transportation. During the summer months, the schools and other District buildings may reach indoor temperatures above 27°C, especially during extreme heat waves. Working in hot conditions can pose safety and health hazards to the workers. This program addresses ways to minimize and control these hazards.

Four environmental factors affect the amount of stress a worker experiences in a hot environment: temperature, humidity, air velocity and radiant heat. Examples of radiant heat include direct heat from the sun or a furnace. Job-related factors that affect heat stress include work rate and physical effort required, type of clothing and protective equipment used, and duration of activity. All of these factors need to be evaluated in order to minimize their impact on the worker. Personal characteristics such as age, weight, physical fitness, and acclimatization to the heat also need to be factored in to determine those people and areas at high risk.

Thermal Exposure Limits

Occupational exposure limits are to protect industrial workers from heat-related illness. For non-office workplace situations, occupational health and safety jurisdictions generally use the TLVs® for Heat Stress as published by the ACGIH. These limits are given in units of WBGT (wet bulb globe temperature) degrees Celsius (°C). The WBGT unit takes into account environmental factors namely, air temperature, humidity and air movement, which contribute to perception of hotness by people. In some workplace situations, solar load (heat from radiant sources) is also considered in determining the WBGT.

Table 1
ACGIH Screening Criteria for Heat Stress Exposure (WBGT values in °C)
for 8 hour work day five days per week with conventional breaks

Allocation of Work in a Work/Rest Cycle	TLV®				Action Limit			
	Light	Moderate	Heavy	Very Heavy	Light	Moderate	Heavy	Very Heavy
75-100%	31.0	28.0	--	--	28.0	25.0	--	--
50-75%	31.0	29.0	27.5	--	28.5	26.0	24.0	--
25-50%	32.0	30.0	29.0	28.0	29.5	27.0	25.5	24.5
0-25%	32.5	31.5	30.5	30.0	30.0	29.0	28.0	27.0

Notes:

Table is intended as a screening tool to evaluate if a heat stress situation may exist. ACGIH states that this table is more protective than the TLV® or Action Limit. Because the values are more protective, they are not intended to prescribe work and recovery periods.

Assumes 8-hour workdays in a 5-day workweek with conventional breaks.

TLVs assume that workers exposed to these conditions are adequately hydrated, are not taking medication, are wearing lightweight clothing, and are in generally good health.

See the TLV® booklet for more guidance notes and documentation.

Examples of work loads:

Rest - sitting

Light work - sitting or standing to control machines; performing light hand or arm work (e.g., using a table saw); occasional walking; driving

Moderate work - sustained moderate hand and arm work; light pushing or pulling; walking at a moderate pace; or moderate arm, leg, and trunk work.

Heavy work – intense arm and trunk work; pick and shovel work, digging, carrying, pushing/pulling heavy loads; walking at fast pace

Very Heavy - very intense activity at fast to maximum pace

Adapted from: 2017 TLVs® and BEIs® - Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices. Cincinnati: American Conference of Governmental Industrial Hygienists (ACGIH), 2017, p.238.

Standard for Thermal Comfort

ASHRAE Standard 55-1992, Thermal Conditions for Human Occupancy specifies conditions or comfort zones in which 80% of sedentary or slightly active persons find the environment thermally comfortable. This standard takes into account the effect of seasonal factors such as temperature, relative humidity and the type of clothing worn by workers. The table below show the approximate ranges of temperature and relative humidity found in the standard. These thermal comfort limits are for office workers to ensure productivity and quality of work.

Acceptable ranges of temperature and relative humidity for comfort (adapted from *ASHRAE Standard 55-1992*)

Season	Relative Humidity	Temperature
Summer	30%	23°C to 27°C
	50%	23°C to 26°C
	60%	23°C to 26°C
Winter	30%	20°C to 24°C
	50%	20°C to 24°C
	60%	20°C to 23°C

The values apply to people wearing typical summer or winter clothing while doing light, mostly sedentary, work.

Education and Training

Employees should be trained prior to working in a high heat area to be aware of the hazards of working in the heat, how to recognize heat-related illnesses and procedures for first aid and medical attention. They should also be aware of the methods used to avoid heat-related illnesses, including how some things can increase the risk of heat illnesses at work.

Hazards of Working in Hot Environments: Health Disorders

The human body regulates high temperatures by two primary mechanisms; blood flow and sweating. Blood is circulated to the skin, increasing the skin temperature and allowing the body to give off the excess heat through the skin. Sweating occurs when the body senses the heat loss due to increased blood circulation is not enough to cool the body. Evaporation of the sweat cools the skin and eliminates large quantities of heat from the body. If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. If the body continues to store heat, the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink. The next stage is often fainting which would signal a medical emergency.

How Workers are Exposed

There are three main causes of heat stress. They are:

The environment

- Radiant heat from direct or indirect sunlight (reflection from pavement or kilns)
- Air temperature hotter than skin temperature (warms a worker up)
- High humidity (makes it harder for a worker to cool down)

The work

- The more active you are, the more heat you will produce

The worker

- Conditioning (regular work in hot environments makes workers less prone to heat stress)
- Poor health, including obesity, advanced age, and medical conditions (the body responds poorly to overheating)
- Not staying hydrated
- Excess clothing or inappropriate personal protective equipment (they trap heat and prevent cooling)

Condition	Signs and Symptoms	Treatment	Prevention
Heat cramps	• Painful muscle cramps • Can lead to heat exhaustion if left untreated	Move to a cool area; loosen clothing, gently massage and stretch affected muscles and drink cool salted water (1½ to 2½ mL salt in 1 litre of water). If the cramps are severe or don't go away after salt and fluid replacement, seek medical aid. Salt tablets are not recommended	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat exhaustion	• Shallow breathing • Increased heart rate • Weak, rapid pulse • Cool, pale, clammy skin • Sweating • Weakness, fatigue, dizziness • Headache and nausea • Fainting • Muscle cramps • Can lead to heat stroke if left untreated	Move the worker to a cooler environment. If possible, lay the worker down, and remove or loosen tight-fitting clothing. Cool the worker by sponging with cool water and fanning. Take care not to cool the worker too much. If the worker begins to shiver, stop cooling. In most cases, the patient's symptoms will improve dramatically within 30 minutes. These patients should still be transported to medical aid.	Acclimatize your body (gradually expose yourself to heat and work). Drink plenty of water (one glass every 20 minutes). Wear clean, light-coloured, loose-fitting clothing made of breathable fabric. Take rest breaks in a cool or well-ventilated area. Take more breaks during the hottest part of the day or when doing hard physical work. Allow your body to cool down before beginning again.
Heat stroke	• Hot, dry, flushed skin • No longer sweating • Agitation and confusion • Decreased level of consciousness/awareness • Headache • Nausea and vomiting • Seizures • Increase in breathing rate • Irregular pulse • Shock • Cardiac arrest	Move the worker to the coolest place available. Maintain airway, breathing, and circulation as required, and monitor patient until help arrives. Remove all outer clothing, and apply cold water to the worker by either dousing or applying wet, cool sheets. Spraying or sponging the entire body with cold water is also effective. Fanning will also help. Notify the first aid attendant, call 911, and/or arrange for immediate transportation to medical aid. Continue to cool the worker during transport.	Acclimatize your body (gradually expose yourself to heat and work). Drink plenty of water (one glass every 20 minutes). Wear clean, light-coloured, loose-fitting clothing made of breathable fabric. Take rest breaks in a cool or well-ventilated area. Take more breaks during the hottest part of the day or when doing hard physical work. Allow your body to cool down before beginning again. Schedule work to minimize heat exposure. Do the hardest physical work during the coolest part of the day.

The Dangers to Workers

As a worker's body heats up it loses fluids and salt through sweat. As workers dehydrate they are less able to cool themselves down. Workers in a hot environment should be aware of these warning signs of heat stress:

- Excessive sweating
- Dizziness
- Nausea

If heat stress is not recognized and treated early, it can lead to heat disorders, which have serious effects on the body.

Control of Heat Stress

The following guidelines should be followed to prevent heat-related disorders.

- **Engineering Controls:** Heat may be controlled through general ventilation and spot cooling by local exhaust ventilation at the point of high heat production. Shielding may be needed for protection against radiant heat sources. Other control measures include opening windows or using fans to create airflow and providing air-conditioned rest areas. Outdoor work areas need to have a shaded area accessible to the employees. Shaded areas can be created by using tarps or canopies or equipping tractors with canopies or cabs.
- **Acclimatization:** Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more may require a 3-5 day period of acclimatization. This period may begin with 50% of the normal workload the first day and gradually build up to 100% on the last day.
- **Weather Conditions:** Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of the summer months. Heavy work should be scheduled for the cooler hours of the day. Non-essential tasks should be postponed when there is a heat warning issued.
- **Work/Rest Cycles:** Heavy and minimal work activities should be alternated. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat strain and promote recovery. Shade or an air-conditioned break room should be considered.
- **Personal Protective Equipment:** During work in hot environments, workers should use the lightest weight or "breathable" protective garments that give adequate protection. This may include the wearing of shorts if this does not create a hazard for the legs.
- **Fluid Intake:** Fluids, such as water should be conveniently available to workers so they can drink about 8 oz. of liquids every 20 minutes. The ideal temperature for liquids should be 10 – 15° C.

Chilliwack School District

Heat Stress Exposure Control Plan

When the outside temperature reaches 30° C or the humidex reaches 35° C, the Administrator/Manager shall implement this Heat Stress Exposure Control Plan.

Schools, Facilities Building and School Board Office

The Administrator/Manager or a designate from the Joint Occupational Health and Safety Committee (JOHSC) will monitor and record the temperatures supplied to them by staff in occupied classrooms, offices and other areas while the plan is active. These measurements will be taken at the beginning and halfway through the shift.

If a temperature reading of 29° C or higher is recorded in a classroom, office or other work area, the following control measures are to be implemented:

- If the outdoor temperature is higher than the indoor temperature, close all windows and all exit/entrance doors
- Close window shades, blinds and/or outside security shades to minimize radiant heat
- Provide fans to increase air movement not directly blowing at anyone
- Provide cool drinking water, and remind workers to drink a cup every 20 minutes or so
- Remind workers to salt their food (salt level drops in blood due to heavy sweating)
- Encourage workers to wear lightweight, loose summer clothing to allow free air movement
- If the outside temperatures reach 33° C, allow workers to have extra breaks in a cool or air-conditioned area
- Where possible, move class to a cooler area of the school (library, gym, outside in shaded area)
- Ensure workers and supervisors know how to recognize the signs and symptoms of "heat stress"
- Be proactive! If you know the expected outdoor temperatures will be 30°C or higher, communicate the plan to your staff and implement the exposure control plan prior to the expected weather event.

Outdoor Workers

If outdoor temperature is 26° C or higher, the following control measures are to be implemented:

- Provide cool drinking water, and remind workers to drink a cup every 20 minutes or so
- Remind workers to salt their food (salt level drops in blood due to heavy sweating)
- Advise workers to wear light coloured clothing and sunscreen and head/face protection (brimmed hat, neck protection)
- If the outside temperatures reach 29° C, allow workers to have extra breaks in

cool or air-conditioned areas if required

- Schedule the more physical demanding work in the mornings when it is cooler if possible
- Ensure workers and supervisors know how to recognize the signs and symptoms of "heat stress"
- Allow for acclimatization of workers in hot environments
- Be proactive! If you know the expected outdoor temperatures will be 26°C or higher, communicate the plan to your staff and implement the exposure control plan prior to the expected weather event.

Chilliwack School District

Heat Related Disorder Reporting and Response

A worker who experiences signs or symptoms of a heat related disorder, or observes another person experiencing signs and symptoms of a heat related disorder, must immediately report to the First Aid Attendant on Duty; in the absence of a First Aid Attendant, the worker must immediately notify their Administrator, Manager or Supervisor.

Emergency Response

If a worker is experiencing symptoms of "**Heat Cramps**" please follow these important steps:

- Move them to a cool area
- Loosen clothing, gently massage and stretch affected muscles
- Have them drink cool salted water (1½ to 2½ mL salt in 1 litre of water).
- If the cramps are severe or don't go away after salt and fluid replacement, have them seek medical aid. Salt tablets are not recommended

A WORKER WHO IS SUFFERING FROM A HEAT-RELATED ILLNESS MUST NOT BE LEFT ALONE

If a worker is experiencing symptoms of "**Heat Exhaustion**" please follow these important steps:

- Move the worker to a cooler environment. If possible, lay the worker down, and remove or loosen tight-fitting clothing.
- Cool the worker by sponging with cool water and fanning. Take care not to cool the worker too much. If the worker begins to shiver, stop cooling.
- In most cases, the patient's symptoms will improve dramatically within 30 minutes. These patients should still be transported to medical aid.

A WORKER WHO IS SUFFERING FROM A HEAT-RELATED ILLNESS MUST NOT BE LEFT ALONE

If a worker is experiencing symptoms of "**Heat Stroke**" please follow these important steps:

- Move the worker to the coolest place available.
- Maintain airway, breathing, and circulation as required, and monitor patient until help arrives.
- Remove all outer clothing, and apply cold water to the worker by either dousing or applying wet, cool sheets. Spraying or sponging the entire body with cold water is also effective. Fanning will also help.
- Call 911, and/or arrange for immediate transportation to medical aid. Continue to cool the worker during transport.

A WORKER WHO IS SUFFERING FROM A HEAT-RELATED ILLNESS MUST NOT BE LEFT ALONE