

Supervisor's Specialized Safety Training Guide (Heat Stress)

Instructions: This document is an optional tool that guides the supervisor through the additional training and documentation requirements of specialized safety training. After completing the Safety Management (SM) program and awareness training available online and in classroom, the supervisor will document on this form, or similar, the additional training received by the employee, and retain as a record of training.

At a minimum, the supervisor must train on the topics listed below in the left column, to include document review, skill tests, and any other tools deemed necessary by the supervisor or department. Include any notes as needed in the right column. Supervisors may contact their campus safety representative or Safety Management at 207-581-4055 or sem@maine.edu for assistance in completing this form.

Employee Name (print):

Employee (signature):

Supervisor or Designee Name (print):

Supervisor or Designee (signature):

Department:

Date:

#	Training Topics	Supervisor's Notes (if applicable)
1.	<p>Process:</p> <p>Review the steps required to complete Specialized Safety Training for this program/topic.</p> <ol style="list-style-type: none">1) Annual Basic Safety Training (awareness-level)<ol style="list-style-type: none">a. Available on UMS Academy and in classroom2) Heat Stress Training (program/compliance level)<ol style="list-style-type: none">a. Available from UMS Academy and via in-person classroom (contact Safety Management)3) Heat Stress Specialized Safety Training<ol style="list-style-type: none">a. Completed after Steps 1 and 2 aboveb. Available from supervisorc. Review Department Heat Illness Prevention Plan and related procedures	Supervisor's notes

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2.	<p>Documentation and Resources:</p> <p>Review the documentation pertaining to this program found on the Safety Management website. Ensure trainees know where any local copies are stored in the department for reference.</p> <p>Note: Regulatory documents are frequently updated, please check for the latest version.</p> <p>These can be found on SM Documents website (on the MyCampus Portal)</p> <p>1) Additional non-UMS Resources</p> <p>a. NIOSH and OSHA Introduce Improved Heat Safety App for Outdoor Workers.</p>	Supervisor's notes
3.	<p>Department Hazards and Exposure Control:</p> <p>Review the following as they pertain to Department Heat Illness Prevention Plan.</p> <p>1) Who provides plan oversight</p> <p>2) The temperature/humidity combination that puts plan into action</p> <p>3) How heat stress will be measured</p> <p>4) How to ensure temporary workers become acclimated</p> <p>5) How to phase in workers returning from extended leave</p> <p>6) How to ensure first aid is adequate</p> <p>7) What controls/work practices will be used to reduce heat stress</p> <p>8) How employees will be trained</p> <p>9) Review the roles and responsibilities of the on-site, day-to-day supervision:</p> <p>a. Identify and control heat stress hazards</p> <p>b. Recognize symptoms of heat stress</p> <p>c. Administer first aid for heat-related illnesses</p> <p>d. Activate emergency medical services when needed</p>	Supervisor's notes