

WINTER PREPARATION CHECKLIST

The winter months bring challenges, but with some foresight and preparation you can mitigate the risks and hazards. Don't wait until the first snowflake arrives. Plan now. This checklist can be used as a guide to help insure your organization is prepared for winter.

Footwear

- Remind staff on proper footwear
- Provide icy grippers to staff

Company Vehicles

- Get a winter vehicle maintenance checkup; tires, battery, belts, hoses, lights, brakes, heater/defroster and wiper blades
- Keep a basic winter survival kit: flashlight, batteries, blanket, snacks, water and warm clothes; encourage employees to do the same with personal vehicles
- Load each vehicle with ice scraper/snow brush, jumper cables and road flares
- Kitty litter and sand/salt provided to employees on the road

Employee Training

- Review safe methods of removing snow
- Review slip and fall prevention
- For employees who work outside, review cold weather exposures and controls
- Provide safe winter driver training

Parking and Walkways - Before the storm

- Have plenty of ice melt and sand accessible
- Plan for snow removal before staff/visitors arrive
- Remove leaves/acorns; they make the surfaces slippery
- Check and adjust outside lighting, change timers if necessary
- Consider awnings over entrances and exits to deter water accumulation
- Specify a location for snow/ice to be plowed;
 - choose an area where runoff is opposite of pedestrian traffic
 - ensure it does not obstruct view to traffic,
 - verify roof drain outlets remain clear
 - keep fire protection equipment, hydrants and control valves accessible

Parking and Walkways - After the storm

- Treat water accumulation as necessary
- If possible, stagger parking areas by shift to allow for effective snow removal
- Design and designate a safe walking route for staff; create a map and share with employees
- Close long or steep walkways from use until snow/ice is gone

Communication is very important during inclement and dangerous weather. Be sure to have a Communication "tree" in place and test it out to make sure that it works. Ensure you have a plan for power failure; cell phones, portable charger, extra batteries. Battery powered radios can be helpful in these situations.