# Winter Weather Meeting Kit




**Winter Driving**

Proper winter driving is an important safety consideration – whether as part of your job or your daily commute. Before driving any vehicle – personal or company – in the winter, do your own inspection to ensure it is working properly. This includes checking the brakes, cooling system, electrical system, engine, exhaust system, tires, oil, and visibility.

**AN EMERGENCY KIT IN YOUR VEHICLE IS CRUCIAL**

- Cellphone or two-way radio
- Windshield ice scraper
- Snow brush
- Flashlight with extra batteries
- Shovel
- Tow chain
- Traction aids (bag of sand or cat litter)
- Emergency flares
- Jumper cables
- Snacks
- Water
- Road maps
- Blankets, change of clothes

**SLIPS, TRIPS AND FALLS FOR WORKERS**

Slips, trips and falls accounted for 800 workplace fatalities in 2015 at a time when workplace deaths in the U.S. reached a six-year high.

A proactive safety plan that specifically addresses slips, trips and falls enhances worker safety.

**SIX TIPS TO AVOID SLIPS, TRIPS AND FALLS FOR WORKERS DURING THE WINTER SEASON:**

1. Keep walkways, stairways and other work areas clear.
2. Remove hazards, such as water on floors and snow on sidewalks, immediately.
3. When walking, look where you are going and have your hands ready to steady yourself should you slip.
4. Avoid carrying heavy loads that may compromise your balance.
5. Mark hazardous areas. Use temporary signs, cones, barricades or floor stands to warn passing workers.

6. Outside, wear footwear with heavy treads for increased traction. Walk along grassy areas if a walkway is covered in ice. Make yourself visible to drivers by wearing a brightly colored jacket or clothes.

**PREVENT WORKERS FROM FALLING IN SNOW REMOVAL**

**Employees should avoid working on roofs or elevated heights, plan ahead for safe snow removal:**

- Provide required fall protection and training when working on the roof or elevated heights
- Ensure ladders are used safely (e.g. clearing snow and ice from surfaces)
- Use extreme caution when working near power lines
- Prevent harmful exposure to cold temperatures and physical exertion

**TIPS FOR WORKERS IN COLD WEATHER**

- **Wear layered clothing.** Wearing multiple layers of clothing allows the worker to adjust their protection based on current temperature. Take off layers as you get too warm and put them on as it gets colder.
- **Take extra clothes.** Bring a change of clothes in case you get wet. Dry clothing always help keep workers warm, especially when working outdoors.
- **Take a break.** During extremely cold or windy weather, take regular breaks to warm up before continuing work. If possible, take shelter indoors from time to time, to warm up that body. If it gets extremely cold, stop working immediately and get inside to warm up. Do not risk your life for a job.
- **Drink up.** Even though it’s cold out, keep hydrated by drinking water or other warm drinks. You will still sweat when working, even in cold temperatures. Avoid caffeine and alcohol.
- **Take shelter.** In windy conditions and if the workspace allows it, set up a shelter to block the wind. This will help alleviate some of the difficulties of working in the cold.
- **Know the signs.** Learn to recognize the signs and symptoms of frostbite and hypothermia. Get inside if you begin to experience them. If you see a co-worker showing symptoms, take them inside immediately.
- **Anti-slip shoes.** To avoid slipping on ice, wear winter boots with a strong tread. Spread sand or rock salt on the ice to provide a rough surface for footwear to grip.
- **Clear the path.** Shovel pathways where employees, clients and/or the general public will be walking.
- **Heat ventilation.** If using a non-electric heater to heat a shelter, ensure the shelter is ventilated to let gases like carbon monoxide escape. Or, use a heater where the heat generator can be placed outside while the heated air is pumped into the shelter.
- **Drive safely.** When driving in winter, ensure your vehicle’s fluids are topped up. Be aware that the road can become icy, so drive slower and pay attention to changing conditions.

## FINAL WORD

The best way to safeguard your people from cold-weather threats is to be prepared. Whether keeping remote employees informed of severe winter weather threats or reminding field workers of safety policies at the worksite, it’s critical to have a two-way mass notification system and real-time threat intelligence solution designed to help you identify at-risk employees and communicate effectively—no matter the situation.