****

**Winter Driving Safety Planning Checklist**

This is a brief list of things employers and supervisors can do to build, implement, and improve a winter driving safety program. Look over the list to identify things you plan to do and set priorities and timelines. Check them off once they are complete.

**Before winter: Prepare and update**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Who | When | Notes | Completed |
| Review legal responsibilities. |  |  |  |  |
| Review winter driving hazards. |  |  |  |  |
| Update your risk assessment, assign priorities for action. |  |  |  |  |
| Check policies and procedures to confirm they are up to date. |  |  |  |  |
| Schedule time to explain winter driving practices, especially for new hires and young drivers. |  |  |  |  |
| Schedule winter driving training. |  |  |  |  |
| Schedule winter driving refresher. |  |  |  |  |
| Identify/develop ways to eliminate unnecessary winter driving.  |  |  |  |  |
| Schedule pre-winter vehicle maintenance checks and winter tire installation. |  |  |  |  |
| Confirm employees who drive their own vehicles for work have completed pre-winter maintenance checks and installed winter tires. |  |  |  |  |
|  |  |  |  |  |

**During winter: Implement and engage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Who | When | Notes | Completed |
| Schedule and hold regular tailgate meetings. |  |  |  |  |
| Communicate and refresh expectations. |  |  |  |  |
| Remind supervisors to implement measures to avoid unnecessary driving, and use alternatives. |  |  |  |  |
| Confirm trip planning is being done, review TripCheck results and trip plans. |  |  |  |  |
| Confirm vehicles are being inspected as required, review inspection reports. |  |  |  |  |
| Periodically check in with new hires and young drivers, provide support and necessary guidance. |  |  |  |  |
| Conduct ride-along assessments to observe winter driving behaviours. |  |  |  |  |
| Talk about road safety issues at safety meeting. |  |  |  |  |
| Record incidents and close calls.; participate in investigations. |  |  |  |  |
| Do a mid-winter refresher to keep best driving practices front of mind. |  |  |  |  |
| Participate in OHS committee meetings. |  |  |  |  |
|  |  |  |  |  |

**After winter: Analyze and improve**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Who | When | Notes | Completed |
| Gather feedback from drivers and supervisors. |  |  |  |  |
| Compile winter driving results. |  |  |  |  |
| Analyze feedback and results to plan changes and improvements. |  |  |  |  |
| Follow up on incident investigations, action plans. |  |  |  |  |
| Research training that will help drivers improve their skills. |  |  |  |  |
| Review training plan, identify how to address gaps. |  |  |  |  |
| Review policies, procedures and practices; address inconsistencies and gaps, evolving workplace driving, drivers. |  |  |  |  |
| Investigate vehicles and/or equipment that can improve driver safety. |  |  |  |  |
| Identify winter tire and winter equipment needs, Budget for it. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |