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**Winter Driving Safety Planning Checklist**

Employers and supervisors can use this list to build, implement, and improve a winter driving safety program. Look over the list to identify things you plan to do, assign responsibilities, and set priorities and timelines. Check them off once they are complete.

**Before winter: Prepare and update**

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| Task | Who | When | Notes | Completed |
| Review [legal responsibilities](https://roadsafetyatwork.ca/resource/form/basic-trip-plan-form/). |  |  |  | € |
| Review [winter driving hazards](https://roadsafetyatwork.ca/resource/tool/winter-driving-risk-assessment-tool/). |  |  |  | € |
| Update your risk assessment, assign priorities for action. |  |  |  | € |
| Check [policies and procedures](https://roadsafetyatwork.ca/resource/template/sample-winter-driving-policy-and-procedures/) to confirm they are up to date. |  |  |  | € |
| Schedule time to explain [winter driving practices](https://roadsafetyatwork.ca/resource/tool-kit/driving-for-the-conditions/), especially for new hires and young drivers. |  |  |  | € |
| Schedule winter driving training. |  |  |  | € |
| Schedule winter driving refresher. |  |  |  | € |
| Identify/develop ways to [eliminate unnecessary winter driving](https://roadsafetyatwork.ca/resource/tool-kit/journey-management-and-trip-planning/).  |  |  |  | € |
| Schedule [pre-winter vehicle maintenance](https://roadsafetyatwork.ca/shift-into-winter/employer-and-supervisor-tools/#preparing-vehicles-for-winter) 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**

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| Task | Who | When | Notes | Completed |
| Schedule and hold regular [tailgate meetings](https://roadsafetyatwork.ca/resource/tool-kit/tailgate-meetings/#tailgate-meeting-guides). |  |  |  | € |
| Communicate and refresh expectations. |  |  |  | € |
| Remind supervisors to implement [trip planning](https://roadsafetyatwork.ca/resource/form/basic-trip-plan-form/) measures to avoid unnecessary driving and use alternatives. |  |  |  | € |
| Confirm trip planning is being done, review [TripCheck](https://roadsafetyatwork.ca/resource/tool/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](https://roadsafetyatwork.ca/resource/tool-kit/driver-assessment/#assessing-drivers) to observe winter driving behaviours. |  |  |  | € |
| Talk about road safety issues at safety meeting. |  |  |  | € |
| [Record incidents and close calls](https://roadsafetyatwork.ca/resource/form/motor-vehicle-near-miss-report-and-incident-investigation-form/), participate in investigations. |  |  |  | € |
| Do a mid-winter refresher to keep best driving practices front of mind. |  |  |  | € |
| Participate in OHS committee meetings. |  |  |  | € |
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**After winter: Analyze and improve**

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| 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 them. |  |  |  | € |
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