

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

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

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During winter: Implement and engage

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

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After winter: Analyze and improve

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