CHECKLIST | PREPARING WORKSITES FOR WINTER

Presented by Henderson Insurance Inc.

Date: **Review conducted by:**

Winter weather can wreak havoc on a job site, and, if you're not prepared, you could be left with costly damages or injured workers. The following checklist should be used to prepare your worksite for winter, helping you avoid worksite interruptions.

TRAINING AND PROCEDURES	YES	NO	N/A
Have you held a winter safety kick-off meeting?	☐	☐	☐
Is an emergency response plan, complete with evacuation procedures and a shelter location, in place?	☐	☐	☐
Have you designated a snow removal team? Are they properly trained on clean-up procedures? Are they aware of what areas should be prioritized (emergency routes, entrances, equipment storage areas, etc.)?	☐	☐	☐
Are workers aware of proper cold-weather precautions and procedures?	☐	☐	☐
Are workers required to wear protective clothing and equipment?	☐	☐	☐
Are employees who work outside trained on how often to take breaks to avoid prolonged exposure to the cold?	☐	☐	☐
Do workers know the signs and symptoms of hypothermia and frostbite? Do they know what to do in the event of hypothermia and frostbite?	☐	☐	☐
Have you designated an employee to monitor area weather reports and has he or she been trained on what to do in the event of severe weather? Is he or she properly trained on severe weather warnings and alert systems?	☐	☐	☐
Are workers trained on how to operate vehicles and equipment in winter conditions?	☐	☐	☐
Are workers trained on clean-up procedures following the end of their shifts?	☐	☐	☐
Is there a plan in place for when snow begins to melt? Are pumps and hoses available for water removal?	☐	☐	☐

BUILDINGS AND WORK AREAS	YES	NO	N/A
Have buildings, trailers and other structures that will be occupied throughout winter been identified? Are they winterized?	☐	☐	☐
Are snow fences installed in areas where snow drifts can occur?	☐	☐	☐

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Henderson Insurance Inc. or legal counsel to address possible compliance requirements. © 2017 Zywave, Inc. All rights reserved.

Have bodies of water in or around the worksite been barricaded or marked with distinct signage?	☐	☐	☐
Are outlets, panel boxes, electrical cords and connections weatherproofed?	☐	☐	☐
Are heated sheds or trailers provided to workers so that they have an area to warm up?	☐	☐	☐
Are portable heaters installed where applicable?	☐	☐	☐
Has proper lighting been installed throughout the construction site?	☐	☐	☐
Have furnaces, piping and other heating equipment been serviced recently?	☐	☐	☐
Have unnecessary holes, trenches and pits around the worksite been filled? If the excavations are necessary to the job, have they been properly marked?	☐	☐	☐
Is there sand and/or salt available near walkways and stairs to address tripping hazards caused by snow and ice?	☐	☐	☐
Has ice buildup on or around buildings been addressed?	☐	☐	☐
Are electrical cords and gas lines clear of pathways? Are they raised off of the ground?	☐	☐	☐
Have the work area and surrounding parking lots been cleared of icy surfaces?	☐	☐	☐
Are wet/slippery floor signs readily available and placed where applicable?	☐	☐	☐
Are uneven surfaces identified with signage or smoothed out where possible?	☐	☐	☐
Are steps to buildings covered with grip tape to prevent slips? Are steps with three or more risers equipped with handrails?	☐	☐	☐
Are nonslip mats placed at the entrances of buildings? Are there footwear cleaning tools available at the entrances of buildings?	☐	☐	☐
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TOOLS AND EQUIPMENT	YES	NO	N/A
Has all of the necessary equipment for winter—clothing, footwear, shovels, barricades, pumps, heaters, etc.—been ordered?	☐	☐	☐
Have first-aid kits been updated to include winter safety items, like blankets, heating fuel and extra clothing?	☐	☐	☐
Are generators and/or temporary power sources installed throughout the job site?	☐	☐	☐
Has proper footwear, gloves, eye protection and clothing designed for winter conditions been provided to workers?	☐	☐	☐
In the event of snowfall, is there a designated storage area to place equipment to avoid losing materials? Is the area barricaded or marked with flags for improved visibility?	☐	☐	☐
Have construction equipment and tools been organized and stacked off of the ground on pallets to prevent it from freezing?	☐	☐	☐
Have equipment and other obstacles covered by snow been identified with visible markers?	☐	☐	☐
Have manholes, wells, gas valves and electrical connections been marked off with signs and visible flags?	☐	☐	☐
Are vehicles in working order and equipped with extra window washing fluid and de-icers? Are vehicles packed with shovels, ice scrapers, booster cables and an emergency heat source?	☐	☐	☐

ACTION ITEMS	
ISSUE	TARGET CORRECTION DATE