

WINTER SAFETY CHECKLIST FOR BUSINESSES



This checklist gives you a comprehensive overview of appropriate winter procedures. Reviewing your winter health and safety procedures for a few minutes will help you determine whether you are doing everything that is necessary to keep your staff, company, or organisation safe and compliant with the law.

Business Areas		Yes	No	N/A
Office Building	Temperature check by verifying heating systems are functioning optimally			
	Regular inspection for drafts, leaks, or any signs of heating issues			
	Test backup power sources regularly			
	Keep the office clean and clutter-free to prevent hazards			
	Illuminated and properly marked steps/ramps			
	Checking and maintaining handrails for safety			
External Business Premises	Trim tree branches prone to breakage from snow or ice			
	Stock up on salt and de-icing materials for safe walkways			
	Plan for snow clearance on premises/driveways/fire escapes			
	Clearly mark slippery areas with signage			
	Check and clear gutters and drains			
	Drain water from hoses and outdoor faucets to prevent freezing			
Employees	Contingency for alternative work methods (e.g., working from home)			
	Communicate office closure policies during extreme weather			
	Conduct regular training sessions on emergency procedures and protocols specific to winter-related incidents			
	Proper storage of coats and jackets			
	Providing necessary protective gear for outdoor workers			
	Highlight available mental health support for combating isolation or seasonal affective disorder (SAD)			
Company Vehicles and Driving	Planning for essential driving during harsh weather conditions			
	Checking tire tread and pressure			
	Regular maintenance of oil, water, screen wash, and brake fluid			
	Timely servicing of vehicles			
	Carrying emergency supplies in the trunk			
	Check and replace worn-out or malfunctioning defrosters			
	Advise drivers to plan routes in advance, avoiding hazardous roads when possible			
Emergency Preparedness	Establish clear protocols for evacuation, communication, and employee safety			
	Establish emergency procedures for gas, electricity, telephone communication loss			
	Ensure the emergency contact list is up-to-date			
	Maintain emergency kits for potential power outages or heating failures			
	Maintain availability of first-aid kits and supplies			
	Install backup power sources such as generators to maintain essential operations during power outages			