Recommended Planning Schedule

Task		Notes	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Supporting Documentation
Pre-Season	Winter safety kickoff meeting	Book meeting; start the discussion; review schedule and assign personnel								●					PowerPoint Presentation Preparedness Checklists
Pre-Season	Winter PPE selection	Determine needs; inventory winter PPE; preferences for PPE; start material code requests									●				Recommended Traction Aid Base Layer Catalogue
Pre-Season	Winter safety readiness review	Project/field teams collaborate with contractors, discuss at meetings									●	●			Site Readiness Assessment
Pre-Season	Winter safety campaign development	PPE catalogues, posters, presentations; toolbox talks/safety meetings								●					Winter Preparation Poster
Pre-Season	Site hazard assessments	Hazard hunts; determine winterization priorities									●	●			Winter Hazard Assessment
Pre-Season	Site preparation	Snow removal plan; material storage; hoarding; lighting; winterization of equipment				●				●					
In-Season	Winter safety awareness campaign rollout	Safety briefs; morning meetings; safety alerts; presentations	●	●	●							●	●	●	In Season Assessment
In-Season	Winter surveillance assessments	Implement ice-audits, winter safety walkthroughs; identify trends in HIDs, JSAs	●	●	●								●	●	Ice Audit / focus audits
In-Season	Winter program effectiveness reviews	Continuously review incidents, identify gaps, gather and analyze feedback	●	●	●	●								●	Incident Summaries
In-Season	Managing cold weather work	Winter walking	●	●	●							●	●	●	Winter Walking Tips
Post-Season	Spring hazard assessment	Hazard hunts, facility de-winterization, freeze/thaw preparation			●	●	●								Post Season Assessment
Post-Season	Winter safety performance reviews	Review incident reports, solicit feedback, PPE effectiveness; capture learnings				●	●								
Post-Season	Post-winter review meeting	Review learnings; create action plan for next season; revise schedule if necessary					●								