

Get a Grip - Planning Schedule

Task		Notes													Supporting Documentation
			January	February	March	April	May	June	July	August	September	October	November	December	
Pre-Season	Winter Safety Kickoff Meeting (1)	Book meeting; start the discussion; review schedule, assign personnel								●					Power Point Presentation Preparedness Checklists
	Winter PPE Selection (2)	Determine needs; inventory winter PPE; preferences for PPE; start material code requests									●				Recommended Traction Aid Base Layer Catalogue
	Winter Safety Readiness Review (3)	Project/field teams collaborate with contractors, discuss at meetings									●	●			Site Readiness Assessment
	Winter Safety Campaign Development (4)	PPE catalogues, posters, presentations; toolbox talks/safety meetings								●					Winter Preparation Poster
	Site Hazard Assessments (5)	Hazard hunts; determine winterization priorities									●	●			Winter Hazard Assessment
	Site Preparation (6)	Snow removal plan; material storage; hoarding; lighting; winterization of equipment				●				●					
In-Season	Winter safety awareness campaign roll-out (7)	Safety briefs, morning meetings, safety alerts, presentations	●	●	●							●	●	●	In Season Assessment
	Winter surveillance assessments (8)	Implement ice-audits, winter safety walkthroughs;identify trends in HIDs, JSAs	●	●	●								●	●	Ice Audit / focus audits
	Winter program effectiveness reviews (9)	Continuously review incidents, identify gaps, give/receive/analyze feedback	●	●	●	●								●	Incident Summaries
	Managing of Cold Weather Work (10)	Winter Walking,	●	●	●							●	●	●	Winter Walking Tips
Post-Season	Spring hazard assessment (11)	Hazard hunts, facility de-winterization, freeze/thaw preparation			●	●	●								Post Season Assessment
	Winter safety performance reviews (12)	Review incident reports, solicit feedback, PPE effectiveness; capture learnings				●	●								
	Post-winter review meeting (13)	Review learnings, create action plan for next season, revise schedule if necessary					●								

