

# Winter Workplace Inspection Checklist

## 1. Outdoor Areas

### Walkways and Parking Lots:

- Are walkways and parking lots clear of ice and snow?
- Are de-icing materials (salt, sand) readily available?
- Are anti-slip mats or grit used in high-traffic areas?
- Are warning signs in place for slippery conditions?

### Building Entrances and Exits:

- Are doorways and entry points free from snow and ice buildup?
- Are entrances equipped with mats or rugs to absorb moisture from boots?
- Are there designated areas for storing wet footwear to avoid indoor slip hazards?

## 2. Vehicles and Transportation

### Company Vehicles:

- Are vehicles equipped with winter tires?
- Are windshield wipers, defrosters, and lights fully functional?
- Are emergency kits stocked with necessary winter supplies (blankets, flashlight, first-aid)?
- Are fuel levels adequate, and are vehicles checked for performance in cold conditions?

### Vehicle Parking Areas:

- Are parking spaces clear of snow and ice?
- Are designated spots available for employee vehicles in icy conditions?

## 3. Work Areas

### Interior Walkways and Floors:

- Are floors dry or treated to prevent slips from snow or water tracked indoors?
- Are carpets and rugs in good condition and not causing trip hazards?
- Are cleaning supplies (mops, de-icer) available for quick cleanup of snow and ice inside?

### Heating Systems:

- Are heating systems functional and checked regularly for safety?
- Is ventilation adequate in heated areas to avoid carbon monoxide buildup?
- Are thermostats set to comfortable, safe temperatures?

## 4. Personal Protective Equipment (PPE)

### Winter-Appropriate PPE:

- Are workers provided with thermal gloves, waterproof boots, insulated jackets, and hats?
- Is the PPE in good condition, and is there an adequate stock?
- Are workers trained on using cold-weather PPE properly?

## 5. Emergency Preparedness

### Emergency Supplies:

- Are emergency kits stocked with blankets, flashlights, batteries, first-aid supplies, and water?
- Are fire extinguishers inspected and easily accessible?
- Is there an emergency plan in place for winter weather-related incidents (e.g., snowstorms, power outages)?

### Communication Systems:

- Are communication systems in place to alert employees of severe weather conditions?
- Are workers aware of evacuation routes in case of winter emergencies?

## 6. Employee Training

### Cold Stress and Hazard Awareness:

- Have employees received training on recognizing signs of frostbite and hypothermia?
- Are workers educated on safe practices for working in extreme cold conditions?
- Do workers know the protocol for reporting winter-related hazards or injuries?

## 7. Incident Reporting and Follow-Up

### Winter Hazard Reporting:

- Are workers encouraged to report winter hazards (e.g., ice patches, faulty heating)?
- Are incidents involving winter hazards recorded and followed up promptly?
- Is there a procedure in place for investigating winter-related accidents?

## 8. Additional Considerations

### Storage Areas:

- Are storage areas for salt, sand, or de-icing products secure and organized?

### Lighting:

- Are outdoor and indoor areas properly lit, especially during shorter daylight hours?

### General Facility Conditions:

- Are roof, gutters, and downspouts clear of snow and ice buildup?
- Is there a plan in place for managing snow accumulation on the roof to prevent damage?