Annual Planning Calendar for Workplaces

This winter safe driving program overview will help to plan annual activities. See Before Winter, During Winter, and After Winter for more details and easy-to-use instructions to prepare and update your workplace for winter driving.

**Before Winter: PREPARE and UPDATE**
- Identify hazards and assess risk
- Identify practical driving alternatives
- Update policies and procedures
- Schedule pre-winter maintenance and winter tire installation
- Remind workers who drive their own vehicles for work to winter-prep them
- Schedule training

**During Winter: IMPLEMENT**
- Train regarding winter driving skills and hazards
- Maintain vehicles to be winter-ready
- Plan trips based on conditions
- Communicate and educate
- Encourage and respond to worker feedback
- Monitor work procedures, modify as needed
- Record incidents and safety accomplishments

**After Winter: ASSESS**
- Review motor vehicle incidents
- Review worker feedback
- Research driving alternatives
- New vehicles or equipment needed?
- Review training plan
- Plan and budget for next winter

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