

Planning ahead for inclement weather



Many workplaces are in locations that get seasonably bad weather. This can affect the safety of employees commuting in their own vehicles, carpooling or using public transportation. In fact, bad weather can also affect childcare and school closings.

Risks are reduced when companies address bad weather conditions by putting in place guidelines that inform employees about what to do under a range of inclement weather conditions. This takes the decision out of the employee's hands and affirms the employer's commitment to employee safety.

Key considerations:

- Employee safety should be the **only** priority when considering a delayed opening or closing an office.
- To make an informed decision, managers should take advantage of all available sources of information, such as the media, schools, personal observation/judgment, and input from others in the office.
- Delayed openings can be extended (pushed back) or updated to site closures if conditions do not improve.
- Employees should be notified of any changes of status as early as possible.
- Once a decision is made to close an office, it should not be reversed.



Having a guidance plan in place is an important example of how you can #PlanAhead to keep employees safe under bad weather conditions and show your organization's commitment to employee road safety.

Weather Events: Winter Storm, Hurricane, Tornado, etc. (with or without advance notice)

Consider **DELAY** if:

- ✓ Extreme weather, such as blizzard conditions, extreme temperatures, high winds, or flooding presents a safety hazard for commuting employees but conditions are expected to improve during the work day
- ✓ Road conditions are hazardous but expected to improve during the work day
- ✓ State of emergency or other government directive mandates businesses close for the first part of the day but is expected to be lifted during the work day

Consider **CLOSING** if:

- ✓ Extreme weather, such as blizzard conditions, extreme temperatures, high winds, or flooding presents a safety hazard for commuting employees and conditions are expected to continue throughout the work day
- ✓ Roads are unsafe for travel and are expected to remain hazardous throughout the work day
- ✓ Media sources predict the weather will continue to create a hazardous situation throughout the work day
- ✓ State of emergency or other government directive mandates businesses close for the work day

Consider **EARLY CLOSE** if:

- ✓ Weather conditions are deteriorating and are likely to create a significant hazard to employees traveling from work
- ✓ State of emergency or other government directive mandates businesses close during the day

