



SAFETY MESSAGE

WELCOME WINTER!

With winter fast approaching, daylight hours reducing by the day, the possibility of ice, snow, and freezing temperatures any time now, it seems like the perfect time for a safety message!

Office Coverage

While it's important to ensure that at least two employees are at the office until closing year around, it's especially important when it gets dark at 3:00 p.m.

- Parking lots are icy and often with poor lighting creating a dangerous scenario.
- If an employee is alone and falls, injuring themselves, it could be a long time before help arrives, and it's dark so no one can see them from the surrounding area.
- Try to schedule at least two employees until 5:00 p.m. It's not safe to leave one employee in the office, especially when we have reduced activity around the office.

Create a formal schedule rotating the responsibility and hold employees accountable.

Icy Parking Lots

Tips for walking on snow and ice!

- Order your IDL provided ice cleats through your office coordinator!
- Take smaller steps, shuffle, walk like a penguin.
- Be aware when stepping down out of your vehicle.
- Keep hands free for balance.



Tips for Driving in the snow and ice-From AAA-

- Keep a bundle of cold-weather gear in your car, such as extra food and water, warm clothing, a flashlight, a glass scraper, blankets, medications, and more.
- Make certain your tires are properly inflated and have plenty of tread.
- Keep at least half a tank of fuel in your vehicle at all times.
- Do not use cruise control when driving on any slippery surface, such as on ice and snow.
- Drive slowly. Always adjust your speed down to account for lower traction when driving on snow or ice.
- Accelerate and decelerate slowly.
- Increase your following distance to five to six seconds.
- Know your brakes.
- Don't power up hills.
- Don't stop while going up a hill.
- Check the Weather: Check the weather along your route and delay your trip if bad weather is expected.
- Stay Connected: Before hitting the road, notify others and let them know your route, destination, and estimated time of arrival.
- <https://exchange.aaa.com/safety/driving-advice/winter-driving-tips/>