



Preparing Your Organization for Winter

Management Responsibility

Management leads an organization and employees in every facet of school operations for education functions. Recognizing risk management challenges that could adversely impact a business and creating plans to mitigate this loss is another key aspect of management's responsibility.

During United Heartland's WalkSafe Campaign, we encourage you to think about how best to prepare your business for the winter season. There are a variety of important items that need to be completed before the first snow fall. These include:

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- Reviewing snow removal procedures
- If appropriate, hiring a snow removal and surface treatment contractor
- Preparing and tuning up snow removal equipment
- Preparing and placing salt-spreading containers
- Updating housekeeping and facility inspection procedures
- Obtaining entryway mats and housekeeping supplies
- Educating school employees on how to stay safe if they have to travel
- Tuning up snow blowers and other equipment
- Updating weather advisory alert systems

Utilize UH Tools

Our WalkSafe campaign includes regular communications about how to reduce slip and fall exposures. Each phase will have several useful resources and materials for you to use. We encourage your organization to consider how this information can best be utilized and distributed to your teams.

Many of the resources offered will require some level of action on the part of designated individual(s) or teams. This may involve creating a committee, hiring a snow removal contractor or hanging a slip and fall awareness poster. Whatever the action may be, it's important these key activities be outlined, persons assigned and goal dates for completion established.

You can also use the links below to find other helpful resources related to teams and action planning for winter slip and fall safety.

- http://humanresources.about.com/od/involvementteams/a/five_teams.htm
- http://www.mindtools.com/pages/article/newTED_86.htm
- <http://www.wikihow.com/Create-an-Effective-Action-Plan>
- http://www.ehow.com/how_4472665_action-plan.html

At any time during the campaign, we encourage you to visit [United Heartland.com/walksafe](http://UnitedHeartland.com/walksafe) or contact your UH Loss Control representative for more information.

