



Training Solutions, Delivered!

WINTER SAFETY

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5073

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5073 WINTER SAFETY FACT SHEET

LENGTH: 16 MINUTES

PROGRAM SYNOPSIS:

The change of seasons often sneaks up on us. It seems that one moment we're working under the autumn sunlight and the next we're watching the first snowfall and listening for school closings. The onset of winter is also a busy time for everyone. Schedules get crowded. Deadlines creep up on us. We also have to prepare for our holidays and vacations. Amid all this activity, we often forget to make room for safety, but the winter months and the holiday season can create a number of special hazards that we need to watch out for. Whether we're working, playing or traveling, we need to understand these hazards and know the equipment and safe practices that we should use to prevent accidents and injuries during the winter season. This program reminds employees about the special hazards that winter brings and what they should do to avoid them.

Topics include dressing for winter, shoveling snow safely, preparing vehicles for cold weather, defensive driving, working outside in the cold, fire prevention and response and celebrating the holiday season safely.

PROGRAM OBJECTIVES:

After watching the program, the viewer should:

- Understand the hazards that can be created by bad weather and cold temperatures in the winter.
- Be able to recognize the hazards that are associated with winter activities and holiday celebrations.
- Understand how to avoid slips and falls in winter weather.
- Know how to shovel snow safely.
- Know the driving techniques you should use for safe travel in winter weather.
- Understand how to prevent accidents and injuries while sledding and during snowball fights.
- Know how to avoid the fire hazards that are created by fireplaces, space heaters and holiday decorations.
- Know how to encourage responsible drinking during holiday parties and safe travel after the party is over.

PROGRAM OUTLINE

BEING ON THE LOOKOUT FOR WINTER HAZARDS

- **The change of seasons often sneaks up on us.**
 - It seems that one moment we're working under the autumn sunlight, and the next we're watching the first snowfall and listening for school closings.
- **The onset of winter is also a busy time for everyone.**
 - Schedules get crowded and deadlines creep up on us.
 - There are holidays and vacations to prepare for.
- **Amid all of this activity, we often forget to make room for safety.**
 - We should always be on the lookout for dangerous situations and try to avoid them.
 - During the winter months there are additional hazards to watch out for.

DRESSING FOR WINTER

- **As soon as you feel that first blast of cold air on your cheeks you should remember that the first rule of winter safety is "stay warm".**
 - **Dress for the season.**
 - Layering your clothing holds in your body's heat and insulates you from the cold.
 - In the rain and snow, you should wear a water-repellant outer shell as well.
 - Complete your wardrobe with a hat and a warm pair of gloves or mittens.
 - **But keeping warm isn't the only "winter concern".**
 - Cold weather and icy conditions create slippery surfaces that can lead to falls.
- You can help to prevent slipping by wearing shoes and boots with rough treads.**
- Take small steps and watch out for "slick spots".

SHOVELING SNOW & USING SALT

To prevent slipping accidents at home, keep your driveway and sidewalks clear of snow and ice.

- **You can avoid back strain while snow shoveling by pushing with the shovel, using it like a plow instead of lifting.**
 - To make lifting easier and safer, use a smaller shovel, and lift with your leg muscles, not your back.
- **Don't overdo it when you're shoveling.**
 - If your muscles begin to tighten up, take a "stretching break" to prevent cramping.
 - Pace yourself.
 - Take a break now and then.
- **More heart attacks occur when shoveling snow than with any other winter activity.**
- **Spread salt on walks and steps to melt any ice and remember, salting before it snows can:**
 - Prevent ice from forming.
 - Reduce the need for shoveling.
- **If you're responsible for helping to keep your workplace safe in icy and snowy weather, the same principles apply.**
 - Make a list of walkways and parking lots that need to be kept clear.
 - Check on them regularly to make sure they are cleaned off and hazard-free.

PREPARING YOUR VEHICLE FOR COLD WEATHER

- **If you've ever ventured out after a winter storm, you know how treacherous the roads can be.**
 - Cold weather driving can be made easier by preparing your car for the season and adjusting your driving habits.
- **For smoother starting and easier running, get your car a tune up.**
 - Don't forget to have the brakes and shock absorbers checked out.
 - Inspect your tires and replace them if the treads are worn.
 - Replace worn-out windshield wipers as well.
- **Make sure your radiator is filled with the appropriate coolant or antifreeze, and that you have a good supply of wiper fluid.**
 - Cleaner can get used up quickly when you're trying to keep your windshield clear.
- **Stock your car with emergency supplies.**
 - Bring along extra antifreeze, a set of jumper cables, a small shovel, and some salt or sand to provide traction if you get stuck.
 - You should also pack a flashlight, blanket, reflectors and flares or an emergency light.
- **Before driving in ice or snow, check the weather forecast as well as traffic conditions to make sure that it's safe to head out.**
- **To increase your ability to see and be seen, clear the snow from your windows, headlights and side mirrors.**
- **You can prevent snow from blowing back onto your windshield or the drivers behind you by brushing off your roof and hood as well.**
 - In many places, this is required by law.
 - It's especially important if you're driving a van or some other type of truck, since they can carry a lot more snow than a car.
- **Once you're ready, buckle up and get on your way.**
 - Don't rush.
 - Allow yourself extra time to get where you're going.
 - Be cautious.

DEFENSIVE DRIVING

- **When you're out on the road, drive defensively.**
 - Be alert and anticipate possible problems.
 - Reduce your speed, so you have more time to react to poor road conditions.
- **Slow down if you have to make a sharp turn.**
 - If you don't, you may find yourself quickly spinning out of control.
- **When stopping, apply your brakes gradually.**
 - This will help you to keep your car under control.
- **Keep in mind that other drivers may not do so well in the snow.**

— Give yourself additional time to stop by increasing the normal "following distance" between you and the driver in front of you.

- **Be prepared to react if your car starts to skid.**

- Do not slam on the brakes!
- This will lock up your wheels and make it harder to steer.
- Stay calm.
- Take your foot off the gas pedal and steer the car in the direction of the skid.

- **The best way to stay safe on snowy and icy roads is to stay off them.**

- So if the roads are in bad shape and you don't absolutely have to go somewhere, stay home!

- **Remember, having a 4-wheel or all-wheel drive vehicle does not exempt you from winter driving problems.**

- It's still easy to "slip and slide"!

WORKING OUTSIDE IN THE COLD

- **If you're working outside in the cold, there are some precautions you need to take as well.**

- Make sure you're dressed for the weather.
- Layering your clothes is always a good idea.

- **Be careful to keep hydrated and monitor your energy level.**

- It's easy to sweat away important fluids and minerals, even in chilly weather.
- Working in heavy clothing can tire you out quickly.

- **Tools and equipment can behave differently in the cold too.**

- Metal often gets brittle, so it can break more easily.
- Controls can be harder to operate and adjust.

- **Remember, skin "sticks" to metal when it's cold.**

- Keep your gloves on whenever possible.

PLAYING IN THE SNOW

- **Of course, winter weather also provides plenty of opportunities for us to have some fun!**

- Playing in the snow is something people of any age can enjoy.
- Whether you're out by yourself or with the kids, you need to be careful.

- **If you're sledding, make sure there's plenty of room to stop at the bottom of the hill.**

- Stay away from clear or icy patches.
- Avoid "run-ins" with bushes, trees and other obstacles.
- Keep out of the street.
- Adult supervision is always a good idea if kids are involved.

- **A fresh snowfall can also lead to snowball fights. Have fun, but be careful...**

- It's easy for someone to get hurt.
- Never aim for the head.
- Make sure your snowballs don't contain any ice or stones.

FIRE PREVENTION

- **When you get back inside, there's nothing like warming up in front of a roaring fire, if your fireplace is safe, that is.**

- **To help prevent problems, have your chimney professionally cleaned at least once a year.**

- Without a good scrubbing the soot inside can actually catch fire.

- **To prevent burning embers from finding their way into your living room, keep a sturdy screen in front of the fireplace.**

- **Space heaters are another way lots of people keep warm, but use them with care.**

- Before using an electric unit or one that burns kerosene or propane, you should read the owner's manual.
- Be sure to follow the manufacturer's safety recommendations.

- **Position space heaters at least three feet away from combustible materials such as curtains or bedding.**

- Be sure to use the correct fuel.
- Putting gasoline in a kerosene heater can result in a fire, even an explosion.

- **To prevent the buildup of hazardous carbon monoxide gas, you should only use kerosene and propane heaters in areas with adequate ventilation.**

CHRISTMAS TREES

- **In addition to having to cope with the cold weather, wintertime can also mean decorating for the holidays.**
- **If you put up a tree and are using a natural one this year, be sure it's healthy.**
 - Bend the needles to verify that they aren't dried up and brittle.
 - If needles fall off when you bounce a tree on the ground, that's another sign that the tree is too dry.
- **Examine the trunk. A freshly cut tree will have sap on the bottom.**
- **When you've made your selection, put the tree in your trunk or tie it securely to the roof to get it home.**
- **Set the tree up in a sturdy stand.**
 - Add some preservative to the tree's daily supply of water.
 - This will extend the life of the tree and make it more fire-resistant, too!

HOLIDAY LIGHTS & CANDLES

- **If you're using lights, make sure they're UL approved.**
 - Test the strings before putting them on the tree.
 - Replace any defective bulbs and fuses.
- **Look for frayed wiring, cracked plugs or loose sockets.**
 - If you find anything wrong, throw the string away.
 - Don't bother to repair it.
 - The money that you save isn't worth risking a fire!
- **Hiding an extension cord under a rug may make your living room look a little neater, but it's also a fire hazard.**
 - So don't do it.
- **And don't create an electrical "octopus" either.**
 - Limit the number of plugs that you connect to an outlet.
 - Too many lights and appliances plugged into the same place can overload the circuit and start a fire.
- **Any lights and other electric decorations that you use outside should be UL approved for outdoor use.**
 - Make sure that all the decorations are securely attached.
 - Be careful if you have to climb a ladder to put things up.
- **When you're not there to enjoy them, you should unplug both your indoor and outdoor lights.**
 - Use light timers for your regular lights if you're worried that burglars will guess that you're not at home.
- **Candles are also a part of many winter holiday celebrations.**
 - They too must be kept away from materials that can catch fire.
 - Don't place burning candles near trees or decorations.
 - Never leave a lit candle unattended.
- **Be sure to keep the matches out of the reach of children as well.**

FIRE RESPONSE

- **If a problem does occur with the lights or candles you're using, an early warning can often save lives.**
 - That's what smoke detectors are for.
 - You should have at least one detector on each level of your home.
 - Test them weekly and change the batteries twice a year.
- **You should also keep a multi-purpose fire extinguisher in an easily accessible place.**
 - Be sure your entire family knows where it is and how to use it.
- **Make sure you have an escape plan and have everyone practice it.**
 - That way in case of a fire, everyone will know how to exit quickly and safely, from any room in the house.

CELEBRATING THE HOLIDAY SEASON SAFELY

- **Once our homes are decorated, many of us will invite people over.**
 - These gatherings can be a lot of fun.
 - Whether you're a guest or a host, you have a responsibility to celebrate the season safely.
- **Holiday get-togethers always have good food and conversation, and often, alcohol.**

- Whenever alcohol is available, it's important to drink responsibly.
- **Before going to a party, designate one person to drive your group home afterwards.**
- Being the "designated driver" doesn't mean they should drink less than their friends.
- It means they should not drink any alcohol at all.
- **If you're hosting a party and serving alcohol, there are several things you should remember.**
- Non-alcoholic beverages should always be available for the designated drivers and others who prefer not to drink.
- There should always be something available for people to eat as well. Food in the stomach helps to slow the rate at which the body absorbs alcohol.
- **Use a non-carbonated base, like fruit juice, when mixing an alcoholic punch.**
- This also helps to prevent the bloodstream from absorbing alcohol too fast.
- **Encourage everyone to have some non-alcoholic beverages before they head home.**
- **Your responsibility as a host doesn't end as people begin to leave.**
- Never let anyone drive home if they've had too much to drink.
- Don't let them get behind the wheel.
- Arrange a ride for them with other departing guests or schedule a pickup by a service like Uber or Lyft.
- **If none of these options are available, have them stay overnight.**
- A good host, and friend, should never let a guest drive drunk.
- **If you are on the road during the holidays and suspect another driver of being under the influence:**
- Stay out of their way.
- Pull over or take an alternate route to get home.
- **Use your cell phone to report anyone you see driving erratically to the police.**
- You just might end up saving someone else "down the road".

WINTER SAFETY

ANSWERS TO THE REVIEW QUESTIONS

1. a

2. b

3. b

4. a

5. b

6. b

7. b

8. b

9. a

10. a

**WINTER SAFETY
REVIEW QUIZ**

Name _____ Date _____

Please provide answers to the following to show how well you understand the information presented during this program.

1. During winter weather, you should "layer" your clothing to trap your body heat and insulate you from the cold.
 - a. True
 - b. False

2. Decreasing the following distance between your vehicle and the one in front of you will provide extra time for you to stop in an emergency.
 - a. True
 - b. False

3. If your vehicle has 4-wheel or all-wheel drive, you don't need to be especially cautious when driving on slippery roads.
 - a. True
 - b. False

4. To help prevent injuries, you should make sure that snowballs don't have any pebbles or chunks of ice in them.
 - a. True
 - b. False

5. Space heaters that are designed to burn kerosene can safely burn gasoline as well.
 - a. True
 - b. False

6. A safe way to make sledding more exciting is to choose a hill with bushes and trees growing on it that you can use as an obstacle course.
 - a. True
 - b. False

7. Chimney fires can be prevented by placing a sturdy screen in front of a fireplace.
 - a. True
 - b. False

8. If the wires in a string of holiday lights are frayed, you should try to repair them before using them.
 - a. True
 - b. False

9. Plugging a lot of holiday decorations into a single electrical outlet could overload the circuit and cause a fire.
 - a. True
 - b. False

10. Non-alcoholic beverages should always be made available at holiday parties, so that designated drivers and others who prefer to avoid alcohol will have something to drink.
 - a. True
 - b. False