## INCLEMENT WEATHER POLICY

[Organization Name] places the safety of the employees first. We understand that on occasion, inclement weather may make it difficult for employees to get to work. Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible. Should an employee feel unsafe driving, they are to inform their immediate supervisor immediately.

[Organization Name] will not penalize an employee for lateness or absence if a genuine effort has been made to get to work. Normally, employees will be provided with the opportunity to select from the choices listed in the procedures below to cover the missed time.

When weather conditions are severe, the employer may choose to permit employees to leave early, without loss of pay. The decision to close the operation completely can only be made by management.

[Organization Name]is committed to ensuring the health and safety of all employees and any clients or visitors to its workplace. As such, [Organization Name] has developed the following policy to guide its employees and managers in the event of extreme inclement weather. Preparing for emergency situations related to weather is a critical part of our health and safety commitment.

Weather Warnings

Environment Canada issues weather advisories and watches when severe weather conditions occur or are imminent. Some examples of extreme weather events include:

* Blizzards
* Hail
* Heavy rain
* Ice storms
* Lightning
* Thunderstorms
* Wind (source: Environment Canada)

These severe storms can occur during any season and in any region of Canada. They all have risks associated with them, including the risk of travel during severe conditions.

POLICY

When an employee is unable to report to work or will be late to work because of inclement weather conditions, the employee shall contact their immediate supervisor as soon as possible to advise them of their absence or delay. Normally, the employee will be given the option of:

* Working from home;
* Using annual vacation leave (if the absence is one-half day or a whole day);
* Making up the time at another time, e.g., flex time;
* Using lieu time (when applicable);
* Taking leave without pay.

Cancelling Work/Events at [Organization Name]

In the event of a severe weather event, the (Insert Position) will make the decision as to whether all activities on site will be cancelled. This message will be relayed to all managers and staff through the telephone/email.

Severe Weather in the Workplace

As there may be different levels of preparedness required for severe/inclement weather, the following procedure is for immediate danger due to a storm while at the workplace. In the event of a “weather watch”, [Organization Name] will closely monitor the inclement weather situation, and immediately notify employees if emergency procedures need to be started. In the event of a “weather warning”, the below procedure should be followed.

In the event of severe weather event while employees are attending work, employees are to:

* Proceed to the nearest “safe place.”
  + This safe place could consist of a desk, or sturdy table, or against an interior wall, provided that there aren’t any bookcases, cupboards, windows, or any other kind of furniture that could fall.
* Employees are to protect their eyes by keeping their heads down.
* It is important for employees to wait in their safe place until the event is over, and then proceed with a personal inventory, making sure that they are not injured.
* Employees should look around carefully for hazards such as fire, including damaged electrical lines, broken gas lines, etc.
* If an evacuation is necessary, employees are directed to always use the stairs, not the elevator.
* Once outside, employees should move away from buildings, trees, streetlights, and any overhead wires, covering their head as they move.
* All employees should gather together (Insert location of exterior safe space for [Organization Name]) so that a headcount of all employees can be completed.
* In the event that an employee is missing from the headcount, emergency services are to be contacted for assistance. Employees are not to return into the workplace until their safety has been assured.