

When to Close Your Workplace Due to Bad Weather



Bad weather, such as hurricanes, tornados and snow storms, can impact workplace safety. In addition to possibly damaging your facilities, bad weather can make it dangerous for workers to get to work—or to leave for home if they're already there.

In some circumstances, the only prudent course of action may be to close the workplace. So you should have a policy in place as to how you'll handle a variety of bad weather conditions and under what circumstances you'll close the workplace or delay its opening.

Consider **DELAY** if:

- Extreme weather 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; or
- 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 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; or
- 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; or
- State of emergency or other government directive mandates businesses close

during the day.