

Severe winter weather can affect your business in many ways. Water pipes, process equipment, and other building systems can all fail when the temperature drops below the freezing mark. It is imperative that your business operations do not become interrupted due to bursting pipes, building structural failure, or process shutdowns. Any such interruption could lead to financial difficulties and could affect your business in a negative way for long periods of time. To avoid these potential business interruptions a Winter Weather Preparedness plan should be implemented that takes into consideration people, buildings, and equipment. The program needs to include the following control measures:

Identify Key Personnel

- **Designate an overall plan coordinator** and assign responsibilities to specific duties to employees
- **List telephone numbers of these key persons** so they can be contacted when needed
- **Train these key persons** on how to conduct a physical survey of your facility, looking for potential freeze-up hazards
- **Be aware of physical condition** and do not allow worker's to over exert themselves. People with cardiac problems should consult their physician before exerting themselves with shoveling. Removing snow should never be done shortly after eating, or drinking alcohol and never smoke while shoveling
- **Determine the need to contract with a fully insured and experienced contractor.** Determine exactly what services this contractor will provide ***BEFORE THE WINTER SEASON STARTS***

Winterizing Surveys

- **Building Structural Elements** – check for broken, cracked or splintered wood joists, rafters, decking or sagging, bent, deformed metal roof components (visible from inside)
- **Check for unwanted outside air** that would make internal building areas susceptible to freeze-up. Logical areas to inspect include open vents, openings in windows, walls, floors and roof
- **Monitor product storage** in unheated areas. Post thermometers in these areas to track desired temperature
- **Protective Systems** – Wet pipe sprinkler systems, dry pipe valve enclosures, and pump houses should be heated to maintain a 40 degree temperature
- **Heating & Process Equipment** – Maintain proper insulation on all exposed piping. Check equipment containing water or anti-freeze solutions to make sure they are drained or contain the proper level of anti-freeze. Be sure heating systems are serviced and maintained and are in good working order. This includes chimneys, smoke pipes, and flues. Temporary heating equipment such as salamanders and other open flame devices are not permitted

Snow Removal and Removal Equipment

- **Provide for prompt removal** of ice and snow from sidewalks, walkways and steps. Develop a 'Snow Removal Log' that identifies frequency / type of snow and ice removal
- **Provide proper snow removal tools** such as snow shovels, ice chippers, wheelbarrows, snow blowers, ice melting compounds, and door entry protections such as mats or nonskid runners
- **Maintain Accessibility** to emergency exits, fire hydrants, and fire lanes
- **Control build-up of icicles** and other snow accumulations from overhangs, rain gutters, and overhead fixtures. If not controlled these accumulations could fall from overhead areas and strike pedestrians / customers
- **Do not permit snow piles to obstruct** the view of traffic

This information may not address all hazardous conditions at your location and does not warrant workplace safety or compliance with federal, state or local laws.