

General procedures must be established in advance of the winter season to ensure prompt snow and ice removal. Procedures must include development of a snow removal plan that includes the following:

- Providing training to participants all aspects of the plan. This includes their specific duties and responsibilities, tools to be used, and any other special concerns.
- Appointing a specific individual who will monitor weather forecasts and communicate their findings to other responsible participants
- At the required time, communicating the required snow and ice removal actions required, to contractors, employees given the responsibility for snow removal, and any emergency agencies. This also includes a Snow and Ice Removal Log that will track snow and ice removal consistency.

Good snow and ice removal guidelines must always outline requirements for the use of specific snow and ice removal tools required for the job. This includes training the employees to dress appropriately for cold weather conditions and training them to use tools correctly. Examples of appropriate snow and ice removal tools are included below:

- Snow shovels
- Ice melting compounds
- Ice chippers
- Wheel barrows
- Snow blowers
- Snowplows
- Maintenance of interior door mats or nonskid runners

Special concerns must be dealt with in an expeditious manner.

- **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.
- **Emergency areas** such as fire lanes, fire hydrants, and emergency exits or entranceways must be monitored more frequently.
- **Refreezing of melted snow and ice.** Keeping a log of past snow and ice removal activities will help to ensure that all areas receive the appropriate level of service (note reverse side of this publication for a sample Snow and Ice Removal Log).
- **Parking lot surfaces, pedestrian walkways and stairways** must be maintained to prevent uneven patches of snow/ice build-up that could lead to increased trip and fall hazards. Illumination in these areas must be maintained to ensure employees and pedestrians do not have a secondary reason trip and fall.
- **Build-up of snow and icicles** falling from the roof, overhangs, rain spouts, and other overhead fixtures could create a hazard for pedestrians below.
- **Do not permit piles of snow to block the view of traffic** coming in and out of your premises.
- **Difficult to remove areas** must have limited access during snow and ice removal. Blocking of entrance / exit ways may be a good alternative.

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.

