

The
**LAWSON
GROUP**

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Snow And Ice Management Plan



PURPOSE

This program is intended to provide guidance on developing a written snow and ice removal plan that can help to prevent slip and fall accidents and therefore minimize the direct and indirect costs of injuries.

The cause of most slip and fall incidents on snow and ice is a lack of traction. Restoring that traction on exterior surfaces may involve removal of the snow and ice accumulation to a wet surface condition and applying sand or ice melt products.

An effective snow and ice removal plan looks to remove snow and ice from all walking surfaces and incorporates continual monitoring and removal if necessary before your business opens, at shift changes, and when melting and refreezing occurs.

WRITTEN PLAN

The written snow and ice removal program should be in place before the winter season begins. The program should have the full support of management including the financial and personnel resources needed to produce successful results.

The plan should have an outline of personnel responsibilities, staffing, identification of potential problem areas, communications, and pre-staging of equipment, supplies and follow-up procedures. Procedures should be prioritized based upon foot traffic, shift changes, known exposure areas and historical losses.

If your company will be hiring a contractor, hire a competent contractor who is reliable, experienced and knowledgeable. Obtain certificates of workers' compensation and general liability insurance. On the back is a list of questions that you may wish to use to qualify your contractor.

Companies may wish to consider contracting snowplowing and deicing services through a 'certified' salt applicator. The 'certified' applicator is a contractor that has specialized training through the University of New Hampshire "Green SnowPro Program." According to RSA 489-C, Salt Applicator Certification Option, once 'certified' the snow contractor is protected against potential "slip and fall" snow and ice related injuries and suits. The legislation also protects the business owner as well. More information about the Green SnowPro Program is available at:

<http://des.nh.gov/organization/divisions/water/wmb/was/salt-reduction-initiative/salt-applicator-certification.htm>

Obtain a clear written contract including a site specific plan from your contractor. The written contract should include the means, materials and methods for snow and ice control, as well as diagrams of the areas to be serviced. Diagrams may include the locations of fire hydrants, curbing, speed bumps, emergency exits, emergency egresses and access to utilities.

Your site specific plan should also identify where the snow is to be located and piled, taking into account line-of-site issues, handicap parking areas and drainage locations.

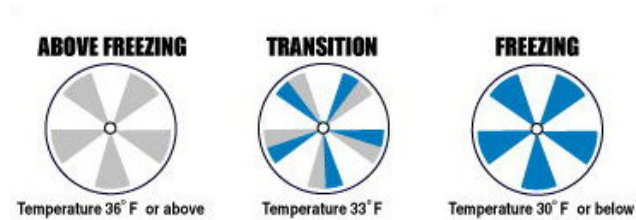
A site specific plan will also assist your company in identifying priority areas for removal activities. For example, what areas of your site will be cleared first, second, third, etc? This is particularly helpful as a method of response planning for heavier storms or blizzard conditions.

Designated employees should regularly conduct inspections to monitor the effectiveness of contractors and employees responsible. Results of the inspections should be promptly reported to parties with the authority to make improvements. On the back is a snow and ice removal checklist to assist in the inspection effort.

Making announcements prior to breaks and shift changes will remind employees of outside conditions. Discuss slip and fall hazards during department and safety meetings and share the results of inspections, incident, and accident reports.



Consider using warning devices such as signs, cones or products such as IceAlert™ in the parking lots and on walkways to alert employees of unsafe conditions. Place signs at the exits and on exit doors to warn employees of conditions outside.



Training should be provided to employees to educate them on ways to avoid slips and falls.

BEST PRACTICES

Reasonable effort should be expended to achieve exterior walking surface safety for pedestrian traffic. A combination of ongoing snow and ice control methods and inspections should be followed.

Take advantage of hours when the parking lot is empty of cars to remove snow, ice, slush and frozen run-off. Instruct employees to park in areas already cleared. This will prevent patches of ice between vehicles from accumulating, which will prevent an ongoing slip and fall exposure to employees, customers, and guests.

Pile snow and ice in an area where thaw run-off will drain to a safe location. This will prevent the thaw run-off from becoming an additional hazard when it freezes again.

Snow deposits should not be placed in a manner that blocks drains or downspouts or otherwise prevents proper drainage of walkways. Improper drainage could lead to large patches of ice forming on walking surfaces. When this occurs, the use of safety cones should be considered to give notice to pedestrians.

Walking surfaces should be monitored for “black ice” or refreezing and de-icing and/or traction enhancing materials applied as needed, proactively and/or reactively.

Special attention should be given to walking surfaces during early morning hours, at shift change or prior to employee, customers, and guests arrival onto the property.

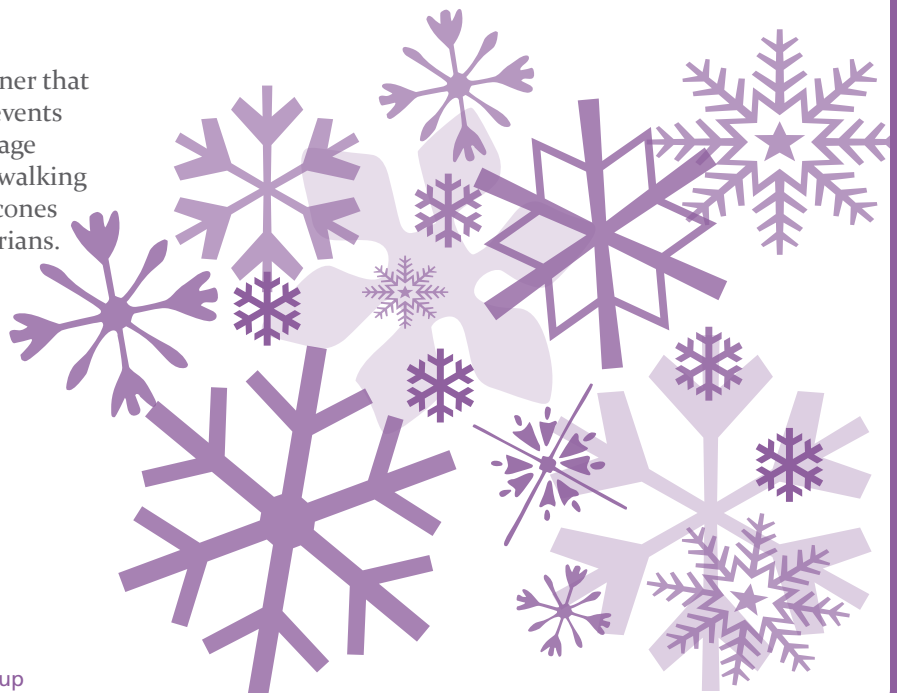
Encourage employees to wear slip-resistant footwear whenever conditions are wet, icy or snowy. Recommend that employees wear winter shoes to work and change into dry work shoes once inside the building.

Maintain paths in the parking lot for pedestrian walking. Parking lots are difficult to keep completely free of ice and snow due to their size. Keeping a walking path clear provides at least part of the way to the building and reduces the opportunity and risk of falling.

Provide rugs, non-skid mats, and warning signs at walkways, steps and ramps indoors where water is tracked in. Place mats in each direction a person may travel after entering the building and ensure that mats do not curl and present an additional hazard.

The use of caution and wet floor signs is highly recommended to alert employees, customers, and guests and invitees of the potential of wet and/or slippery conditions.

Job site, dock or receiving area driveways, steps and ramps where delivery drivers may exit their vehicles at any time should be monitored, cleaned or treated frequently to prevent slip, trip and fall incidents.



QUESTIONS TO QUALIFY A SNOW REMOVAL CONTRACTOR

Custom Snow and Ice Management Plan

- Will a site specific scope of snow and ice removal services be created?
- Are you certified through the University of New Hampshire Green SnowPro Program?
- Are there schematics or pictures?
- Are areas prioritized based on employee arrival and departure?
- What will prompt snow removal and/or ice control activities?
- Are all areas to be shoveled (walkways, entryways, identified)?

- Are all drains, sewers, and fire hydrants identified?
- What deicing and traction materials will be used?

Trained and competent employees

- Are contractor employees properly trained?
- Are there supervisor/management inspection procedures?
- Does the contractor hire subcontractors during busy periods or is all work performed by contractor employees?

What is the pricing schedule?

- Is it fixed price or per service?
- How are billing hours, equipment use, sand/salt, etc. priced and billed for each service/visit?

How do I contact the contractor in an emergency?

- Are they available 24/7?
- Do you have references?

SNOW & ICE REMOVAL CHECKLIST

Exterior

- Is snow removal completed prior to the start/end of a shift? Has ice-melt compound/sand been spread?
- Is there adequate, proper ice-melt compound for sidewalks, stairs, entrances, parking lots, etc., located at doorways, along with a back-up supply available?
- Is there adequate sand located at doorways?
- Is there adequate snow removal equipment including, but not limited to, shovels, snow blowers and ice chippers? Are they adequately dispersed where needed and readily accessible?
- Do snow piles obstruct vision for employees and vehicular traffic?
- Is there adequate lighting at doorways, parking lots, around dumpsters, etc. where employees generally walk and work?
- Are there icicles on the roof, overhangs, rainspouts and other overhead fixtures that may present a hazard for employees?
- Are emergency access areas/supplies free of snow/ice accumulation such as fire hydrants, fire lanes and emergency exits?
- Does melting snow and ice run-off

lead to a drain?

- Are downspouts dispensing melted snow/ice water onto a walkway or sidewalk that can re-freeze?
- Are there areas to address concerning re-freezing of snow and ice?
- Do you notice any area where employees are walking (short cuts) that isn't considered a normal entrance/exit in or out of the building?
- Are general walking surfaces in good condition before/after winter and free of damaged concrete/black top, trip hazards, potholes, etc.?

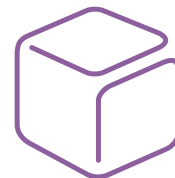
Interior

- Do all interior door entrances have adequate lighting?
- Are there floor matting and floor runners at all entrances?
- Is there a back-up runner/rug should one get too soiled, wet or damaged?
- If there is recessed flooring at entrances, is it in good condition?
- Is there "Wet Floor" signage available should there be an accumulation of melted snow and ice indoors?

Employee Safety

- Are employees wearing slip-resistant footwear whenever conditions

- are wet, icy or snowy? Do you recommend employees wear winter shoes to work and change into dry work shoes once inside the building?
- Do you suggest that employees put an emergency kit in the trunk of their car, especially those who travel for company business? Items to include: flashlight, warm clothes, warm boots, hat, mittens, candles, water, snacks, shovel, jumper cables, ice-melt compound and sand.



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