

# Sample Snow & Ice Removal Policy

**Effective Date:**

**Distribution:**

**Subject:** Snow and Ice Cleaning Procedures

Each winter brings an increased exposure to slip and fall accidents to employees due to snow and ice accumulations. It is important that the necessary measures are taken to be prepared for the winter's snow and ice storms. It is imperative that entrance areas and general walking surfaces be kept clear of snow and ice.

Please prepare to follow these general procedures as required due to snow and ice concerns:

- Check the operations of all snow equipment on a regular basis to ensure its trouble-free operation. When the daily weather forecast is calling for any possible accumulation of snow or ice, check equipment operation, gasoline supply, and ice melt supply to be sure you are prepared. A two (2) inch or more snow fall requires the grounds workers to start work as early as midnight to have the driveways and parking areas cleared of snow before 7 a.m. It is then necessary for the grounds crew to continue their efforts during the day to remove snow from remote sidewalk areas. A lack of preparation of ordering supplies and checking equipment can impact the grounds workers' ability to complete their snow and ice removal efforts.
- Snow removal team members should prepare to come in as early as is necessary to clean snow and ice from the entrance areas of their building on the morning following and during a snow storm. This is necessary to provide a head start prior to employees arriving at your building. Minimally, you would plan on coming in one hour early following one to two inches of accumulated snow fall; two hours or as necessary when required due to heavier accumulations of snow or ice.
- Snow removal team members should work closely with their building manager to determine the priority entrance areas to be cleared first. Be sure to clean the snow from the entrance area all the way out to the street or parking lot. Apply the necessary amount of ice melt to these areas. When the entrance areas are open, continue to clean the remaining sidewalk areas around your buildings.
- As situations arise where particularly difficult and unsafe areas are identified, please assist the building manager in any way that you can to assure that the area is maintained safe for your staff and all visitors.
- Concerns for larger areas, such as the entire parking lot or remote sections of sidewalks, should be called in to the maintenance office by the building manager.
- Following snow removal work, be sure to check oil levels on snow equipment, gasoline and ice melt supplies, and be prepared for the next snowstorm.

## **Snow Removal Plan**

There are many variables to take into consideration when developing a snow removal plan. These factors include; the amount of snow or ice, the time of the snow or ice, outdoor temperatures, wind conditions, traffic conditions, equipment operation, staffing, and final result desired.

The following list outlines the priorities for snow and ice removal.

1. Parking lots
2. Main entrance sidewalks
3. Perimeter and secondary entrance sidewalks
4. Playgrounds
5. Equipment storage areas

Below is a general list of winter weather conditions listing from lightest to worst.

1. Light glazing of ice or snow (less than 1 inch)
2. Light Slush (less than 1 inch)
3. Light Snow ( 1 - 2 inches)
4. Slush (more than 1 inch)
5. Medium Snow ( 3 - 4 inches)
6. Heavy Snow (more than 4 inches)
7. Blizzard

Within each of the above categories there are different factors that affect the response necessary for the removal of the unsafe condition. Below is a general list of those conditions to be aware of:

1. Time of the arrival of the weather condition (minimal warning, during rush hour, during the middle of the day, middle of the night, etc.).
2. Wind
3. Temperature
4. Amount of available equipment
5. Amount of available labor

To handle the snow and ice removal necessary for your facility to operate, there needs to be a point person who has the following responsibilities and the authority to develop and implement plans specific to the conditions that needs to be dealt with.

1. Must study the weather conditions on a daily basis (utilizing a weather service, the internet, news and personal observation).
2. Must know the availability of staff on a 24 hour 7 day a week basis during the winter season.
3. Must know the condition of the snow and ice removal equipment and have the authority to authorize all necessary repairs and purchases.

The final ingredient necessary for a successful snow/ice removal process is a good communication system. Whether it is 2 way radios, cell phones, or Nextel type phones, being able to communicate current status among plow team members, the point p1erson, and individual buildings is a must in order to ensure the safety of those working and to ensure that all of the sites will be ready in time for staff and visitors.

### **Snow Removal Plan Process**

Since there is no definitive plan that will work for all occasions, snow removal plans should be thought of as a process. This process is always influx depending on the whether conditions, equipment availability, staffing and timing. There is no simple solution, but there is a process.

1. In October set up a meeting with all individuals that are interested in working on the snow team. The topics of the meeting should cover; hours of availability, type of equipment qualified to operate, ways to reach team members to call into work (this can include home numbers, cell numbers, pagers etc). From the meeting develop a schedule of availability along with assignments (plow truck operators, tractor operators, salt truck operators, etc).
2. In the beginning of November set up another meeting with the snow team and give them copies of the assignment sheets along with contact phone numbers and maps of the buildings where snow gets pushed and for which areas.
3. Now it is time to monitor the weather and develop daily plans. As mentioned earlier the plan is going to vary depending on the weather situation, staffing and equipment. So the point person needs to remain flexible during all times of the day to assign the staff necessary to handle the needs of your facility. When possible the point person should line up the team for snow removal prior to the end of their work shift, this allows them to adjust their schedules at home to get some extra sleep in order to prepare for the weather conditions ahead.

## **Developing the Plan**

The plans that are initiated at the beginning of the season should always be more cautious. This is because the people on the team may be new to a certain building or zone, they haven't done it in about a year and could have forgotten the nuances with individual sites, equipment failures are common at the beginning of the season, or any other issue with a new situation. As the season progresses the time allotments can be tightened up and staffing can be minimized. After each time the snow team goes out, fill out a report on the event, what went right and what went wrong, the time amount of snow or if it was ice, how long and who was involved in the process. At the end of the season put the information from the report into a single spreadsheet for reference in the future.

## **First Snowfall of 1" or Less**

At the beginning of the season on the first snow fall of 1 inch or more send out the full crew, for this snow the allotment of time should be what it would normally take for a 2 - 3 inch snow fall. This allows for a safe learning curve.

For example, on a 2-3 inch snow fall it takes approximately 1 ¼ to 1 ½ hours to clear a lot. So if the crew consists of 6 team members and we have 12 sites, the Team should start the process 3 hours prior to the desired completion time. On a typical work day that time is 6:30 AM.

## **Salting Only**

Any snow that is less than 1 ½ inches is to be salted. If there are only 2 hours, prior to the desired completion time, send out 2 trucks. If there is ample time, then the point person can make the decision to send out a single truck.

## **Rest of the Season**

Based on the information from the first snow fall of 1" or less a decision can be made by the point person on the amount of labor necessary for subsequent snowfalls. Some base time lines to set for snowfall clean up are:

Salting only	2.5 to 4 hours total labor
1 - 2 inches	15 hours of total labor
2 - 3 inches	20 hours of total labor
3 - 4 inches	24 hours of total labor
4 or more inches	30 hours of total labor

**Sample of Weather Log and Clean up Notes**

**Condition Information:**

**Date:** \_\_\_\_\_ **Time Notified:** \_\_\_\_\_

**Condition:** \_\_\_\_\_

\_\_\_\_\_

**Action Plan:**

**Prepare For:** \_\_\_\_\_

**Initial Plan:** \_\_\_\_\_

\_\_\_\_\_

**Who was called and their responses:** \_\_\_\_\_

\_\_\_\_\_

**Final Plan executed:** \_\_\_\_\_

\_\_\_\_\_

**Issues with Plan or Equipment and plan on dealing with issues:** \_\_\_\_\_

\_\_\_\_\_

**Plan prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

