

SNOW AND ICE REMOVAL:

Reduce Slip and Fall Risks

Proactively reduce slip-and-fall claims exposure by checking off tasks for prewinter and winter-season snow and ice hazards in parking lots and on sidewalks and walkways.

✓ Checklist: Prewinter Snow and Ice Preparation



- ☐ Designated walkways and parking areas are free of uneven surfaces, puddles, cracks that could worsen over the winter, etc.
- ☐ Lighting for walking, parking and approaching building entrances is operational and adequate.
- ☐ Drainage of designated walking/driving surfaces and parking areas is planned and clear.
- ☐ Gutters and downspouts are clear and properly divert water away from the building and walkways.
- ☐ Areas for piling snow are designated and account for the drainage paths from melting snow. Snow piles and drainage paths are clear and away from buildings.
- ☐ Snow grids at building entrances are routinely cleaned and in good repair.
- ☐ All building entrances have non-slip floor mats available and in good repair.
- ☐ There is adequate inventory of supplies, mops and/or wet vacuums for interior snow/melt cleanup.
- ☐ Snow/ice removal equipment is in place and operational; has been tested and replaced or repaired if damaged.
- ☐ There is adequate inventory of plows, snow blowers, shovels, ice chippers and roof snow removers (where applicable).
- ☐ Snow/ice removal equipment has been tested, replaced or repaired if damaged.
- ☐ There is adequate inventory of fuel, repair/replacement parts and supplies for power equipment.
- ☐ Communications equipment has been tested, repaired or replaced if damaged.
- ☐ The employee notification/communication network is maintained and tested.
- ☐ Snow/ice removal personnel have been issued protective clothing in good condition.



✔ Checklist: In-Season Snow and Ice Removal Management



- ☐ Perform physical checks of properties before opening for business. Perform checks before, during and after a snowfall or when temperatures allow accumulated snow and ice to melt and then refreeze.
- ☐ Inspect all areas where employees and the public walk (sidewalks, walkways, parking areas and stairways).
- ☐ Document and report all potential problems immediately and address them in a timely fashion.
- ☐ Treat with sand/salt as needed.
- ☐ Pretreat problem areas with poor drainage.
- ☐ Consider coning off parking spaces or walkways that are unsafe for walking. Post signs indicating temporary closures.
- ☐ Be alert for warmer weather that could cause snow to melt and then refreeze overnight. Pay particular attention to areas with ponding/puddles, snow banks and gutter downspouts and continue to clear snow in those problem areas that could possibly refreeze.
- ☐ Be aware of overhead snow melt in case ice dams and/or icicles that formed on gutters melt and drip onto stairs or building entrances and refreeze overnight.
- ☐ Consider an employee footwear policy that prohibits flat soles in snowy and icy conditions.
- ☐ Once snow and ice has melted, sweep up excess sand to avoid creating an additional slip hazard on stairs and elsewhere.
- ☐ Communicate to staff which walkways and parking areas should be avoided.

Needed actions:

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