

SNOW & ICE

MANAGEMENT PLAN

A Guide to Reducing Slips and Falls
Due to Snow and Ice

A.I.M. Mutual

INSURANCE COMPANIES

WHY DO WE NEED THIS?

Slip and fall injuries are among the most common and costly injuries that occur in the winter months. The purpose of this guide is to provide support in developing a written snow and ice removal plan that will help prevent slips, trips and falls and minimize the direct and indirect costs of injuries.

Most slip and fall incidents on snow and ice occur due to a lack of traction. Restoring that traction may involve removal of the snow and ice accumulation and applying sand or ice melt products to wet surfaces.

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.

THE 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
- pre-staging of equipment & supplies
- follow-up procedures

Procedures should be prioritized based upon foot traffic, shift changes, known exposure areas, and historical losses.

HIRING A CONTRACTOR

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.

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 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 snow and ice removal. For example, what areas of your site will be cleared first? This is particularly helpful as a method of response planning for heavier storms or blizzard conditions.

Designated employees should conduct inspections on a regular basis to monitor contractor effectiveness. Results of the inspections should be promptly reported to parties with the authority to make improvements.

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 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, etc.)?
- 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?

Pricing Schedule

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

Emergency Contact Information

- Are the contractors available 24/7 for emergencies?
- Do you have references?

STAY SAFE OUTSIDE

Sending emails or making announcements prior to shift changes and breaks 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™ or Ice Guardian™ in the parking lots and walkways to alert employees of unsafe conditions.



Limelightsigns.co.uk/iceguardian.html

Place signs at the exits and on exit doors to warn employees of potential dangerous conditions.

Reasonable effort should be made 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. Ask employees to park in areas already cleared by your contractor. This will prevent uneven patches of ice from accumulating between or around uncleared vehicles, preventing ongoing slip and fall exposure to employees and visitors.

Pile snow and ice in an area where thaw and run-off will drain to a safe location. If the area is clear, it will not become an additional hazard when it freezes again.

Snow deposits should not be placed in a manner that blocks drains or downspouts or otherwise allows for proper drainage of walkways. Improper drainage could lead to large patches of ice forming on surfaces with high foot traffic. 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 traction enhancing (de-icing) 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 employees or visitors arriving on the property.

INTERIOR SURFACES

Encourage employees to wear slip-resistant footwear when 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 traffic. The size and scale of parking lots makes it difficult to keep completely free of ice and snow. Keeping paths and walkways clear promotes safe travel into the building for at least a portion of the walk and reduces the risk of slip and fall injuries.

Once inside, provide rugs, non-skid mats, and warning signs on high-traffic areas such as walkways, steps and ramps where water is generally tracked in. Place mats in each direction a person may travel after entering the building and ensure that mats do not curl, which presents another trip hazard.

Caution/Wet floor signs are highly recommended in problem areas to alert employees and visitors of potential slippery conditions.

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



TRACTION DEVICES | WINTER WALKING

Consideration should be given to providing traction aids for any employee who frequently works outdoors. There are even traction aids called “Transitional Traction Devices” that can be worn inside and/or while driving as well as outside in snow and ice.

A.I.M. Mutual has partnered with Winter Walking, a premier traction device provider and as a

Policyholder, you will receive a considerable discount when ordering traction devices for your employees through their company. Just mention that you are an A.I.M. Mutual Policyholder when ordering and you will receive the discount.

**View their products at
www.WinterWalking.com**

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REMOVAL • CHECKLIST

EXTERIOR

- Is snow removal completed prior to the start/end of a shift?
- Has ice-melt compound and/or sand been spread?
- Is there adequate, proper ice-melt compound for sidewalks, stairs, entrances, parking lots, etc., located at doorways (including a back-up supply)?
- Is there enough sand located at doorways?
- Is there adequate snow removal equipment (shovels, snow blowers, ice chippers, etc.)? Are they appropriately placed and ready for use?
- Do snow piles obstruct vision for employees and vehicular traffic?
- Is there adequate lighting at doorways, parking lots, around dumpsters, and other high traffic areas?
- Are there icicles on the roof, overhangs, or other overhead fixtures that may present a hazard for employees or visitors?
- Are emergency access areas and/or supplies free of snow and 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 and ice water onto a walkway or sidewalk that can re-freeze?
- Are there areas to address concerning re-freezing of snow and ice?
- Are there any shortcut areas where employees often walk (but aren't main entrances) that need attention?
- Are general walking pathways in good condition before and after winter and free of potholes, damaged surfaces and other trip hazards?

INTERIOR

- Is there ample lighting at all entrances (interior)?
- Are there floor mats and runners at all entrances?
- Is a dry back-up rug/runner available in case of water saturation or damage?
- If there is recessed flooring at entrances, is it in good condition?
- Is there "Caution/Wet Floor" signage available and easily accessible in high traffic areas that may be slippery?

EMPLOYEE SAFETY

- Are employees wearing slip-resistant footwear when conditions are wet or icy?
- Do you recommend employees wear winter shoes to work with a pair of work shoes to change into once inside the building?
- Do you suggest that employees carry an emergency kit in their vehicle in the event of an incident? Important items are:
 - Warm clothing
 - Flashlight
 - Warm boots/hat/gloves
 - Candles
 - Water and snacks
 - Shovel and ice-melt compound/sand
 - Jumper cables

