



Here are some best practices to follow.

Preparation

Establish a Maintenance Committee to:

- Consider hiring a third party snow/ice removal contractor, in which case they must:
 - Make sure that the company is fully insured and that your organization is added to their policy as an "Additional Insured"
 - Establish clear terms of service: daily, weekly, or as needed
 - Have the contractor provide your organization with a record or log of all snow/ice removal activities undertaken, including dates and times
- Determine the role of volunteers to either:
 - Watch for inclement weather and call third party contractors, in which case, they must:
 - Make sure that volunteers have the contractor's contact details
 - Post the contractor's phone number on your premises in a visible area
 - Appoint a back-up volunteer
 - Undertake snow removal themselves

- Establish clearly defined do's and don'ts for maintenance staff and/or volunteers who will be handling snow/ice removal. For example: in order to prevent accidents, prohibit working on a roof to remove snow
- Make sure that there are adequate supplies of salt, sand, and ice melt products
- Ensure that shovels and supplies are in good working order and in an easily accessible place for maintenance staff and/or volunteers
- Have ice barriers installed on metal roof systems to reduce snow load sliding
- Have eaves troughs installed so that they are properly fitted to the building; have them inspected and cleaned regularly to ensure they will not overflow in melting conditions

Action

- Clear snow/ice on walkways, footpaths, stairs, ramps and other common foot traffic areas
- Make sure that downspouts and water collection containers are placed away from footpaths
- Apply additional salt, sand or ice melt to shady areas or areas where ice is likely to form — e.g. snow piles, tree canopies, building overhangs, downspouts that do have a footpath in the vicinity, and parking lot areas that are prone to ice build-up
- Inspect railings, stairs, ramps and other common foot traffic areas to ensure they are in good condition
- Inspect sidewalk blocks to ensure there are no tripping hazards or profile differences greater than 1/8 inch
- Make sure that snow and ice are cleared before visitors arrive for a scheduled event

Record Keeping

Record all deficiencies found during inspection along with the dates of maintenance/repair

- Keep a snow removal log
- Complete an incident report form in all cases where a slip, trip or fall has been reported

The above best practices are intended as a general assistance document. There may be unique circumstances that affect a particular property. In such cases, additional actions may be required.

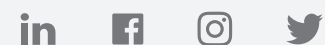
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