



# Winter Snow and Ice Program

A snow and ice clearing program should identify and explain the steps required to ensure that all parking areas, walkways and entrances are well maintained and kept clear. A written document should be prepared that outlines responsibilities for snow clearing, salting and sanding, as well as incident reporting and emergency response. This program must be read and understood by all staff and volunteers tasked with maintaining the property.

## Keep a Written Log

Keeping a legible, written log of snow clearing activities is a critical part of the program, as it serves as a record of when activities were carried

out. The log should record: location checked, date, time, area's physical condition, action taken to correct adverse conditions, plus the initials of the person performing the activity. A sample log is attached. Customize the log to work for your organization by downloading an electronic copy from [www.sfmic.com/employers](http://www.sfmic.com/employers).

Keeping a salt and snow removal log will go a long way to help ensure employees are free of slip and fall injuries.

For specific questions about snow removal policies or slip and fall prevention contact your SFM Loss Prevention representative.

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The Work Comp Experts

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