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 on the back side of this sheet. Customize the log to work for your organization by downloading an electronic copy at sfmic.com.

There is value in mapping out slip and fall incidents and water flow patterns in order to identify problematic areas. Those are the areas that may need increased surveillance and attention.

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.
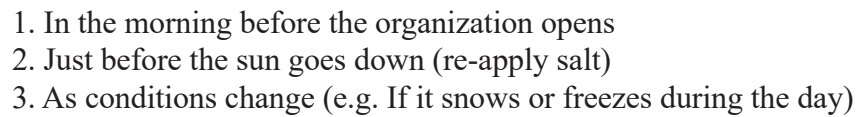
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Ice and Snow Management Log

Ice and snow must be managed at the following times:

1. In the morning before the organization opens
2. Just before the sun goes down (re-apply salt)
3. As conditions change (e.g. If it snows or freezes during the day)

The following locations will be attended to:

1. Walk areas (sidewalks, in front of doors, etc.)
2. The parking lot
3. Between parked vehicles

The person responsible must initial this log sheet to indicate the area managed.

Date	Time	AM/PM	Property location	Sidewalks (initials)	Entry Doors (initials)	Lot (initials)	Between Cars (initials)	Shovel & Salt (initials)