

# CUSTOMER FOCUS ON LOSS CONTROL

NUMBER 31

## Preparing for Winter: Snow Removal

### **Planning for Snow Removal**

- Acquire, prepare, inspect, repair, and/or maintain snow removal equipment and machinery:
  - shovels
  - ice scrapers
  - wheelbarrows
  - sand/salt spreaders
  - snowblowers
  - ice choppers
  - plows
- Obtain sufficient fuel supplies.
- Be sure the snow removal plan includes roofs, skylights, canopies, and overhangs.
- Screen/select staff carefully for heavy physical activity like shoveling.
- Provide a warm resting area with food, water, and perhaps cots and blankets.

### **Working With Contractors**

- Verify that a snow removal contractor is in place for the season.
- Obtain a Certificate of Insurance to verify the limits of general liability coverage.
- Where possible, have your company named as an additional insured under the contractor's general liability policy.
- Review the contract to verify that a hold harmless agreement is in effect.
- Determine exactly what services will be provided (plowing, sidewalks, entries, roofs, etc.)

- Determine when the contractor will respond (i.e. after a certain amount of snow has fallen, at a predetermined time of day, etc.)
- Determine what records they maintain (e.g., weather conditions for the day, time of plowing, depth of snow plowed, unusual occurrences, time work completed, etc.)

### **Snow Removal Tips**

- Clear snow from:
  - hydrants, control valves, hose houses
  - sidewalks, ramps, and entryways
  - driveways
  - roads
  - HVAC equipment and inlets
  - roofs
  - overhangs
  - canopies
- Determine the best location for placement of snow that is moved; be sure to communicate this information to the people who will actually be moving the snow. Place snow:
  - away from the main entry and walkways
  - away from hydrants, fire department connections, and outside sprinkler control valves (e.g., PIV post indicator valves)
  - where it will not drain back onto the parking lot, street, or sidewalk
  - in designated parking spaces set aside for that purpose
  - away from buildings/structures susceptible to collapse
- Maintain communications with on-site snow removal crews.

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