

## *Ice and Snow Removal Procedures*

Numerous injuries occur on parish and school properties during the winter months as a result of slips and falls on icy or snowy surfaces. While some injuries may be minor in nature, there are also those that result in serious injuries to the head, arms, legs or back. Many of these injuries may have been prevented if an ice and snow removal program were in place.

Implementation of a program is important to ensure ice is properly treated and snow is removed from your property prior to visitors/employees arriving for mass or any other function.

In an effort to minimize injury on your property, the following maintenance recommendations should be followed:

1. Instruct your employees or schedule volunteers to arrive at the facility early enough to remove the ice and snow prior to other individuals coming onto the property.
2. Make particular provisions for weekends and Holy Days to ensure there is a specific person assigned 45 minutes before mass to salt all walkways.
3. Maintain adequate supplies of ice melt and sand and have it available to make the walkways safe for foot traffic. A bucket of sand/salt with a scoop should be kept by the main doors of buildings that are used during times you are not available. You cannot always be there when weather worsens, so the supplies should be available where others can utilize them.
4. Proper snow removal equipment is a necessity in removing ice and snow and should be readily available. If volunteers are utilized, proper training on mechanical equipment (i.e. snow blowers) is imperative.
5. Pay special attention to areas where water drains off the roof and crosses walking paths to the buildings. These areas may require frequent monitoring as they can become "black ice" with a sudden drop in temperature or in the evening hours. Also, take extra care with walkways on the north side of your buildings or those that are consistently in the shade.
6. Keep maintenance log that will document shoveling, salting and sanding activities. This log could be kept on a clipboard near your shovels and ice treatment supplies for easy record keeping. We recommend these records be retained for at least three (3) years. This documentation can also provide a strong defense when responding to allegations of negligence in the event someone is injured on your property. A sample Winter Maintenance Log is attached.
7. Ensure you have an adequate number of floor mats located inside the entrance doors to your buildings for removal of excess moisture from shoes of individuals entering from the outside.
8. Prior to the snow season, ensure that you are prepared by assigning duties and gathering the necessary supplies and making sure your equipment is in proper working order. One never knows exactly when Mother Nature will arrive and it is best to be ready. A Winter Maintenance Duty Sheet is attached.

If you have any additional questions, comments or concerns, please do not hesitate to contact Barbara Wiegand at 920-272-8260 or e-mail [bwiegand@gbdioc.org](mailto:bwiegand@gbdioc.org) or Gwendolyn Arps at 920-431-6265 <mailto:gwendolyn.arps@aon.com> Have a safe Winter season!

**WINTER MAINTENANCE  
DUTY SHEET**

**Procedure**

**Responsible Party(s)**

Monitor overall weather conditions.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Purchase necessary snow/ice removal equipment and supplies.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Maintain equipment in peak working order.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Establish written removal procedures and timetables *for each area of the facility* as necessary – include specific instructions on snow removal and application of ice remover – include key time that coincide with known on-site activities.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Purchase & locate at all entrances containers with appropriate spreading implements for ice remover. Label container clearly.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Post and maintain the snow removal and ice removal application chart – maintain this in your master records area for at least 3 years.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Monitor & maintain an adequate supply of ice remover.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Contract with others for snow removal (if necessary).

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Monitor removal by subcontractors.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Monitor snow piles on premises to discourage “attractive nuisance” or eliminate additional risk for children and traffic flow.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_



