

WINTER MAINTENANCE



It is important that maintenance work is documented once the job is complete.

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;
- ✓ Physical condition of area;
- ✓ Action taken to correct adverse conditions, plus the initials of the person performing the activity.

These logs should be kept for at least 2 years or longer if you are aware of any serious slips and falls. 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/sanding and snow removal log will go a long way to help ensure employees are free of slip and fall injuries. (*See attached example*)

Pay special attention to areas where ice might accumulate, where there is a freeze/thaw cycle, along with those critical walkway and parking lot access areas that visitors use.

Use warning signs and barriers.

Maintain all regular walkways or put up a notice at any areas where winter maintenance is not provided. If snow removal is contracted out, please make certain that it is clearly documented when snow removal should happen and that the contractor is aware of your policies and procedures. Many schools insist that snow piles are left flat so that large accumulations do not become a risky play area.

Contractors should provide proof that they carry insurance to cover their operations.

Although this reference material is not intended to replace school board policies and procedures, it is intended to supplement the risk management considerations which should go into making the decisions on the most common day-to-day school activities. Visit our [website](http://www.mbschoolboards.ca) for additional risk management information.

DAILY ACTIVITY – Salt and Sanding Log Sheets

School Division/District: _____

Name of School/Facility: _____

Date: _____ From: _____ AM/PM To: _____ AM/PM

Weather Conditions:

Temperature: _____ Celsius

Check one:

- Clear
- Rain
- Freezing Rain
- Snow – Indicate accumulation _____ cm
- Other – Indicate _____

Location(s) Checked:

- | | | | |
|--------------------------|--------------|-----------|----------|
| <input type="checkbox"/> | Sidewalks | All _____ | Or _____ |
| <input type="checkbox"/> | Walkways | All _____ | Or _____ |
| <input type="checkbox"/> | Driveways | All _____ | Or _____ |
| <input type="checkbox"/> | Parking Lots | All _____ | Or _____ |
| <input type="checkbox"/> | Entrances | All _____ | Or _____ |
| <input type="checkbox"/> | Steps | All _____ | Or _____ |
| <input type="checkbox"/> | Perimeter | All _____ | Or _____ |

Action Taken:

- | | | |
|--------------------------|---------------|-----------------------|
| <input type="checkbox"/> | None Required | Indicate areas: _____ |
| <input type="checkbox"/> | Snow Removal | _____ |
| <input type="checkbox"/> | Ice Removal | _____ |

Applications:

- | | | |
|--------------------------|------------|-----------------------|
| <input type="checkbox"/> | Sand | Indicate areas: _____ |
| <input type="checkbox"/> | Salt | Indicate areas: _____ |
| <input type="checkbox"/> | Salt/Sand | Indicate areas: _____ |
| <input type="checkbox"/> | Ice Melter | Indicate areas: _____ |

Comments: _____

Completed by: Custodian Contractor

Name (printed): _____

Signature: _____

Date: _____