

# Risk Management Bulletin

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## WINTER MAINTENANCE

It is important that maintenance work is documented and once the job is complete, write a log that includes the date, time, weather and completed task.



Log all snow removal activity done by custodians and maintenance staff. List any salting or sanding and include the location, date and time. Logs shall be kept for at least two years and longer if you are aware of any serious slips and falls.

Maintain all regular walkways or put up a notice at any areas where winter maintenance is not provided.



If snow removal is contracted out, 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.

Visit MAST's website for additional risk management information at [www.mast.mb.ca](http://www.mast.mb.ca)

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