

# AmTrust Property Zone: Snow and Ice Removal Log

## The Importance of a Snow and Ice Removal Log

Winter is here, and with the season comes the potential for slips and falls by employees and visitors to your facility. The question is – how do you ensure that the snow and ice conditions are controlled in a timely manner, and by who?

Facilities that wish to use their own maintenance staff to mitigate snow and ice conditions should ensure that they are provided the proper outerwear for the weather, such as gloves, boots, high visibility gear, etc. Staff should also be equipped with adequate and properly serviced power equipment and hand tools like snow blowers, ice melt spreaders, ergonomically designed shovels, etc.



Training should be provided on how to operate the equipment safely (for example, using proper tools to unclog a snowblower and not reaching into the machine) and using the appropriate personal protective equipment (hearing protectors/eye protection etc.). Make sure to obtain Safety Data Sheets (SDS) on chemicals used to mitigate ice to refer to during training (HAZCOM) of the employees.

Facilities who wish to use a third-party vendor to mitigate snow and ice conditions should ensure that the vendors used to perform this service are experienced in snow and ice removal and are properly insured (both with liability and workers' compensation coverage). Develop contracts with legal counsel to ensure they include hold harmless agreements and waivers of subrogation to back up their Certificate of Insurance, understanding that a COI is merely a "snapshot in time" identifying that on this date and this time the third party was insured. The contract with the third party should also



clearly identify when that third party is expected to be on-site for the snow/ice removal, when to return for further remediation, what specific services are to be expected, and what supplies (chemicals) will be used for ice mitigation.

### Maintaining a Log

Whether using your own staff or a third party, it is important to maintain a "Snow and Ice Removal Log" identifying the date and time of service and what was performed by who and where. The log itself should include the date, building name and number, time of removal and supplies used with check-off boxes that specifically address where mitigation was performed – for example, sidewalks/stairways, steps, walkways, parking areas, roof, etc. Either the facility staff member or third-party vendor should initial the log and include any comments to identify any issues or damage noted at the time of the snow and ice removal date.

The completed logs should then be maintained in a file and be easily accessible.

Help mitigate the potential for bodily injury and property damage throughout the winter season. Addressing the hazards that come with snow and ice and having documented protocols in place will assist in preventing and/or reducing the frequency and severity of losses.

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website at [www.amtrustfinancial.com/loss-control](http://www.amtrustfinancial.com/loss-control)



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Location: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Conditions: \_\_\_\_\_

Temperature: \_\_\_\_\_ Precipitation:  Snow  Sleet  Rain  Freezing Rain

Snow Depth at Start: \_\_\_\_\_

Ice accumulation at Start? \_\_\_\_\_

Describe Wind: \_\_\_\_\_

## Areas Cleared/Treated \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Plowing _____      | <input type="checkbox"/> Slow Blower _____ |
| <input type="checkbox"/> De-icing _____     | <input type="checkbox"/> Sand _____        |
| <input type="checkbox"/> Anti-Icing _____   | <input type="checkbox"/> Sweeping _____    |
| <input type="checkbox"/> Snow Removal _____ | <input type="checkbox"/> Other _____       |

## Areas Obstructed, Inaccessible, etc., Not Cleared/Treated and Why: \_\_\_\_\_

Equipment and persons doing Treatment: \_\_\_\_\_

Note and comments ALL unusual conditions: \_\_\_\_\_

Name and title of owner, owner's representative(s), and what notification or communication provided: \_\_\_\_\_

Describe any communication with residents, tenants, or others: \_\_\_\_\_

Reinspections for black ice, melting/refreezing, windblown drifts, vehicles or obstructions removed\*:

\*Notify contractor additional work is needed.

