**Manual Snow Removal SWP**

**Background:**

In the event there is a snowfall the following procedure will be implemented to insure all accesses to the facility are clear and safe.

NOTE: All walkways will be treated with Safety-Sol or alternate salt product to insure a non-slip surface.

**Hazards:**

* Exposure to cold temperatures
* Slipping on snow/ice
* Traffic
* Working alone
* Muscle Strain Injuries
* Heart Strain

**PPE Required:**

Whenever a staff member is required to remove snow and treat walkways the following equipment must be available before work is started:

* Always wear appropriate clothing for outdoor work – long pants and a sweater or jacket.
* Non-Slip footwear.
* High visibility vest
* Gloves.
* Toque if needed
1. **Pre Set-Up:**
* Crew Talk “Safety Reminder!”
* Notify someone that you will be doing snow removal.
* Put on PPE.
* Inspect Safety-Sol distributor- check for cleanliness and any defective parts, report problems to a supervisor. Tag part defective.
* Carry shovel, spreader & Safety-Sol to work site or use upright dolly.
* If necessary use cones to mark work area.

**2.0 Procedure:**

* Be extremely cautious throughout this procedure, it is very easy to slip on the snow and ice. Take small steps and walk slowly.
* Always shovel a manageable amount of snow.
* Always use your legs not your back when lifting snow and pivot your feet when placing in the snow.
* Do not reach- always move your feet.
* Shovel into piles within a close distance to you – do not block ramps or exits.
* When surface is exposed, spread a good amount of salt throughout walking areas.

**3.0 Post Procedure/Take Down**

* Clean off all equipment and return to appropriate storage area.
* Close bag of salt
* Inform supervisor of areas which you were able to complete
* Check for safety signs

**Summary:**

* Wear all PPE
* Maintain good balance at all times
* Do not overdo it – if you feel yourself getting sore or too cold, trade off with someone else.