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| **Department:** | **Public Works** | **Area:** | **All** |  |
| **Subject:** | **Manual Snow Removal SWP** | | |

**MANUAL SNOW REMOVAL**

**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.

The cleared accesses will include:

* Clear side entrance closest to NDSS gym- including stairs and wheel chair access ramps.
* Clear walkways including wheel chair access ramps.
* Clear front entrance to the facility including access to Room A.
* Clear walkways down to the exit doors at the end of the Main Pool- including steps and ramps to the maintenance office.

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

NOTE: Only staff who have completed a review of the procedure for snow removal and the additional exam will be cleared for snow removal. A supervisor can provide the review training and exam prior to a staff member taking on this task.

**Hazards:**

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

**PPE Required:**

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| * Warm clothing & touque | * Non-slip footwear | * Gloves | * Hi-vis vest |

**Pre Set-Up:**

* Notify supervisor 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.
* Carry shovel, spreader & Safety-Sol to work site.
* If necessary use cones to mark work area.

**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 in small scoops and use your legs not your back when lifting - this will prevent strain.
* Always use your thigh as leverage for the shovel- rest the shovel handle against your knee and use as a teeter-totter.
* 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 small amount of salt throughout walking areas.

**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

**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.

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| **Date: 2010-Nov-20**  **Revised:** | **Author: Maurya Tatler**  **Approved by: Rick Kroeker** |