

Commercial Property

Snow and Ice Removal Checklist

Owners and managers of commercial property have an obligation to maintain safe conditions for employees and occupants. During the winter season, walkways, stairs, driveways, interior roadways and parking lots become slip and trip hazards as snow falls and ice forms. This is not only a safety hazard, it can also be an expensive legal issue for property owners, if an accident occurs.

To prevent injuries and minimize injury costs, commercial property owners should consider implementing a snow removal program using the checklist provided. The program should identify responsibilities, communication strategies, equipment used and follow-up procedures for snow removal. In addition, all of your actions (or the actions of a hired snow removal contractor) should be outlined in a snow and ice removal log. Periodically, review your program to ensure that it is working for your property successfully and is minimizing the rate of injuries.

Pre Season Producers	Y/N	Comments
Establish a plan for how you will remove snow and ice and who will do so. Also identify when removal will take place in correspondence with when the snow falls (example: middle of the night snow fall—clean up by 5 a.m.).		
Place weather mats at all entrances to the building for a distance of 12 metres. These mats should be placed in both directions to catch snow and water when entering and exiting.		
Periodically check weather mats to make sure they are in solid working condition and have not started to curl (this presents additional tripping hazards).		
Send out a newsletter, flyer or post a notice on a communal bulletin board asking residents, employees and visitors to report snow and ice-related hazards immediately to the property manager.		
Consider hiring a snow removal contractor. Investigate the quality of the contractor's work, timeliness of work during a storm, equipment adequacy, experience, references and the ability to work with your property's unique needs.		

Pre Season Producers	Y/N	Comments
<p>Create a contract for use with your hired contractor. Sign the contract before snow season and have the contractor sign it as well. Include the following within the contract:</p> <ul style="list-style-type: none"> • Contractor agrees to provide high quality services for you on your premises • Contractor adheres to safe working practices as established by industry standards • Contractor maintains general liability insurance with a minimum of \$1 million (provides certificate of insurance to you as well) • Contractor names you as an additional insured on the policy Contractor should be held responsible if there are claims following actions, inactions or work done. Contractor waives subrogation rights as well. 		
<p>Report snow and ice removal activities on a snow and ice removal log as soon as the tasks are complete (see attached log. The log will assist you in defending against injury and property claims. They are also handy for maintaining a standard procedure if you have multiple properties. Use the same log for your own staff members and hired outside contractors.</p>		
<p>Photograph the incident scene with a digital camera. Capture the exact area where the accident occurred (step, concrete slab, etc.) and the areas near the spot of the accident. Take close-up photographs (within a one-third to one-metre range) as well as distance shots to capture the entire scene.</p>		

LloydSadd



NAVACORD®

Slip & Incident Report

Snow and Ice Removal Checklist

Property Name: _____

Address: _____

Person Injured: _____

Injured Address: _____

Phone: _____ Email: _____

Date: _____ Time: _____

Describe Weather: _____

Incident location _____

Describe Incident _____

Describe Injury or Property Damage: _____

Witness Name, Address, and Phone: _____

Photos taken? _____ Hospitalization or Medical Attention Required? _____

Reported by: _____ Date: _____

Reported to: _____ Date: _____

Reviewed by: _____ Date: _____