

Toolbox Talks

Facilities Maintenance – Winter Grounds

As someone responsible for facility safety, you have a lot to do to prepare for winter. Listed below are some helpful reminders to assist you in preparing.

- Inspect the grounds to note any wet spots, depressions in pavements, and cracks or any other imperfections that could cause excess water to accumulate and create ice when it freezes or refreezes.
- Have catch basins cleaned and marked. Cleaned for better drainage. Marked so they are not a plow obstruction.
- Mark road, parking lot, and sidewalk hazards prior to the winter months.
- Review the areas to be plowed with either your municipal crew or plow / sanding contractor prior to plow season.
- Install bollards or jersey barriers to protect propane or natural gas meters / regulators and piping from plow strikes.
- Provide ergonomic shovels to municipal employees who will do manual snow removal to reduce exposure to back strains.
- Inspect exterior stairs and railings to be sure they are secure and in good condition.
- Confirm all exterior lighting is working and illuminates entrances / exits / walks / parking lots.
- Provide employees who use a snow blower or power broom with documented safe operation training.
- Maintain a supply of salted sand at entrances for ease of access.
- Monitor snow and ice accumulation on steps, walkways, and parking lots throughout a storm to have staff or contractor salt, sand or plow as needed.



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If you contract plowing and sanding;

- You should get a Certificate of Insurance from your plowing contractor. The Certificate of Insurance should list your municipality as an Additional Insured and include a Hold Harmless clause.
- Require your contractor to conduct a pre-season inspection to know where obstructions are located.
- Have an agreed upon schedule or snow amount that triggers the contractor to plow and sand
- Your contractor should keep a sanding and plowing log or have a vehicle GPS systems that can collaborate the time as outlined on the sanding and plowing log.
- Identify an area for the contractor to pile snow throughout the winter.

