

# Winter Maintenance

November 2022



It is important that maintenance work is documented once the job is complete.

Keeping a legible, written log of snow clearing activities is a critical part of the program, as it serves as a record of when activities were carried out. These records can be used in the defence of slip & fall claims.

The log should record:

- Location checked;
- Date;
- Time;
- Physical condition of area;
- Action taken to correct adverse conditions, plus the initials of the person performing the activity.

These logs should be kept for at least 2 years or longer if you are aware of any serious slips and falls. There is value in mapping out slip and fall incidents and water flow patterns in order to identify problematic areas. Those are the areas that may need increased surveillance and attention.

Keeping salt/sanding and snow removal logs will go a long way in keeping schools and employees from being found negligent by showing your due diligence in maintaining safe walkways. (See attached example)

Pay special attention to areas where ice might accumulate, where there is a freeze/thaw cycle, along with those critical walkway and parking lot access areas that visitors use. Roof drains that empty onto sidewalks with water pooling near entrances or handicap parking areas will result in slippery ice hazards especially during thaw / freeze weather cycles.

Use warning signs and barriers. (Have sand, grit or kitty litter handy for icy spots).



Maintain all regular walkways or put up a notice at any areas where winter maintenance is not provided (contractors should maintain records of snow clearing and sanding). If snow removal is contracted out, please make certain that it is clearly documented when snow removal should happen and that the contractor is aware of your policies and procedures. Many schools insist that snow piles are left flat so that large accumulations do not become a risky play area.

Contractors should provide proof annually that they carry insurance to cover their operations.

Although this reference material is not intended to replace school board policies and procedures, it is intended to supplement the risk management considerations which should go into making the decisions on the most common day-to-day school activities. Visit our [website](http://www.mbschoolboards.ca) for additional risk management information.

# DAILY ACTIVITY - Salt and Sanding Log Sheets

School Division/District: \_\_\_\_\_

Name of School/Facility: \_\_\_\_\_

Date: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

## Weather Conditions:

Temperature: \_\_\_\_\_ Celsius

Check one:

- Clear
- Rain
- Freezing Rain
- Snow - Indicate accumulation \_\_\_\_\_ cm
- Other - Indicate \_\_\_\_\_

## Location(s) Checked:

- Sidewalks All \_\_\_\_\_ Or \_\_\_\_\_
- Walkways All \_\_\_\_\_ Or \_\_\_\_\_
- Driveways All \_\_\_\_\_ Or \_\_\_\_\_
- Parking Lots All \_\_\_\_\_ Or \_\_\_\_\_
- Entrances All \_\_\_\_\_ Or \_\_\_\_\_
- Steps All \_\_\_\_\_ Or \_\_\_\_\_
- Perimeter All \_\_\_\_\_ Or \_\_\_\_\_

## Action Taken:

- None required Indicate areas: \_\_\_\_\_
- Snow removal \_\_\_\_\_
- Ice removal \_\_\_\_\_

## Applications:

- Sand Indicate areas: \_\_\_\_\_
- Salt Indicate areas: \_\_\_\_\_
- Salt/Sand Indicate areas: \_\_\_\_\_
- Ice/Melter Indicate areas: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by:  Custodian  Contractor

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_