

Ice and Snow Handling Policy (Sample)

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Ice and Snow Handling Safety Program For

Dealership Name

Purpose, Scope and Overview

Purpose: The following policies and procedures will help to prevent employee injuries from occurring while snow and ice are present on the Dealership/Collision Center grounds

Scope: The policies and procedures in this ice and snow handling policy have been developed to protect Dealership/Collision Center employees while working in and around icy conditions on the Dealership/Collision Center grounds.

Overview: The ice and snow program addresses ice and snow handling in the following sections. Pre snow activities, during snow activities and post snow activities.

Responsibilities

Program Administrator: (Name) _____

The program administrator is responsible for:

- Issuing and administrating this program and making sure that all employees are compliant with all ice and snow handling procedures at the Dealership/Collision Center.
- Scheduling all sub-contractors to assist in clearing ice and snow from the Dealership/Collision Center grounds.
- Assigning responsibilities of ice and snow clearing to Dealership/Collision Center personnel.
- Training all employees on safe ice and snow handling policies.
- Providing annual refresher training to all employees on all ice and snow handling policies.
- Procuring ice and snow handling equipment.
- Maintaining the working condition of all ice and snow handling equipment.
- Maintaining a log documenting the clearing of ice and snow from the Dealership/Collision Center grounds.
- Monitoring personnel while they are clearing ice and snow from the Dealership/Collision Center grounds.
- Communicating to dealership/collision center employees delayed opening/closings.

Department Supervisor(s): _____

Department supervisors are responsible for:

- Insuring that all employees that clear ice and snow have been properly trained by the administrator.
- Inspecting ice and snow affected areas before snow falls, during snow fall and after snow has stopped falling
- Coordinating personnel attendance to the program administrator on snow days.

Department

Supervisor



Ice and snow maintenance staff are responsible for:

- Clearing snow and ice from the Dealership/Collision Center grounds while following the safety guidelines for ice and snow handling set forth by the administrator.
- Inspection of all equipment used to handle ice and snow on the Dealership/Collision Center grounds. (Only trained staff may handle snow clearing machinery.)
- Reporting all violations of safety policies to management.

Ice and Snow Maintenance Staff:

_____	_____
_____	_____
_____	_____

Ice and Snow Sub Contractor(s):

_____	_____
_____	_____
_____	_____

- Certificates of insurance should be obtained annually from all sub-contractors who handle and clear ice and snow from the Dealership/Collision Center premises.
- Dealership/Collision Center employees should never operate sub-contractor equipment.
- All sub-contractors on site should know exactly what areas to clear before they come onsite to clear the Dealership/Collision Center premises.



General Dealership Employees

- All employees should wear comfortable rubber soled shoes or boots when working in and around ice and snow.
- Personnel that are not part of the ice and snow maintenance staff will not be permitted to travel through areas that have not been cleared.
- All personnel are responsible for reporting all areas of the dealership/collision center that are in need of clearing.
- All personnel are responsible for reporting employee injuries as soon as possible.

Pre Snow Plan.

The following procedures should be followed when preparing the Dealership/ Collision Center grounds before snow.

- The program administrator should inspect the Dealership/Collision Center premises for areas where ice and snow accumulation might cause employees to slip and fall while traversing the dealership/Collision premises.
- All potential slip and fall hazards should be noted and employees should be notified of possible hazards.
- All automobiles should be moved to a designated area either on the Dealership/Collision Center lot or inside the Dealership/Collision Center itself before it snows to make clearing the Dealership/Collision Center grounds easier and more efficient.
- All commonly traveled areas that present a known slip; trip and fall hazard should be adequately marked by signs to warn employees when they are traversing the lot.
- When possible the Dealership/Collision Center lot should be pretreated with ice melting agents and chemicals.
- The Dealership/Collision Center should contact the appropriate personnel that are in charge of clearing the lot. This includes all subcontractors and trained in house staff.
- All ice and snow cleaning materials (machinery, chemicals and tools) should be located and or purchased before snow fall occurs.
- Ice and snow clearing materials should be checked to insure that they are in safe working order.
- A designated employee parking area should be defined. This area should be near the dealership/collision center.
- A walking path should be established that links the employee parking area and the dealership/collision center

Snow Clean Up Plan

The following procedures should be followed once snow starts falling on the Dealership/Collision Center grounds.

- The program administrator and snow clean up staff/contractors should arrive at the dealership/collision center as soon as possible to start the snow clean-up process.
- The employee parking area should be plowed and salted first
- The snow clean up staff should then split up into 2 teams.
- 1 team should plow the rest of the dealership/collision center
- 1 team should clear and salt all heavily traveled areas.
- Once the lot is cleared it should be re inspected by the administrator to insure that all ice and snow has been effectively removed.
- Once the cleared lot has been inspected the snow clean up staff should begin moving vehicles back on to the cleared lot.
- Signs should be set out labeling the employee parking area, employee walking path and dealership entrance that employees will use when coming into work.
- Mats and floor signs should be placed around entrances and exits.

Post Snow Clean Up Plan

The following procedures should be followed once snow has been cleared from the dealership/collision center lot and heavily traveled areas.

- The administrator should inspect the lot and heavily traveled areas hourly.
- Ice and snow should be cleared as needed by de icing agents or by the use of a shovel.
- All entry and exits should be monitored; melted snow should be cleaned up immediately.
- All hourly inspections should be documented by department supervisors.

Appendix

Inspection checklist

Area Inspected	Time Inspected	Date Inspected	Signature
	6:00am		
	7:00am		
	8:00am		
	9:00am		
	10:00am		
	11:00am		
	12:00am		
	1:00pm		
	2:00pm		
	3:00pm		
	4:00pm		
	5:00pm		
	6:00pm		
	7:00pm		
	8:00pm		

Ice & Snow Materials Checklist

Item	Present	Need of Repair	Date	Inspected By
Plow				
Shovels				
Ice/Snow Melt				
Snow Broom				
Snow Blower				
Road Cones				
Floor Mats				

IMPORTANT NOTICE - *The information and suggestions presented by PMA Companies in this risk control document are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to alter the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.*