



SIMA-20-2024

Standard Practice for Implementing a Safety Program for Snow and Ice Management Companies

an American National Standard



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Snow & Ice Management Association, Inc.
10140 N. Port Washington Road
Mequon, WI 53092
(414) 375-1940
Fax: (414) 375-1945
Email: info@sima.org
Web: www.sima.org

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Foreword

This foreword will not be considered part of the SIMA-20-2024 Standard Practice for Implementing a Safety Program for Snow and Ice Management Companies standard.

The mission of the Snow & Ice Management Association (SIMA) is to empower snow and ice management professionals for success. Having developed several industry best practices, SIMA recognized the need for formal, verified standards that are easily understood and readily adopted by all industry stakeholders. To accomplish this, SIMA was approved as an ANSI Accredited Standards Developer in August 2018.

Development of ANSI recognized standards will enable guidelines of policy and practice for the delivery of safe and cost-efficient winter management operations; the continuation of emergency services, commerce and public activities; and liability mitigation.

The Standard Practice for Implementing a Safety Program for Snow and Ice Management Companies covers the essential planning and implementation of a safety program for companies whose employees perform snow and ice management and removal services. This standard practice provides guidance for those companies to aid in the development of comprehensive safety protocols, documentation and ongoing monitoring procedures.

Snow and ice management service companies need to have standardized safety program protocols specific to the hazardous working conditions their employees may encounter during operations. Current safety program practices are inconsistent and rely on recommendations from adjacent industries such as construction and landscaping. These recommendations do not satisfactorily address the unique safety protections that are needed to protect the employees, their clients and the general public while operations are being carried out.

SIMA oversees the Standards Development Committee (SDC), which is responsible for proposing and developing SIMA standards and assigning and monitoring Stakeholder Advisory Groups (SAG) to develop standards content.

At the writing of this standard, group members included:

- Mike Mason, CSP (SDC Chair)—The Lawn Pro, Louisville, KY
- Craig Clark (SDC)—Henry Dunn Inc., Harleysville, PA
- David Gallagher (SDC)—Spiritus Business Advisors, LLC, New Galilee, PA
- Doug McDaniel (SDC)—WalMart, Bentonville, AR
- Jim Monk, CSP (SDC)—MPS Property Services, Markham, ON
- Marjean Pountain (SDC)—Pountain Partners LLC, Elkhart Lake, WI
- Jeremy Swenson, CSP (SDC)—Swenson Consulting, Colorado Springs, CO
- Chris Morrison (SDC & SAG)—Morrison Risk Services, Pickering, ON
- Jenny Girard (SAG)—RM Landscaping, Rochester, NY
- Matt Gerich, CSP, ASM (SAG)—MBG Consulting LLC, Bloomfield Hills, MI
- Mike Heinrich Jr., CSP (SAG)—US Snow Pros, Royal Palm Beach, FL
- Jay Long (SAG)—Hilb Group of New England, Putnam, CT
- Deb Mattson, CSP (SAG)—Allied Snow Removal Corporation, Mystic, CT
- Frank Lombardo (SAG)—WeatherWorks, Hackettsown, NJ
- Dylan Moses, CSP, ASM (SAG)—Transblue, Monroe, WA
- John Paganini (SAG)—CrewTracker Software, Cleveland, OH
- Michael Wagner, CSP, ASM (SAG)—Designscapes Colorado, Centennial, CO

To learn more about SIMA Standards, go to www.sima.org/standards. Information requests regarding this document must be forwarded to SIMA Standards Administrator, Ellen Lobello, and ellen@sima.org.

This standard is issued under the fixed designation SIMA-20-2024; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last re-approval.

1. Scope, Purpose and Application

1.1 Scope

The scope of this Standard outlines the basic elements required for the formation of a snow and ice management company's operations safety program. This applies to the activities of owners and managers of snow operations personnel.

1.2 Purpose

For snow and ice management companies, ensuring safety is of utmost importance. Consequently, it is essential for these organizations to establish and maintain a documented safety program that is comprehensive and effective in mitigating the risks to snow and ice operations personnel.

1.3 Application

This standard is intended to apply to snow and ice management company owners and their employees in the development and implementation of a company safety program.

2. Referenced Documents and Resources

Snow & Ice Management Glossary of Terms

Available from the Snow & Ice Management Association

www.sima.org/bestpractices

Snow & Ice Management Best Practices Checklist

Available from the Snow & Ice Management Association

www.sima.org/bestpractices

Snow Management Passport

Snow Removal Trainee Practical Skills Sign-Off Document. Available from Landscape Ontario

<https://bit.ly/SnowPassportDoc>

Merriam-Webster Dictionary

<https://www.merriam-webster.com>

Black's Law Dictionary

<https://thelawdictionary.org/>

Occupational Safety and Health Administration, U.S. Department of Labor

<https://www.osha.gov/>

3. Safety Program Creation

3.1 The snow and ice management company shall develop and prepare governing documents for safety rules and procedures that, at a minimum, adhere to this standard and the safety acts and regulations in adherence with local, state, provincial and federal agencies. The employer will ensure staff are aware that any conflict between the company's governing documentation and any act or regulation applicable to the jurisdiction should be reported to the company immediately.

General safety practices and conduct are to be established either in accordance with this standard or documents referenced by this standard or as part of the company's governing documents for the following topics:

3.1.1 Employee health and safety, including extended exposure to environmental conditions.

3.1.2 Vehicle and equipment operations safety in adherence with original manufacturer's printed recommendations.

3.1.3 Site safety, hazard recognition, documentation and communication protocols.

3.1.4 Shop/yard safety.

3.1.5 Chemical safety and spill remediation.

3.2 The snow and ice management company shall establish and support a company safety liaison or committee that includes multidisciplinary stakeholders to develop, support and monitor the company's safety program and assist in training development and implementation.

3.3 The snow and ice management company shall provide financial support and resources for safety training and education.

4. Safety Program Guidelines

4.1 The snow and ice management company shall develop rules and/or procedures pertaining to employee requirements for and use of any safety-related equipment and attire.

4.1.1 Employer shall provide training and enforce the proper use of clothing and personal protective equipment (PPE) based on each employee's role.

4.1.2 Where applicable, PPE shall meet minimum ANSI standards.

4.2 The snow and ice management company shall establish snow-specific training for all full-time and part-time and seasonal employees that, at a minimum, is conducted prior to, during and after the winter season.

4.2.1 Snow-specific training should be presented following accepted adult learning principles, which may include visual, auditory, kinesthetic and written educational resources.

- 4.2.2** The snow safety program shall include verification and documentation of employee knowledge through testing or demonstration.
- 4.3** The snow and ice management company shall verify that subcontractors have safety procedures and training programs in place.
- 4.4** The snow and ice management company shall develop policies, training and consequences regarding the use of drugs and alcohol in accordance with local, state, provincial or federal regulations.
- 4.5** Winter operations safety meetings shall be scheduled at least three times: before the season starts, during the season, and after the season ends. Additional meetings may be held as necessary due to changes in policy, rules, or procedures following an incident, evaluations, or for other reasons, such as employee recommendations. All meetings shall be documented and attendance recorded.

5. Monitoring Procedures and Documentation

- 5.1** All snow and ice management company's full-time, part-time and seasonal employees shall be made aware of safety rules and procedures during orientation and refresher training programs.
- 5.2** All full-time, part-time and seasonal employees shall receive a copy of such rules with receipt of acknowledgment, according to the company's policies/procedures.
- 5.3** The snow and ice management company shall implement a methodology to evaluate employee adherence to Section 3 of this standard.
- 5.4** The snow and ice management company shall have a methodology to identify, correct and prevent hazardous conditions and operational deficiencies in adherence to Section 3 of this standard.
- 5.5** The snow and ice management company shall have an organized process for incident reporting, documentation, tracking and resolution.
- 5.6** The snow and ice management company shall develop documentation and processes to visually verify safety training for each role, including sign-off by a qualified supervisor or instructor.

6. Definitions and Abbreviations

- 6.1 *Snow and ice management***—The combination of all business practices and operational procedures used to prevent or mitigate the effects of snow and ice accumulation on a site or set of sites. (SIMA Glossary of Terms)
- 6.2 *Employee***—A person in the service of another under any contract of hire, express or implied, oral or written, where the employer has the power or right to control and direct the employee in the material details of how the work is to be performed.” (Black’s Law Dictionary)

6.3 Site—The property or collection of contiguous properties where services are to be performed. (SIMA Glossary of Terms)

6.4 Hazard—A hazard is the potential for harm (physical or mental). In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. (Occupational Safety and Health Administration, U.S. Department of Labor)

6.5 Personal protective equipment—Protective devices, garments, or coverings (such as respirators, helmets, face shields, boots, or gloves) that are worn especially by workers to minimize exposure to hazards that may cause injury or illness. (Merriam-Webster Dictionary)

6.6 Subcontractor/Independent Contractor—A person, business, or private organization that is contracted to perform specific services for another party, and does not have legal status as an employee, as defined by federal, state or provincial laws. (SIMA Glossary of Terms)