

Site Awareness Checklist

When planning for your snow and ice operations, it is important to consider site safety and the awareness of personnel on site. This checklist can be utilized as a pre-season checklist, or as an in-season compliance tool for your company processes and procedures. The best way to utilize this checklist is to keep it with your drivers and sidewalk crews as a reference tool for training activities, weekly safety talks or refreshers to keep site safety at the front of everyone's mind.

Entrance and Exit Routes:

- Consider all emergency entrance and exit routes, fire lanes and walkways, facility entrance, and exits
- Identify awnings, overhangs, and walkway covers that may potentially induce sliding snow and ice off of roof, as well as thawing and refreezing and/or causing drips onto walkway

Stairways and Breezeways:

- Prioritize stairways which are considered high-risk areas
- Clear snow and ice from stairways, railing, grip plates, painted surfaces (crosswalks, curb paint, etc.)
- If breezeways are to be cleared, make sure potential thaw and refreeze areas are addressed with granular or liquid anti-icing or deicing material

Drainage On Site:

- Mark drains on site such as roadway drains, gutter drains, and building drains/downspouts to monitor water runoff and ice formation
- Clear surrounding areas of drains and downspouts to help proper flow of snow and ice melting and runoff

Site Grade:

- Identify site grading concerns such as low spots that may induce water and ice buildup
- Examine direction of site runoff from building, walkways, and/or roadways which may create ice from thaw and freeze
- Make sure snow pile locations are in a place where melting will not cause runoff on walkways and/or roadways

Stormwater Locations and Retention Ponds:

- Make sure snow clearing and piling is acceptable near stormwater and retention ponds
- Do not heavily apply granular or liquid materials near drains or retention ponds to prevent over-contamination

Common Gathering or Commuting Areas:

- Always prioritize these areas on site such as walkways to vehicles, residences, clubhouses, mailboxes, and/or waiting areas
- Review site documentation to ensure high-priority areas will be serviced to scope

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Ramps and Loading Docks:

- If these are present at facility or serviced sites, be cautious and clear ramps and loading docks with proper tools to not damage surfaces or damage the anchoring/ fastening system*
- Due to incline, be careful when clearing as to not slip and fall and clear completely to prevent runoff and freeze*
- Ramps are a high priority area as these must be accessible and cleared for pedestrians*

Identifying High-risk and High-priority Objects:

- Walkways, stairways, ramps, entrances, exits, fire lanes, and community areas are all high-risk and high-priority areas*
- When identifying additional high-risk and high-priority areas, think about high-traffic areas or areas of extreme slip and/or fall risks*

Snow Piling Locations:

- Identify snow piling locations away from walkways and/or roadways where runoff and freeze is not a concern*
- Think about site drainage and grading for proper piling, melting, and drainage*
- Consider convenience for sidewalk crews so piles are safely and quickly accessible*

Snow Clearing and Removal Process:

- Prioritize the direction of travel for snow shoveling or walkway clearing that creates a more efficient process and an overall safer environment*

Marking Site Properly:

- If snow markers or stakes are requested or required on site for risk and safety management, make sure these are in place before services begin*
- Identification of site markings should also be noted on snow maps for all personnel and crews*

Ensure Regulatory and Compliance Measures:

- Part of performing snow and ice clearing services is compliance with local, state, and federal regulations—extra consideration should be given to walkways of all kinds so they are safe and accessible to pedestrians*