

# CHECKLIST | SNOW AND ICE REMOVAL



Presented by BHIB Insurance Brokers

For:	Date:
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Owners and managers of commercial property have an obligation to maintain safe conditions for employees and occupants. During the winter season, walkways, stairs, driveways, interior roadways and car parks become slipping and tripping hazards as snow falls and ice forms.

To prevent injuries and minimise injury costs, commercial property owners should consider implementing a snow removal programme using the checklist provided. The programme should identify responsibilities, communication strategies, equipment used and follow-up procedures for snow removal. In addition, all of your actions (or the actions of a hired snow removal contractor) should be outlined in a snow and ice removal log. Periodically, review your programme to ensure that it is working for your property successfully and is minimising the rate of injuries.

PRE-SEASON PROCEDURES	YES	NO	N/A
Establish a plan for how you will remove snow and ice and who will do so. Also identify when removal will take place in correspondence with when the snow falls (Example: middle of the night snow fall – clean-up by 5 a.m.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place weather mats at all entrances to the building. These mats should be placed in both directions to catch snow and water when entering and exiting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodically check weather mats to make sure they are in solid working condition and have not started to curl (this presents additional tripping hazards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send out a newsletter, flyer or post a notice on a communal noticeboard asking residents, employees and visitors to report snow and ice-related hazards immediately to the property manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider hiring a snow removal service. Investigate the quality of their work, timeliness of work during a storm, equipment adequacy, experience, references and the ability to work with your property's unique needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a contract for use with your snow removal service. Sign the contract before snow season and have the service provider sign it as well. Include the following within the contract: <ul style="list-style-type: none"> <li>• Provider agrees to provide high quality services for you on your premises</li> <li>• Provider adheres to safe working practices as established by industry standards</li> <li>• Provider should be held responsible if there are claims following actions, inactions or work done.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report snow and ice removal activities on a snow and ice removal log as soon as the tasks are complete (see attached log). The log will assist you in defending against injury and property claims. They are also handy for maintaining a standard procedure if you have multiple properties. Use the same log for your own staff members and hired outside contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IF AN INCIDENT OCCURS	YES	NO	N/A
Fill in an incident report form (see attached) and report the incident to BHIB Insurance Brokers immediately. This will assist in determining exactly what occurred and will help when filing a claim. A log is also a useful resource for improving snow removal procedures in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photograph the incident scene with a digital camera. Capture the exact area where the accident occurred—such as on a step, concrete slab or pavement—and the areas leading up to the spot of the accident. Take close-up photographs as well as distance shots to capture the entire scene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential issues.*

BHIB Insurance Brokers is a trading name of BHIB Limited. Registered office is AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ. BHIB Limited is registered in England and Wales number: 829660 Authorised and regulated by the Financial Conduct Authority

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**Incident Report**

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Person Injured: \_\_\_\_\_

**Injured Person's Contact Information:**

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Description of Weather Conditions: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Damage and/or Personal Injury Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First-aid Measures Taken (If Applicable):

\_\_\_\_\_

Professional Medical Attention Utilised: Yes  No

Hospitalisation/Ambulance Utilised: Yes  No

Photographs Taken? Yes  No

**Witnesses:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Incident Reported By: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of party)

Incident Reported To: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Incident Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

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### Snow and Ice Removal Log

Property Name:

Property Location:

Year:

Date	Building Name/Number	Time of Removal	Supplies Used	Sidewalks	Stairways / Steps	Walkways	Parking Areas	Roof	Staff Initials	Comments
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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