



# Checklist

## Snow and Ice Removal

**For:**

**Date:**

Pre-Season Procedures	YES	NO	NA
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 for a distance of 40 feet. 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 bulletin board 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 contractor. 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"/>
<p>Create a contract for use with your hired contractor. Sign the contract before snow season and have the contractor sign it as well. Include the following within the contract:</p> <ul style="list-style-type: none"> <li>• Contractor agrees to provide high quality services for you on your premises</li> <li>• Contractor adheres to safe working practices as established by industry standards</li> <li>• Contractor maintains general liability insurance with a minimum of \$1,000,000 (provides certificate of insurance to you as well)</li> <li>• Contractor maintains workers' compensation insurance (provides certificate of insurance to you as well)</li> <li>• Contractor names you as an additional insured on the policy</li> <li>• Contractor should be held responsible if there are claims following actions, inactions or work done. Contractor waives subrogation rights as well.</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	NA
Fill out an incident report form (see attached) and report the incident to Horst Insurance 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 (step, concrete slab, etc.) and the areas leading up to the spot of the accident. Take close-up photographs (within a one- to three-foot range) as well as distance shots to capture the entire scene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



