



Prepare for Winter's Cold Blast

Winter is upon us, so now is the time to be prepared for ice, snowstorms and extremely cold temperatures.

Slip and Fall Prevention

Slips and falls due to ice and snow are a leading cause of injuries during the winter. Be prepared by planning ahead and stocking up on necessary supplies. Once a snowstorm hits purchasing a new snow shovel, bags of ice melt or a snow blower can be nearly impossible. Following are tips to help you prepare:

Develop a plan for snow and ice removal, including who is responsible for the task.

- Consider using a contractor to clear parking lots.
- Determine who will be responsible for clearing sidewalks and steps.
- Establish a time line for snow removal in relation to when the snow falls.
- Schedule regular inspections of parking lots, sidewalks and steps to check conditions and take additional action to address ice and snow build up.
- Routinely inspect entrances and weather mat conditions.
- Consider stocking extra mats for use during winter weather conditions.

Tips when using a contractor for snow and ice removal.

- Investigate the quality of their work, timeliness of work during a storm and equipment adequacy.
- Prior to the start of winter, ask the contractor to walk the property with you to develop a clearing plan specific to your property's unique needs.
- Consider the lay of the land when identifying areas for piling snow. For example, snow should not be pushed to the high end of a parking lot as it will melt during the day, drain across the lot and refreeze during the night, creating a slippery surface.
- Create a contract with your hired contractor. Require proof of insurance and ask to be named as an additional insured on the policy.

Document all snow and ice removal activities on a snow and ice removal log as soon as the activities are completed. [Click here](#) for a snow and ice removal log fillable pdf template.

Protecting your Facility

Below freezing temperatures can pose problems to your buildings, especially to the water and sprinkler pipes.

Tips for minimizing your building's exposure

- All portions of the building which have water pipes, including attics, hallways, stairways and areas above ceilings, should be heated to at least 45 degrees Fahrenheit. This includes any areas where sprinkler pipes are located.

- Windows, skylights and doors should be in good repair, tight fitting and weather-stripped where feasible.
- Inspect building structure for any cracks, holes, or other openings where cold air can enter and seal them.
- Ventilators in attics or concealed spaces should be closed if not needed in cold weather.
- Maintain 24 hour building surveillance during extremely cold weather. Schedule maintenance checks during storms and on cold temperature days and nights. Inspect any remote areas for possible freezing conditions.
- If your facility has a fire pump room, this room should not drop below 70F for diesel-powered pumps.