

Snow Event Checklist

Winter weather is unpredictable. Make sure that you are prepared for any situation.

This checklist can help keep you on the right track!

Evaluate Tasks:

- Use **a JHA** and discuss with your team the **risks of exposure to weather**. Some risks include hypothermia or frostbite. Others include types of injury such as slips, trips, and falls. Discuss ways you plan to mitigate those risks.
- **Have a plan for known problem areas** such as metal ramps, steps, and areas that are known to be extra slippery.

Snow Blowers, Brushes, & Plows:

- **Make sure equipment is operating properly and report any unsafe conditions.**
- **Check and make sure all safety equipment such as guards and seatbelts are functional.** If not, please report it to your supervisor and have the item(s) corrected.

Hand Sanitizer & Disinfecting Wipes:

- Because cold and flu can run rampant in the colder months, **stock your shop spaces with easy-to-access waterless hand sanitizer and disinfecting wipes** that employees can use on their desktops and armrests.



Shovels & Squeegees:

- **Choose snow shovels with heavy-duty, wide heads.** Make sure they are labeled specifically for snow, not for other purposes.
- **Perform a visual inspection on the shovel/squeegee before and after use.** Make sure the frame is in good standing. **If there is visible damage that could cause someone harm, throw it out and use a different piece of equipment.**

First Aid Kits:

- **Make sure you are aware of the closest first aid kit.** If someone falls and gets a minor cut or scrape, they will have access to bandages, antibiotic ointment and over-the-counter pain relievers.

Extra Coats, Gloves, Socks, & Hats:

- **Keep a stash of extra winter coats, work gloves, socks and hats.** In the event your clothes are wet, you may want to have a spare to change into. Keep an extra set of clothing in the event you have to stay the night.

Still have questions? Email FM-OHS@virginia.edu or call 434-297-6379 to report your concern.

Special thanks to the Zone Maintenance Safety Committee for their work on this checklist.