# 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 be extra slippery.

## 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.

## 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 items(s) corrected.

## 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.

## 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.

## 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.*