



Timeline: Preparing for Hazardous Weather Outlooks

How to Prepare: Up to 1 Week Prior to Hazardous Weather Outlook

- Listen to daily weather reports and prepare your location.
- Inspect the exterior of building, including the roof.
 - If snow is in the forecast, factor in the snow loading on rooftops and awnings.
 - Identify and seal any gaps where moisture can get behind the exterior coverings.
 - Provide required fall protection for employees working on the roof. For detailed information about falls and hazards to workers removing snow from elevated surfaces, click the below link:
https://www.osha.gov/dts/weather/winter_storm/snow_hazard_alert.html
 - Contract roof work out to a qualified service provider.
- Check and unclog drains.
- Prepare grounds; if leaves are still present, remove them.
- Reduce shady areas if possible (remove tables and tents, contract awnings, etc.)
- Drain and turn off lawn sprinkler systems and outside hoses and faucets.
- Inventory snow removal equipment and accessories. Check to see if the following are available: ice melt, shovels, sand, mobile equipment to remove ice, squeegees, brooms and blowers.
- Remember to document your inspection of all equipment.
- Employees under the age of 18 are not permitted to operate power equipment.
- Inventory items needed to house staff.
- For employees who may be traveling in motor vehicles, ensure each vehicle is equipped with ice melt, sand, a shovel, blankets and ice scrapers
 - Inspect all vehicles to ensure they are in working order and prepared for winter weather operation.
 - Provide each vehicle with mobile device chargers.
- Establish and communicate a call-in number for staff/employees.
- If using a snow removal company, contact them to ensure they are ready for your needs.

Please note: Remind all employees to avoid reaching into any power equipment to remove jams. Follow the manufacturer's instructions for safe operation, repair and maintenance of all equipment.

Winter Storm Watch: 24-36 Hours Before Hazardous Weather

- Determine who will be taking the lead for snow removal.
- Purchase items needed but not on hand.
- Review stockpile of material.
- Continue to repair areas that puddle.
- Continue to check leaves, hoses, facilities, etc.
- Gather supplies needed to house and feed employees who need to remain onsite during the storm.
- Begin cordoning off areas that may form ice.

Winter Storm Warning: 0-12 Hours Before Hazardous Weather

- Implement final preparation.
- Apply first de-icing.

During Hazardous Weather

- Take precautions as necessary.
- If possible, begin shoveling main walkways/parking lots to reduce snow accumulation.

Post Hazardous Weather

- Begin removing snow according to the winter weather plan:
 - Blowers
 - Shovels
 - Mechanical equipment
- Once initial shoveling is completed:
 - Apply de-icer.
 - Pile snow/ice in banks.
 - Assure melt does not present more problems.
 - Pile near drains if possible.
 - Cordon off any shady area or area thick with ice.

Once the Snow/Ice Begins to Melt

- Remove ice/snow as it melts.
- Brush or squeegee sidewalks and parking lots where the water accumulates.
- Clear and maintain the entrances to buildings.
- If the temperature dips below 32 degrees or the pavement temperature has not risen to 32 degrees, reapply de-icer just before sundown.

Note: Please follow safe lifting techniques while shoveling snow. Have workers wear the appropriate exterior clothing that protects them from cold temperatures and prevents slips and falls. Provide breaks and visually check on employees working outside during hazardous weather.