

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Buildings	Lorie Carriere Barry Hamilton Terry Salt	Gord Howe	Sept. 4, 2014	July 7, 2017

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>Awkward Postures – twisting, reaching,</li> <li>Forceful exertions – lifting, pushing of snow;</li> <li>Extreme temperatures,</li> <li>Slips and trips due to icy conditions</li> <li>Working alone</li> <li>Heart strain</li> <li>Dehydration</li> <li>Exposure to traffic</li> </ul> <p>Note: This task may expose workers to musculoskeletal injury (MSI) risks. Signs and symptoms include pain, burning, numbness, tingling, swelling, loss of movement or strength in a body part.</p>	<ul style="list-style-type: none"> <li>Equipment orientation.</li> <li>Appropriate winter clothing.</li> <li>Appropriate non-slip winter footwear.</li> <li>High visibility Vest</li> <li>Gloves – to reduce skin chaffing and frost bite.</li> <li>Hat and or balaclava – to protect your head and face and to reduce the risk of frost bite.</li> <li>Never leave machine running unattended.</li> <li>Use tools only for their intended purpose.</li> <li>Read and understand general safety procedures in the user manual.</li> </ul>

## SAFE WORK PROCEDURE

### PRE-OPERATIONAL SAFETY CHECKS:

1. Inspect required personal protective equipment and replace if required.
2. Faulty equipment must not be used. Immediately report suspect machinery.
3. Locate and ensure you are familiar with the operation of the snow removal equipment.
4. Do not modify the equipment in any way.
5. **DO NOT** leave any equipment running while unattended.
6. Do not use equipment if it is damaged. Immediately report any damages to your supervisor.
7. Ensure that you have access to water before, during and after the snow shoveling.
8. Dress in layers where possible and be aware of the wind chill!
9. Stretch your muscles focusing on your upper body.
10. Select the proper shovel for your size. Ideally the shovel should come up to your chest. A shovel with a curved handle is best. Remember that a push style shovel is not intended for lifting.
11. Notify someone that you will be doing snow removal.

### PROCEDURE:

1. Inspect and don all personal protective equipment and warm winter clothing.
2. Use the snow blower to remove all snow from the entrance ways, sidewalks and paths first.
3. Use light weight shovel, appropriate to the task, ensuring handle is long enough so you don't have to stoop.
4. Push snow with appropriate shovel designed for this if practical, rather than lifting the snow.
5. If needing to throw snow, push close to area. Take smaller amounts that you can easily lift and turn your feet to the direction you're throwing - don't twist at the waist.

6. Try to use safe body mechanics. For shoveling, these include:
  - a wide stance, a wide grip on the shovel, and trying to keep your back straight and upright;
  - bending the knees and hips when lifting rather than rounding your back forward;
  - take small steps to turn to avoid twisting your back especially when carrying loads;
  - forcefully twisting with a load greatly increases the stress on your back and shoulders.
7. Alternate your hands periodically to break up the same movement.
8. Be extremely cautious throughout this procedure, it is very easy to slip on the snow and ice. Take small steps and walk slowly.
9. Pace yourself. Take frequent micro breaks to stretch your back if you are shoveling for long periods.  
**Caution: DO NOT** shovel for several hours straight. Stop every 30-60 minutes to stretch and warm up. The colder the weather the more breaks that are required. Shoveling for long periods of time can cause back injuries, muscle strains, frost bite and hypothermia.
10. Take breaks as required and replace fluids lost due to dehydration, maintain an easy pace in order not to become fatigued and experience energy loss.
11. Once snow has been cleared, use a small container and sprinkle sand or other de-icing agent on the area, where appropriate.

**Pushing the snow:**

- Push the snow from the center to the sides and then lift it.
- Push the snow with a wide blade shovel and lift and throw with a smaller blade shovel.

**Snow scoops:**

- Push the scoop, pulling it will cause strain to the back and neck.
- Do not lift the scoop, pushing it forward quickly and stopping, or tilting it gently will allow the snow to slide out. Do not use your knees to help push and lift the scoop.
- Keep your arms at a 90 degree angle to the handle.
- If the snow is wet or packed, do not fill the scoop as this will make it harder to handle.

**Lifting the snow:**

- Do not reach- always move your feet. Keep your feet at hip width apart and the shovel close to your body. The throw height should not exceed 4 feet or a distance of 3 feet. Avoid awkward throwing postures.
- Swat with your legs apart, knees bent and back straight.
- Lifts with your legs...do not bend at your waist.
- Scoop small amounts of snow into the shovel and walk to where you want to dump it.
- Do not hold a shovelful of snow with your arms outstretched - it puts too much weight on your spine.

**Shoveling stairs:**

- Avoid twisting to access the snow or throwing it to the side or over the shoulder
- Stand lower than the step that you are shoveling and pull the snow towards you. Repeat this until you reach the bottom step
- Scoop and lift the snow or push the snow to the disposal area.

**Roof rakes:**

- Pulling snow, shaft length and the awkward design of the rake can cause excessive strain while working overhead. Remove snow as soon as possible from the roof. Do not let it pile up along the edges.
- Take frequent breaks, and stretch the arms, neck and shoulders during and after this activity.
- DO NOT use a roof rake from a ladder.

**Clean Up:**

1. Clean off all equipment and return it to the appropriate storage area.
2. Close bag of salt, lava rock or deicer, and return to storage.

**If an emergency situation occurs while conducting this task or there is an equipment malfunction, stop and turn off the equipment and notify your supervisor.**

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY.**

**REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
  - Part 2, Safe Work Procedures
  - Part 6, Personal Protective Equipment
  - Part 8.0 Musculoskeletal Injuries