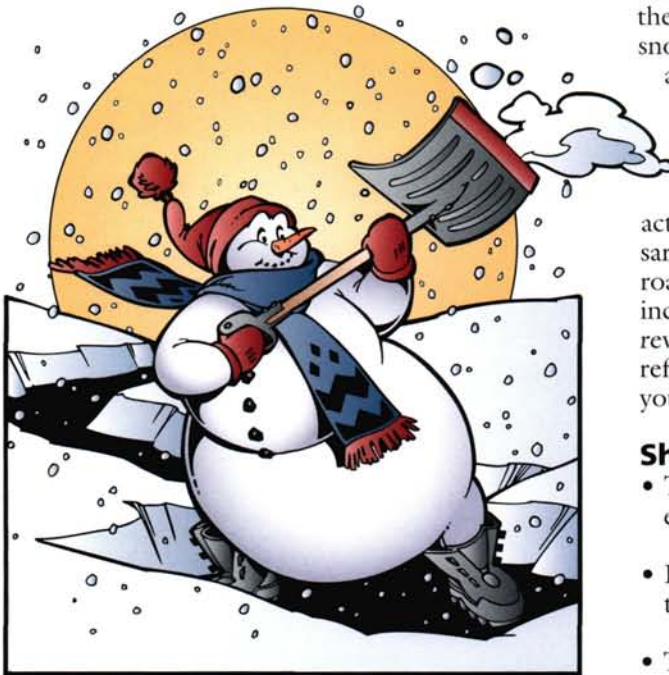


Safe Snow-Removal Procedures



Editor's Note: The information in this article comes from the Park District Risk Management Agency, as well as the Web sites referenced on page 9.

The winter months, with the accompanying snow, ice and cold, are here. Prior to the onset of the first heavy snowfall would be a good time to begin preparation for dealing with these winter-weather elements by reviewing and checking your facilities' snow-removal equipment and staff procedures in order to minimize the chance for accidents resulting in injury or property damage.

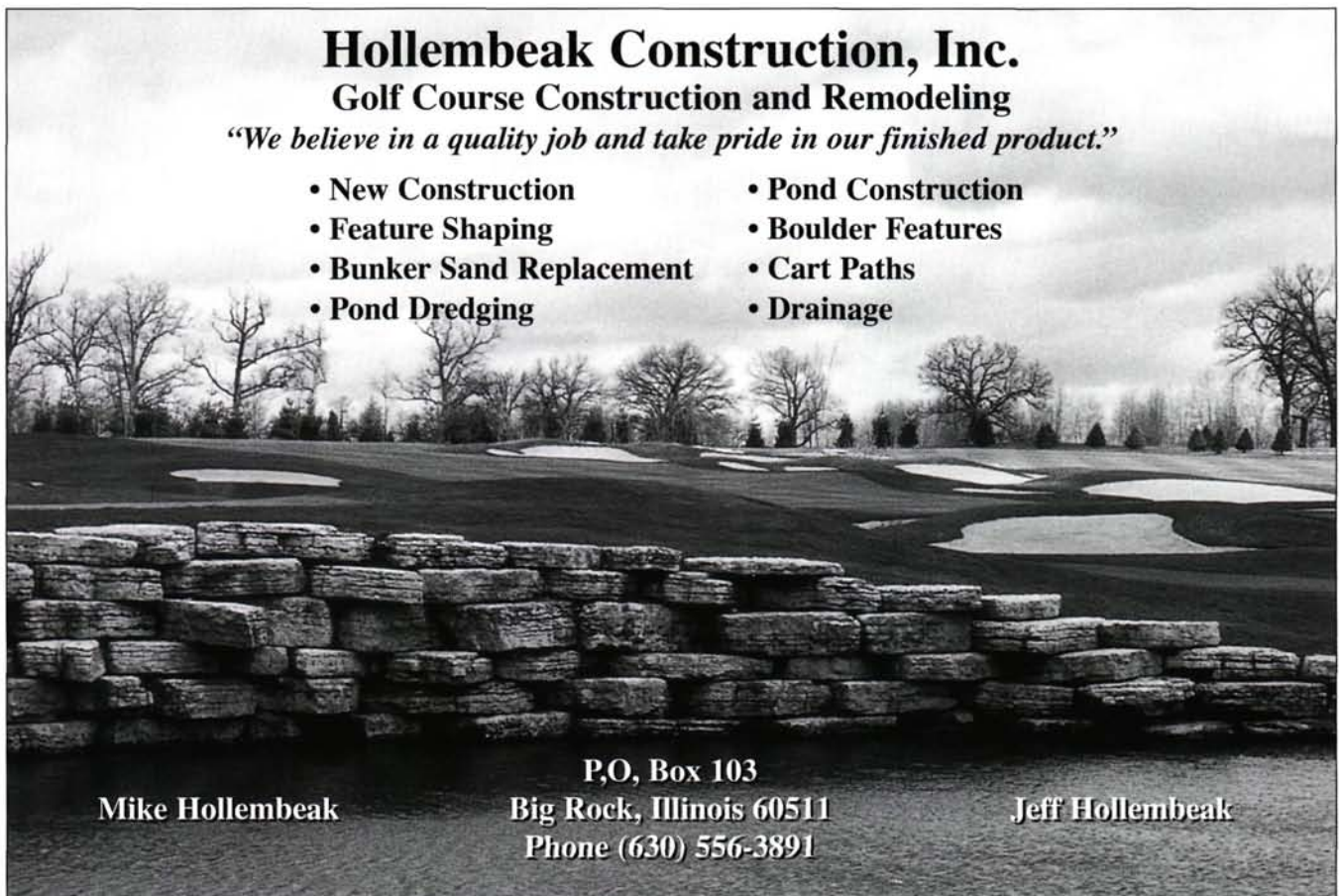


Staff perform a variety of jobs when preparing for the inclement conditions of winter. These jobs traditionally require the use of various tools (shovels, salt-spreaders, snowblowers, snowplows and sweepers) and take place at all hours of the day and night. It is important that training take place with all staff who will perform these jobs. Back-safety reminders, along with slip, trip and fall prevention training, are needed for those employees using manual tools. Driver training, equipment operations and "dry run" activities that address the plans for removal of snow are necessary for staff who will be plowing and salting your parking lots, roads and pathways. Since staff have not operated under inclement weather conditions for at least nine months, a review of these tools and operations will provide excellent refresher training and will help to keep your facilities open and your staff and patrons healthy.

Shoveling Tips

- Those over the age of 40 or who are relatively inactive should exercise caution.
- If you have a heart condition, consider alternative activities to shoveling.
- Take it slowly. Shoveling, like lifting weights, will elevate your heart rate and blood pressure. *(continued on page 8)*

- Stretch and warm up prior to beginning to shovel.
 - Use ergonomically-altered shovels to assist weight distribution and proper lifting positions.
 - Push the snow as you shovel and do not overfill the shovel.
 - *Do not work to the point of exhaustion!* Make sure to take breaks and stretch as the task continues.
 - Dress warmly and in layers. Do not forget to protect body parts that are exposed to the elements.
- Snowblower Tips**
- Have all equipment inspected and tuned up prior to the season.
 - Participate in in-service training with the equipment prior to the season. Make sure to cover fueling procedures, equipment operation and emergency procedures.
 - Never stick your hand into the shoot or blade section of the blower when clogged!
 - Review tie-down procedures when transporting on a trailer.
 - Take rest breaks when necessary.
 - Walk the areas to be cleared to observe any obstacles that might cause problems or concerns.
 - Never discharge snow in the direction of traffic, patrons or staff.
 - Wear hearing protection and eye protection when operating.
 - Dress warmly and in layers. Do not forget to protect body parts that are exposed to the elements.
- Brushing and Plowing Tips**
- Have all equipment inspected and tuned up prior to the season.
 - Participate in in-service training with the equipment prior to the season. Make sure to cover fueling procedures, call-in procedures, clearing routes, equipment operation and emergency procedures, and perform hands-on training in a controlled setting.
 - When traveling to a location, position blade angled to the right (towards the curb) so it will not catch on curbs or obstructions. Also position the blade at a height to not block the headlights or turn signals.
 - Turn off plow control panel when traveling to a new site to prevent accidental operation.
 - Prior to snowfall, walk through the applicable routes and determine the priority of each location. Also determine where the snow is to be plowed and check for any obstacles that will be hidden.
 - Always wear a seatbelt and never plow with your head outside the window.



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- Make sure to adjust the plow shoes to the appropriate height for the surface you will be clearing.
- Always inspect the equipment prior to each use and document this inspection.
- Start to perform the task feeling physically and mentally fit. Watch for signs of fatigue. Staring at the snow can have a hypnotizing effect on the operator. Make sure to take breaks; get out of the vehicle to walk around and stay alert.
- Before leaving the vehicle, set the brakes, disengage the power to the spreader and allow the vehicle to idle for at least ten minutes to allow the transmission cooler the time to cool the transmission fluid.



References

www.usroads.com
www.bossplovs.com
www.nsc.org
www.cl.louisvilleco.us/Public_Works/snow_removal.htm

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