



Audit Condition #8

Ice and Snow Removal

Recommended Board Policy **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

Since 1987, OSBIE has paid out over \$16 million in slip and fall claims resulting from inadequate salting and sanding procedures. Many of these claims could have been avoided if the school board had been following an effective snow maintenance program. Other claims could have been successfully defended if the school had maintained accurate documentation of their winter maintenance programs. In the absence of proper documentation, the courts will be less likely to accept that a school board took all reasonable steps to prevent a hazardous situation.

The following recommendations are made to provide guidance to school boards in developing a policy on salting and sanding procedures. An audit of board policy which shows it meets these recommendations as minimum criteria will contribute towards the HELP risk management credit.

1. Winter Maintenance Contracts with outside operators should clearly state when snow removal is to be conducted, and when salting and sanding is to be completed. There must be requirements for custodial staff at each location to document the activities of outside operators in Maintenance Log Book.
2. Winter maintenance procedures for board employees should clearly state when snow removal is to be conducted, and when salting and sanding is to be completed. There must be a requirement for the custodial staff (or the responsible party) to conduct regular and frequent inspections during the progress of winter storms, as well as regular inspections throughout the day to monitor the build-up of any snow or ice on common walkways, parking lots and roofs.
3. Documentation of all snow removal, salting and sanding activities must be kept in a daily Maintenance Log Book (sample attached) at each board location.
4. All lease agreements clearly state that the leaseholder assumes responsibility for winter maintenance on access points to the portion of the premises they are using.
5. A system to monitor ice and snow build-up on roofs should be established. Attention is especially needed where there are differences in elevation of roof levels where snow can drift on the lower section and create excessive loading. If snow loading concerns are found excessive snow should be safely removed from the roof.