



RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	Business Managers and Maintenance Staff
Date:	January 16, 2012
From:	Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com
Re:	Preventing Slips and Falls on Ice / Snow

Numerous injuries occur on parish and school properties during the winter months as a result of slips and falls on icy or snowy surfaces. While some injuries may be minor in nature, there are also those that result in serious injuries to the head, arms, legs or back.

In an effort to minimize injury on your property, the following maintenance recommendations should be followed:

A) Ice and Snow Removal:

- 1) Instruct your employees or schedule volunteers to arrive at the facility early enough to remove ice and snow prior to other individuals coming onto the property.
- 2) Make particular provisions for weekends and Holy Days to ensure there is a specific person assigned 45 minutes before mass to salt all walkways.
- 3) Maintain adequate supplies of ice melt and sand and have it available to make the walkways safe for foot traffic. A bucket of sand/salt with a scoop should be kept by the main doors of buildings that are used during times you are not available.
- 4) Pay special attention to areas where water drains off the roof and crosses walking paths to the buildings. These areas may require frequent monitoring as they can become "black ice" with a sudden drop in temperature or in the evening hours.
- 5) Keep a maintenance log that will document shoveling, salting and sanding activities. This log could be kept on a clipboard near your shovels and ice treatment supplies for easy record keeping.
- 6) Provide snow blowers for heavy snow fall (6" or more), or the clearing excessive amounts of walkways. If volunteers are utilized, proper training on mechanical equipment (i.e. snow blowers) is imperative. No one under the age of 16 should be allowed to operate any type of power equipment.



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B) Floor Mats:

- 1) Ensure you have an adequate number of floor mats located inside the entrance doors to your buildings for removal of excess moisture from shoes of individuals entering from the outside.
- 2) Two different types of mats should be used. There are abrasive mats that perform mechanical cleaning of shoe soles, while those that dry the soles are absorptive. Both types of mats should be placed inside, with the abrasive mats first, and the absorptive second. The length of the mats should be sufficient so that the soles are clean and dry when they first contact the floor.
- 3) It is essential that dirty and wet floor mats be exchanged for clean and dry mats. If an adequate supply of mats is not available to exchange mats, then a **wet/dry vacuum** can be used to maintain the mats clean and dry throughout the day. An inspection process should include the condition of the mats.

C) Parking Lots:

- 1) The snow should always be pushed to the low side of the parking lot to minimize the amount of melt water that might run across the lot and freeze
- 2) **Do NOT push the snow next to your building!!** There have been numerous losses from water coming in through the foundation
- 3) The snow should not be heaped near exits from the parking lot or near entrances to walkways, stairs or ramps where it will block the vision of drivers or pedestrians. If snow must be piled near points of access to the lot, it must be piled higher than three feet.
- 4) After the parking lot and access roads have been plowed, or if they are covered with ice or sleet, de-icers should be spread on the pavement. It is also important to clear access to drains, fire hydrants, sprinkler connections, sprinkler valves, first aid equipment and utility shut-offs

A Winter Maintenance Duty Sheet and Winter Maintenance Log are attached

*Content from Catholic Mutual

This and other Risk Control Memorandums are also available on the Diocese website at:

<http://www.ebdio.org/facilities-a-properties/risk-management-insurance/risk-control-information-education/risk-control-memos.html>

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**WINTER MAINTENANCE
DUTY SHEET**

Procedure

Responsible Party(s)

Monitor overall weather conditions.

Primary: _____

Secondary: _____

Purchase necessary snow/ice removal equipment and supplies.

Primary: _____

Secondary: _____

Maintain equipment in peak working order.

Primary: _____

Secondary: _____

Establish written removal procedures and timetables *for each area of the facility* as necessary – include specific instructions on snow removal and application of ice remover – include key time that coincide with known on-site activities.

Primary: _____

Secondary: _____

Purchase & locate at all entrances containers with appropriate spreading implements for ice remover. Label container clearly.

Primary: _____

Secondary: _____

Post and maintain the snow removal and ice removal application chart – **maintain** this in your master records area for at least 3 years.

Primary: _____

Secondary: _____

Monitor & maintain an adequate supply of ice remover.

Primary: _____

Secondary: _____

Contract with others for snow removal (if necessary).

Primary: _____

Secondary: _____

Monitor removal by subcontractors.

Primary: _____

Secondary: _____

Monitor snow piles on premises to discourage “attractive nuisance” or eliminate additional risk for children and traffic flow.

Primary: _____

Secondary: _____

