

Procedure Title	Snow and Ice Management		
Date of Issue	October 18, 2023	Related Policy	BP 3801-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			
AP 3801-D "Occupational Health and Safety Program"; O. Reg. 213/07: Fire Code; Occupational Health and Safety Act (OHSA); Ontario School Board's Insurance Exchange, OSBIE Blogs			

1.0 RATIONALE

- 1.1 In accordance with BP 3801-D "Healthy Schools and Workplaces", Bluewater District School Board recognizes its responsibility to create and maintain healthy and safe school and work environments. This procedure addresses the practices to be followed with regards to the clearance and removal of snow and ice on board properties and clarifies the roles and responsibilities of board staff and board-approved contractors.

2.0 DEFINITIONS

2.1 Snow and Ice Plan

The snow and ice plan is a location-specific document indicating the areas of board property and neighbouring locations from which snow is to be cleared by custodial staff and contractors. The plan must identify the building perimeter, portable perimeter(s), hard-surface areas, snow storage areas, main entrances, and subsidiary areas.

2.2 Subsidiary Areas

Includes alternative entrances, emergency exits, metres, fuel tanks, fire hydrants, pumper connections, and exterior vents.

2.3 Contractors

Contractors are insured, licensed, and board-approved organizations or proprietors that agree to furnish materials or perform services, under specified terms, at a specified price.

2.4 Hard Surfaces

Hard surfaces are made of asphalt, interlocking brick, or concrete.

2.5 Attractive Nuisance Snow Hills

Human-made snow hills that entice children to climb, slide, and tunnel on the hill.

3.0 PROCEDURE

3.1 Duties and Responsibilities

3.1.1 The administrator/supervisor shall:

- i. review site plan with staff and may post a copy on the health and safety board;
- ii. identify any designated areas to be cleared of snow to reasonably accommodate accessibility requirements;
- iii. be familiar with the contractor's scope of work as outlined in the contract;

- iv. report attractive nuisance snow piles to the head custodian; and
- v. seek written approval from the Plant Services department for any changes to the snow and ice plan, as it may have an impact to the snow clearing contract.

3.1.2 Staff from the Plant Services Department shall:

- i. visit each site annually to ensure the snow and ice plan is up to date;
- ii. review the snow and ice plan with custodial staff and administrators/supervisors;
- iii. be familiar with the contractor's scope of work as outlined in the contract;
- iv. provide the current snow and ice plan to contractor, annually;
- v. monitor sites to assess quality of work or as a follow up to head custodian or administrator/supervisor concerns;
- vi. arrange for snow blowers to receive preventive maintenance;
- vii. make the necessary snow and ice clearing equipment available;
- viii. consider additional snow removal supports during extreme weather events; and
- ix. make available the proper personal protective equipment for operating snow removal equipment.

3.1.3 The head custodian shall:

- i. be familiar with the snow and ice plan;
- ii. be familiar with the contractor's scope of work as outlined in the contract;
- iii. ensure the main entrances (as identified on snow and ice plan) are cleared prior to standard staff and student access;
- iv. clear subsidiary areas identified on the snow and ice plan as school day progresses, including all metres, fuel fill stations and tanks, fire hydrants and pumper connections, and exterior vents near ground level;
- v. complete a daily perimeter check of the building to determine if there is any unacceptable accumulation of snow;
- vi. complete sand and salt logs daily;
- vii. report attractive nuisance snow hills to the plant services supervisor - operations;
- viii. report services that do not conform to the specifications of the contract and the snow and ice plan to the plant services supervisor - operations;
- ix. ensure all snow removal equipment is in good working order and report any deficiencies to the plant services supervisor - operations;
- x. check roof edges for overhanging snow – safely remove where needed;
- xi. monitor snow depth on the roof and around critical building roof infrastructure and submit a work order when the snow exceeds 24" and/or when roof regulators and vents need clearing;
- xii. identify, log, and report site damage caused by contractors or board staff to the plant services supervisor - operations.