

SAU-56 Somersworth School District	SAFE WORK PROCEDURE	Snow Removal Page 1 of 4
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LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Buildings	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

HAZARDS PRESENT	ADDITIONAL RECOMENDATIONS
<ul style="list-style-type: none"> • Awkward Postures- twisting, reaching, • Forceful exertions- lifting, pushing of snow • Extreme temperatures • Slips and trips due to icy conditions • Working alone • Heat Strain • Dehydration • Exposure to traffic • Exposure to plow trucks <p>Note: This task may expose workers to musculoskeletal injury 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"> • Equipment orientation • Appropriate winter clothing • Appropriate non-slip winter footwear • High Visibility Vest (Mandatory) • Gloves – to reduce skin chaffing and frost bite • Hat and or balaclava- to protect your head and face to reduce the risk of frostbite • Never leave machine running unattended • Use tools only for their intended purpose • Read and understand general safety procedures in the user manual

SAFE WORK PROCEDURE

<p>PRE-OPERATIONAL SAFETY CHECKS:</p> <ol style="list-style-type: none"> 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. 12. Be aware of carbon monoxide risk of running a snow blower in an enclosed area 13. Add fuel outdoors, before starting, and never add fuel when a machine is running. 14. If a blower jams, turn it off and be aware of stored energy, never reach an appendage into the chute or mechanism. 15. Know the signs of a Heart attack (https://heart.org/en/health-topics/heart-attack/warning-signs-of-a-heart-attack) and stop immediately and call 911 if your experiencing any of them; every minute counts. 16. Know the symptoms of Cold Stress: <ul style="list-style-type: none"> • Mild symptoms: <ul style="list-style-type: none"> ○ An exposed worker is alert.

- He or she may begin to shiver and stomp the feet in order to generate heat.
- Moderate to Severe symptoms:
 - As the body temperature continues to fall, symptoms will worsen and shivering will stop.
 - The worker may lose coordination and fumble with items in the hand, become confused and disoriented
 - He or she may be unable to walk or stand, pupils become dilated, pulse and breathing become slowed, and loss of consciousness can occur. A person could die if help is not received immediately.
- Call 911 immediately in an emergency; otherwise seek medical assistance as soon as possible.
- Move the person to a warm, dry area.

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.
 - don't try to throw snow or other material great distances. 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. Do not work to the point of exhaustion.
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.
- Squat with your legs apart, knees bent and back straight.
- Lift 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.

Note: There is no OSHA requirement for employers to provide workers with ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen 29CFR 1910.132(h)(4)

If you are hurt in any way, you must report it to the Facilities Director and fill out an Accident Report, no matter how insignificant the injury or accident.

REGULATORY REQUIREMENTS

- National Safety Council (<https://www.nsc.org/home-safety/tools-resources/seasonal-safety/winter/snow-shoveling>)
- Manufacturers instruction manual
- Somersworth School District Custodial Handbook
- SAU-56 Somersworth School District Custodian Facilities Department Job Descriptions
- USDOL, OSHA 29CFR 1910,132(h)(4)
- <https://www.osha.gov/SLTC/emergencypreparedness/guides/cold.html>