



ARCHDIOCESE OF INDIANAPOLIS

Safety and Loss Control News

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Michael J. Witka, Director of Parish Financial Services and Risk Management
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Prepared by Gallagher Bassett Services, Inc.

Snow and Ice Plan Guidelines

The threat of snow and ice continues to be a factor for keeping parish grounds safe for employees and visitors through the winter and early spring. It is important that parishes continue to make an effort to reduce the potential for employee and visitor injuries from slips and falls associated with snow and ice accumulation on sidewalks, parking lots and other walking surfaces. This should also include slips and falls reduction efforts at each interior entrance, where snow, slush and water will often be tracked inside the building.

It is important for the Parish Location Manager to have a plan in place that fits the parish's needs. Included in the plan should be records indicating the steps taken and hazards corrected. These records should be retained to help monitor/direct program implementation and defend/refute any potential allegations brought about by visitor slips or falls. Records should be retained for at least three years and clearly indicate to third parties the efforts taken by location management and staff to monitor, eliminate and/or control the hazards associated with snow and ice.

The Location Manager may delegate specific plan duties to staff and maintenance personnel. Other tasks, such as large scale snow plowing/removal and salting of the parking lot, may be assigned to qualified subcontractors. Management still has the responsibility, however, of monitoring the quality of contractor snow and ice removal and holding them accountable for job performance.

Selecting a Snow Removal Contractor

Snow removal contractors should initially be selected based on their expertise, references, response time, and capabilities with verification of a comprehensive insurance program. The contractor should have statutory Workers Compensation coverage for their employees and General Liability coverage that will cover claims for potential property damage and bodily injuries that might be caused by the

contractor's employees and/or operations. There should also be coverage for Products/Completed Operations (to pay for claims arising out of their completed work) and Contractual Liability coverage (if the contract includes hold harmless and indemnification clauses).

A Certificate of Insurance must be obtained prior to the start of the season to verify the contractor has the required insurance coverage and appropriate limits.

The contract should specify the snow and ice conditions that initiate their response. Examples might include an automatic response to a 1, 2, or 4 inch snowfall or a phone call request from location management for services.

Professional snow removal companies will provide, along with their service bill, a detailed list of the services and activities conducted with each response. This should include time on site (arrival time and time at completion), materials used, any special conditions/services, etc. This documentation is an important part of the overall program records for the location and should be prepared in a clear manner readily understood by third parties. Some contractors can provide an immediate printout once service is completed. The service should also include regular checks of the site (very important during a prolonged storm or windy conditions) and 24-hour on-call capabilities.

In-house Snow and Ice Plans

In-house maintenance and other personnel may be used for snow removal and ice control activities provided they have the proper tools, materials, equipment and are trained. Refresher training should be provided prior to the start of each snow season or whenever procedures change.



The first step in defense against snow and ice incidents is a well-planned and documented Snow and Ice Plan.

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Special Insert: Snow and Ice Plan Samples

Removing Snow Safely

(Snow and Ice Plan Guidelines, continued from page 1)

Other elements that should be included as part of the in-house Snow and Ice Plan include:

- Posting of appropriate warning signage in high hazard areas (example: wet floor signage inside entrance areas);
- Proper maintenance of any gas powered snow removal equipment and storage of this equipment and gasoline in a secured/appropriate area;
- Employees involved in snow removal in the parking area and/or adjacent to roadways should wear a reflective safety vest;
- Snow removal from areas immediately around building fire department hose connections;
- Assign a Snow Removal Coordinator to manage the contractor and coordinate in-house efforts.

The Snow and Ice Plan—Building Exterior Logs should be used to document efforts to keep the parking lot, walkways and access areas inspected and as free from ice and snow as reasonably possible.

Interior Entrance Areas

The areas immediately inside each entrance door should be checked frequently during winter weather. The Snow and Ice Plan—Interior Entrance Area Logs should be used to document your periodic checks and maintenance of entrance areas (mat changes, transition mats, signage, mopping, etc.).

Accident/Injury Investigations

Any incidents associated with the snow removal or related maintenance operations should be investigated immediately.

The first step in defense against snow and ice incidents is a well-planned and documented Snow and Ice Plan. An effective, well-managed plan will help fulfill the overall goal to help assure the safety of visitors and employees, as much as possible.

Location management should be prepared to answer the following questions affirmatively:

- *Was there a specific, documented Snow and Ice Removal Plan at the location?*
- *Was the plan reasonable for the area (based on what could be anticipated)?*
- *Was the plan followed?*

Any questions regarding your Snow and Ice Plan or related activities should be referred to Risk Management.

Winter snow showers and storms make it necessary to clear walkways and parking lots to ensure that pedestrians and drivers are able to maneuver safely along these areas. The following tips will help parish personnel to remove snow safely.

Snow Shoveling

If the area of snow to be cleared is small, or if a snow thrower is not available, someone will have to shovel it by hand. Only someone who is in good physical condition and general health should do this work.

First, the person shoveling should mentally divide the area into sections and clear one part, then the rest before going on to the next section. Whenever the snow begins to feel especially heavy, the shoveler should take a rest break. Persons shoveling snow should keep the following information in mind.

- Wet snow is much heavier than dry snow—govern the rate of shoveling accordingly.
- Push or sweep as much of the snow as possible.
- If an icy crust has formed on top of several inches of snow, shovel the snow in layers.
- Make use of small quantities of rock salt or other ice-melting materials to make the job as easy as possible.
- Dress warmly while shoveling snow because cold itself can pose a strain on the body's circulation. Don't bundle up so heavily however, that movement is difficult.
- Don't shovel snow right after eating or drinking alcohol, and don't smoke right before, during or after shoveling snow.
- If chest pain, weakness or other signs of physical stress occur, stop shoveling at once and seek medical attention.

Snow Throwers

All snow throwers are potentially dangerous. Their large, exposed mechanism, which is designed to dig into the snow, is difficult to guard. However, with proper handling, snow throwers offer a service that is safer than the back breaking, heart-straining shoveling method. Safer snow throwers have guards on the drive chains, pulleys and belts.

The auger at the front of the snow thrower presents the greatest hazard. Some also have an additional auger for extra throwing power. These, along with moving gears, drive chains, and belts can be sources of danger to anyone tampering with a snow thrower when it is running. Injuries usually occur when the operator attempts to clear off debris while the motor is running.

(Continued on page 3)

Are You Ready for a Winter Storm?

(Removing Snow Safely, continued from page 2)

Although snow throwers can handle dry, powdered snow with little difficulty, their performance in wet, sticky snow is not as effective. Wet snow tends to clog the blades and vanes, and often jams and sticks in the chute. Snow throwers are also capable of picking up and even throwing ice, stones and other hard objects.

The following safety suggestions for snow thrower operations are recommended by the Outdoor Power Equipment Institute. Protect yourself and others by following these safety tips:

- Read the Operator's Manual.
- Do not allow children to operate this machine, nor allow adults to operate it without proper instructions.
- Keep all persons a safe distance away.
- Disengage all clutches, and shift into neutral before starting the motor.
- Keep hands, feet, and clothing away from power-driven parts.
- Never place a hand inside the discharge chute or even near its outside edge with the engine running.
- Know the controls and how to stop the engine or how to take the unit out of gear quickly.
- Disengage power and stop the motor before cleaning the discharge, removing obstacles, making adjustments, or when leaving the operating position.
- Exercise caution to avoid slipping or falling, especially when operating the machine in reverse.
- Never direct discharge at bystanders, nor allow anyone in front of the machine—debris may be hidden in the snow.

Here's what you can do to prepare for such an emergency:

Prepare a winter storm plan:

- Have extra blankets on hand.
- Ensure that each member of your household has a warm coat, gloves, or mittens, hat, and water-resistant boots.
- Assemble a disaster supplies kit containing:
 - First aid kit and essential medications
 - Battery-powered NOAA Weather Radio and portable radio, flashlight, and extra batteries
 - Canned food and non-electric can opener
 - Bottled water
- Have your car winterized before winter storm season.
- Assemble a disaster supplies kit for your car (see list below).

Stay tuned for storm warnings:

- Listen to NOAA Weather Radio and your local radio and TV stations for updated storm information.
- Know what winter storm WATCHES and WARNINGS mean:
 - A winter storm WATCH means a winter storm is possible in your area.
 - A winter storm WARNING means a winter storm is headed for your area.
 - A blizzard WARNING means strong winds, blind wind-driven snow, and dangerous wind chill are expected. Seek shelter immediately!

When a winter storm WATCH is issued:

- Listen to NOAA Weather Radio, local radio and TV stations, or cable TV such as The Weather Channel for further updates.
- Be alert to changing weather conditions.
- Avoid unnecessary travel.

When a winter storm WARNING is issued:

- Stay indoors during the storm.
- If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
- Understand the hazards of wind chill, which combines the cooling effect of wind and cold temperatures on exposed skin. As the wind increases, heat is carried away from a person's body at an accelerated rate, driving down the body temperature.
- Walk carefully on snowy, icy sidewalks.
- After the storm, if you shovel snow, be extremely careful. It is physically strenuous work, so take frequent breaks, Avoid overexertion.



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Michael J. Witka
Director of Parish Financial Services
and Risk Management
1400 N. Meridian Street
Indianapolis, IN 46202
(317) 236-1558



If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Ms. Amanda Weller, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 815-236-5170, Email: Amanda_Weller@gbtpa.com.

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(Are You Ready for a Winter Storm?, continued from page 3)

Avoid traveling by car in a storm, but if you must:

- Have emergency supplies in the trunk.
- Keep your car's gas tank full for emergency use and to keep the fuel line from freezing.
- Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.

If you do get stuck:

- Stay with your car. Do not try to walk to safety.
- Tie a brightly colored cloth (preferably red) to the antenna for rescuers to see.
- Start the car and use the heater for about 10 minutes every hour. Keep the exhaust pipe clear so fumes won't back up into the car.
- Leave the overhead light on when the engine is running so that you can be seen.
- As you sit, keep moving your arms and legs to keep blood circulating and to stay warm.
- Keep one window away from the blowing wind slightly open to let in air.

Excerpted from: National Oceanic and Atmospheric Administration

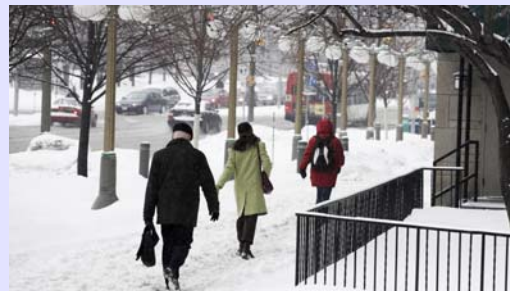
Preventing Weather-Related Slips and Falls

The Hazards

- ◆ Ice, snow, rain or mud on parking lots, sidewalks, driveways and steps.
- ◆ Shoes with little friction such as high heels or smooth soles.
- ◆ Sun glare on wet or icy surfaces.
- ◆ Carrying large, awkward loads on slippery surfaces.

Prevention Methods

- ◆ Wear slip resistant shoes or overshoes.
- ◆ Keep shoe soles clean (free of oil, mud and ice).
- ◆ Keep your vision clear (wear sunglasses outside if it is bright).
- ◆ Keep one hand free so that you have balance.
- ◆ Walk slowly on wet or icy surfaces.
- ◆ Use salt or sand on snow or ice-covered sidewalks, driveways and parking lots.
- ◆ Use mats or rugs near doors to dry your shoes.
- ◆ Report "hazardous areas" immediately.
- ◆ Don't take chances or short-cuts.



SNOW AND ICE PLAN INTERIOR ENTRANCE AREAS (SAMPLE)

Location: _____

Employee Name	Date	Time	Weather Conditions	Action/Inspection Items		
				Mats	Signage	Mopping
Bill Stark	1/15/13	7:00 PM	Snowing	Placed at all 3 doors	Main lobby entrance	Mopped at 7:00 – To be checked every ½ hour
Jamie Dunn	1/15/13	7:30 PM	Snowing	OK at all 3 doors	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	8:00 PM	Snowing	Replaced main entrance mat (soaked)	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	8:30 PM	Snowing	Ok at all 3 doors	Main lobby entrance	Mopped floor (changed water)
Jamie Dunn	1/15/13	9:00 PM	Snowing	Ok at all 3 doors	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	9:30 PM	Snow tapering off	Ok at all 3 doors	Main lobby entrance	Mopped floor
Jamie Dunn	1/15/13	10:00 PM	Snow stopped	Ok at all 3 doors	Main lobby entrance	Mopped floor

Notes: _____

SNOW AND ICE PLAN BUILDING EXTERIOR (SAMPLE)

Materials Key

- RS = Rock Salt
- CC = Calcium Chloride
- S = Sand

Location: _____

Employee Name	Date	Time	Approx. Temp	Approx. Snowfall/ Action Taken	Ice Build Up/ Action Taken	Fire Eqpt. Access?	Exterior Lights?
Bill Stark	1/15/13	10:15 PM	5° F	3" - Cleared walkways (by 11:00 PM) Plowing contractor cleared parking/access road (done 11:30 PM)	Hand spread 10 lbs CC at entrance doors Contractor spread CC/S at stop signs and intersections	OK	Burned out light pole #6 (SW Corner of lot)

Notes: 1/15/13 - Bulb for light pole #6 to be replaced (work ticket #96-402). 1/16/13 - Bulb replaced by day maintenance (#96-402 completed).
