

## Snow and Ice Removal Log

The purpose of this log is to record actions taken to limit slip, trip, and fall hazards that could be present on your premises due to snow and ice buildup.

It is recommended that this log be completed at regular intervals throughout the Winter season. These intervals should be established taking into careful consideration the volume of foot traffic, users of the premises (i.e. ages, disabilities, etc.), and weather forecasts. In addition, it is recommended that photographs be taken of the premises before and after snow and ice removal activity and that these photographs be retained on file with this log.

This log should be retained on file as long as necessary, usually a minimum of two years, to assist in defence against potential claims. This log should also be stored in an electronic database that is backed up at regular intervals.

Administrative Details					
Business name					
Street address		City	Province	Postal code	
Email address			Phone number		
Log completed by			Date		

Forecast			
Daytime high		Daytime low	
Weather conditions			
<input type="checkbox"/> Clear	<input type="checkbox"/> Light snow	<input type="checkbox"/> Heavy snow	
<input type="checkbox"/> Freezing rain	<input type="checkbox"/> Other (i.e. rain, drifting snow, ice pellets etc.)		

Current Weather Conditions		
Temperature	C °	F °
Weather conditions		
<input type="checkbox"/> Clear	<input type="checkbox"/> Light snow	<input type="checkbox"/> Heavy snow
<input type="checkbox"/> Freezing rain	<input type="checkbox"/> Other (i.e. rain, drifting snow, ice pellets etc.)	

Time					
Time started	<input type="checkbox"/> AM	<input type="checkbox"/> PM		Time completed	<input type="checkbox"/> AM <input type="checkbox"/> PM

**Premise location:** Use this area to describe where snow and ice removal action was taken (i.e. parking lot, sidewalk).

**Comments:** Use this area to note any unsafe property and site conditions, and unusual circumstances.

	Actions taken			Used	
	Salt	Salt alternative	Salt/sand	Plow	Shovel
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premise location					
Comments					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premise location					
Comments					

	Actions taken			Used	
	Salt	Salt alternative	Salt/sand	Plow	Shovel
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premise location					
Comments					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premise location					
Comments					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premise location					
Comments					

Additional Information (if applicable)
Use this area to describe anything noteworthy or of importance, including notable changes from the previous log, areas of concern, and any follow-up actions that are required.

Completed by
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Print name</div> <div style="width: 45%;">Date</div> </div> <div style="border-bottom: 1px solid black; margin-top: 20px; width: 100%;"></div>

Signature