

# RiskIntel™ 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<br>(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<br>(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