

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		Pro	vince		Postal code	
Email address			·		Phone	number		
Log completed by					Date			

Forecast					Current Weather Conditions				
Daytime high			Daytime lo	W	Temperature		C °	F°	
Weather conditions				Weather conditions					
Clear Light snow Heavy snow		□Clear	□Light snow	w DHeavy snow					
□ Freezing rain □ Other (i.e. rain, drifting snow, ice pellets etc.)		ice pellets etc.)	Freezing rain C Other (i.e. rain, drifting snow, ice pellets etc.)		c.)				

Time									
Time started	□AM	DPM		Time completed	DAM	DPM			

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	Plow	Shovel	
Premise location					
Comments					
Premise location					
Comments					

		Actions taken	Used		
	Salt	Salt alternative	Salt/sand	Plow	Shovel
Premise location					
Comments					
Premise location					
Comments					
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

Print name

Date

Signature

Page 2 of 2

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