

Safe Work Practice (SWP)

Name of Task: Snow Shoveling	
Department/Unit: Maintenance, Custodial	
Personal Protective Equipment or other required equipment or other safety considerations: Eye protection, safety boots, protective winter clothing. Staff working outside must also wear a safety vest or safety jacket to ensure visibility.	
Hazards: Muscle cramps, heart attack, stroke, dehydration, frost bite	
Required Training	Lifting, body posture
Steps to be taken to complete task safely:	
1	Wear specified Personal Protective Equipment.
2	Warm up muscles for 10 minutes with stretching
3	Early and often – newly fallen snow is lighter than heavy packed or partially melted snow
4	Push the snow – rather than lifting, keep shovel close to your body, space your hands on the shovel to increase leverage, shovel an inch or two of the top of the snow, use a shovel that feels comfortable for your height and strength
5	Lifting the snow – squat with your legs apart, knees bent and back straight, lift with your legs and do not bend at the waist, scoop small amounts of snow into the shovel and walk where you want to put it
6	Pace yourself – take frequent breaks and replenish fluids to prevent dehydration
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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