

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Snow Removal at NEIGHBOURS Homes	<b>Code:</b> HS003
		<b>Date of Issue:</b> Apr 2008
		<b>Revised:</b> February 2010
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### **PURPOSE:**

The purpose of this policy is to inform employees of the guidelines for the safe way to remove snow from driveways. Please contact your Manager for the homes to which this policy will be applied.

### **PROCEDURES/RESPONSIBILITIES:**

1. **If you feel clearing the snow will cause you injury or further injury do not clear the snow. Contact your Manager for further direction.**
2. Do not park in the driveway when the driveway has not been shoveled. This causes unnecessary ruts and grooves that could cause jarring impacts upon the upper body while shoveling.
3. Remove snow accumulation from sidewalk and snow plow as soon as possible. Do not drive over or through these as this will also result in a trip or slip hazard and may cause damage to the vehicle.
4. When using a shovel, avoid bending over to shovel. Keep posture straight and push with your arms.
5. Push the snow to the sides of the driveway. Use proper lifting techniques to lift the snow over the snow bank. Take regular breaks from the work.
6. Staff must ensure that there is a clear pathway from the road to the main doorway and to the mailbox. Remove snow from on and around the gas meter.
7. All entrances to the home must be able to be opened and exited at all times.
8. If you are unable to clear the driveway or a path, contact your Manager for further direction.