

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Snow Removal at NEIGHBOURS Homes	Code: HS157
		Date of Issue: April 2008
		Revised: December 2013
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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 NEIGHBOURS homes. 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.
3. If snow accumulation is over 2" (5 centimeters), a plow will arrive to remove the snow. As a Support Worker on duty you are still responsible for clearing sidewalks /entrances and the path to the gas meter.
4. When using a shovel, avoid bending over to shovel. Push the snow to the sides of the driveway/sidewalks if possible. Keep posture straight and push with your arms. Use proper lifting techniques to lift the snow over the bank. Take regular breaks from the work.
5. All entrances to the home must be able to be opened and exited at all times.
6. If you are unable to clear the driveway or a path, contact your Manager for further direction.
7. The use of salt/sand is recommended to maintain clear pathways, please consult the Manager of the home to determine the appropriate material to use in order to reduce the risk of slips and falls.