

# SNOW OPERATOR CHECKLIST: PREPARATIONS

	Preparations	Assigned To
<input type="checkbox"/>	<b>Prepare protective clothing:</b> <ul style="list-style-type: none"> <li>• Insulated safety boots</li> <li>• Thermal socks</li> <li>• Jackets and pants with waterproof shells</li> <li>• Appropriate layers</li> <li>• Headgear</li> <li>• Snug-fitting gloves</li> <li>• Sunglasses</li> <li>• An extra change of clothes/gloves/socks/hat</li> </ul>	
<input type="checkbox"/>	<b>Read the operator's manuals for all:</b> <ul style="list-style-type: none"> <li>• Trucks</li> <li>• Plows</li> <li>• Other snow equipment</li> </ul>	
<input type="checkbox"/>	Keep a <b>digital camera</b> with you at all times	
<input type="checkbox"/>	Select good <b>sources of weather information:</b> <ul style="list-style-type: none"> <li>• Local television</li> <li>• Private forecasting services</li> <li>• Websites (both private and government). A few popular sites include:               <ul style="list-style-type: none"> <li>• <b>Environment Canada Weather Office</b> - <a href="http://www.weatheroffice.ec.gc.ca">www.weatheroffice.ec.gc.ca</a></li> <li>• <b>National Weather Service</b> - <a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a></li> <li>• <b>The Weather Network</b> - <a href="http://www.weathernetwork.com">www.weathernetwork.com</a></li> </ul> </li> </ul>	
<input type="checkbox"/>	Monitor what the weather is doing <b>right now:</b> <ul style="list-style-type: none"> <li>• Monitor temperature</li> <li>• Temperature trends</li> <li>• Pavement/Surface temperature</li> <li>• Sunlight</li> <li>• Wind speed</li> </ul>	
<input type="checkbox"/>	Monitor the <b>predicted forecast:</b> <ul style="list-style-type: none"> <li>• What is the likelihood of an event over the next 24 hours and 48 hours?</li> <li>• Are you and your staff ready?</li> <li>• Check your schedule to make sure you leave yourself enough time to prepare</li> </ul>	
<input type="checkbox"/>	As the <b>event approaches</b> , ensure that: <ul style="list-style-type: none"> <li>• You are available by phone or by two-way radio</li> <li>• That your phone and/or two-way radio are fully charged and you have a charger available in the truck</li> <li>• That you are well rested and prepared to work</li> </ul>	
<input type="checkbox"/>	Never consume alcohol, drugs, or medications that can impair your ability to operate motorized equipment before/during your shift.	

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<input type="checkbox"/>	<p><b>Inspect your vehicle</b> before starting your shift:</p> <ul style="list-style-type: none"> <li>• Engine and Fluids</li> <li>• Lights and Electrical</li> <li>• Wheels and Tires</li> <li>• Hydraulics and Hoses</li> <li>• Tools</li> <li>• Cab</li> <li>• Wipers, Windshield, and Mirrors</li> <li>• Salter</li> <li>• Plow</li> <li>• Safety Equipment (triangles, fire extinguisher, etc.)</li> </ul>	
<input type="checkbox"/>	<p>Carry a <b>toolkit</b> in your truck with the following items:</p> <ul style="list-style-type: none"> <li>• Tools</li> <li>• Wire</li> <li>• Fuses</li> <li>• Lenses</li> <li>• Solenoids</li> <li>• Extra hose</li> <li>• Other small parts known to wear or break down frequently</li> </ul>	
<input type="checkbox"/>	<p><b>Load your truck</b> with salt or comparable de-icing material (if salting is included in your snow + ice contracts):</p> <ul style="list-style-type: none"> <li>• Before you load salt: <ul style="list-style-type: none"> <li>• Make sure your spreader is clean</li> <li>• Test your salt spreader</li> </ul> </li> <li>• During salt loading: <ul style="list-style-type: none"> <li>• Distribute salt evenly</li> <li>• Never overload your truck</li> <li>• Tarp Your Salt</li> </ul> </li> </ul>	
<input type="checkbox"/>	<p>Follow the <b>rules</b> when driving with a plow:</p> <ul style="list-style-type: none"> <li>• Wear your seatbelt at all times</li> <li>• Secure all loose items in the cab</li> <li>• Always obey posted speed limits and other traffic laws</li> <li>• Ensure your headlights are functional and properly aimed</li> <li>• Angle your straight blade toward the passenger side of your vehicle (the curb of the road)</li> <li>• When traveling do not change the position of the blade and turn off the controls</li> <li>• Use extra caution when driving in poor weather or dangerous conditions</li> <li>• Check your instrumentation panel frequently to ensure your vehicle is within normal operating ranges</li> </ul>	
<input type="checkbox"/>	<p>Extend the life of your vehicle's <b>transmission</b>:</p> <ul style="list-style-type: none"> <li>• Always plow in the correct gear</li> <li>• Wait until the transmission engages before accelerating</li> <li>• Come to a complete stop before shifting into reverse</li> <li>• Design the plowing pattern so you can move in forward gear as much as possible</li> </ul>	

# SNOW OPERATOR CHECKLIST: PLOWING THE SITE

	Plowing the Site	Assigned To
<input type="checkbox"/>	<p>When you <b>arrive at the site</b>:</p> <ul style="list-style-type: none"> <li>• Note the arrival time on your log. Be sure to specify AM or PM.</li> <li>• Consult your site map and route binder to confirm site hazards or special requirements.</li> <li>• Complete a visual inspection of the site</li> <li>• Look for things such as: <ul style="list-style-type: none"> <li>• Moved or displaced objects</li> <li>• Vehicles, equipment or materials blocking laneways or accessways</li> <li>• People moving in or around the vicinity of the site</li> <li>• Items that may have been buried by accumulations</li> <li>• Black ice</li> <li>• Pre-existing damage to property</li> <li>• Any other potential hazards</li> </ul> </li> </ul>	
<input type="checkbox"/>	<p><b>Stay alert</b> when plowing the site:</p> <ul style="list-style-type: none"> <li>• Be constantly on the lookout for changes at your site. Never assume the site will stay empty and clear throughout your shift.</li> <li>• Watch for children, especially on sites within or near residential areas</li> <li>• Take extra care when backing up</li> </ul>	
<input type="checkbox"/>	<p>When making <b>decisions</b> around a snow event, consider:</p> <ol style="list-style-type: none"> <li>1. Safety</li> <li>2. Quality</li> <li>3. Efficiency</li> <li>4. And the following variables: <ul style="list-style-type: none"> <li>• Depth of accumulations</li> <li>• Type of snowfall (wet, dry)</li> <li>• Timing of the event (day, night, rush hour)</li> <li>• Remaining locations to store/pile snow</li> <li>• Variables specific to the site</li> </ul> </li> </ol>	
<input type="checkbox"/>	<p>When plowing with a <b>straight edge plow</b>:</p> <ul style="list-style-type: none"> <li>• To begin a pass, lower the blade while moving into the target area</li> <li>• Raise the blade at the end of the pass and make sure to come to a full stop before reversing</li> <li>• Push the right amount of snow at once</li> </ul>	
<input type="checkbox"/>	<p>When <b>driving with a v-plow</b>:</p> <ul style="list-style-type: none"> <li>• Raise the blade completely and place the blade halfway between the V and straight position</li> <li>• For long trips, remove the snowplow from the vehicle</li> </ul>	
<input type="checkbox"/>	<p>When <b>plowing with a v-plow</b>:</p> <ul style="list-style-type: none"> <li>• Use the v-position for initial break, hard packed snow, ice, and deep drifts</li> <li>• Use the straight position for general plowing and backdragging</li> <li>• Use the scoop position for carrying snow in tight spots &amp; clean-up</li> </ul>	

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<input type="checkbox"/>	<p>When <b>piling snow</b>:</p> <ul style="list-style-type: none"> <li>• Push snow piles far enough back to accommodate future snowfalls.</li> <li>• Don't push snow piles against fences or structures</li> <li>• Don't pile snow on top of drainage systems, sewers, or catch basins.</li> <li>• Be careful where you pile snow so as not to make normally inaccessible hazards accessible.</li> <li>• Never exceed customer specifications for pile heights.</li> <li>• Discuss pile locations with your customers before the first snow event.</li> <li>• If your site map does not specify pile locations:               <ul style="list-style-type: none"> <li>• Pile snow on the opposite side of the property that the wind is blowing</li> <li>• Push snow into the back of a parking area, away from the street</li> </ul> </li> <li>• Never pile snow:               <ul style="list-style-type: none"> <li>• On someone else's property or on the street</li> <li>• In front of doorways or on walkways</li> <li>• In gardens or into plant material</li> <li>• In or around handicapped parking spaces or access ways</li> <li>• Against hydro poles or hydro lines</li> <li>• Anywhere near gas lines or gas meters</li> <li>• Near service areas such as loading areas, utility boxes, mailboxes, or garbage disposal areas</li> <li>• In areas that could allow children to climb and reach roofs, hydro lines, or other hazards</li> <li>• Near fire hydrants or emergency vehicle access routes</li> </ul> </li> </ul>	
<input type="checkbox"/>	<p>When <b>plowing a driveway</b>:</p> <ul style="list-style-type: none"> <li>• Start by plowing any windrow the city plows have left</li> <li>• Drive up the driveway with the plow down, making a windrow to one side</li> <li>• Back drag away from the garage, approximately 1.5 times the length of your plow truck</li> <li>• Turn around and back up the driveway until your plow is on the other side of the area you just backdragged</li> <li>• Push the snow out to the end of the driveway</li> <li>• Pile the snow on the corners of the driveway, or as directed by the customer</li> <li>• Never pile snow across the street, on sidewalks or on public roadways.</li> <li>• <b>Note:</b> a backplow can save significant time when plowing driveways. Simply back up to the garage, drop both plows, and push the snow out to the end of the driveway.</li> </ul>	
<input type="checkbox"/>	<p>Follow an <b>order of operations</b>:</p> <ul style="list-style-type: none"> <li>• Lot entrances and exits first; building entrances and sidewalks second</li> <li>• During an ongoing event, clear high priority areas</li> <li>• Plow from next to the buildings and clear snow out to the edges/pile locations</li> <li>• Pile snow at both ends of the lot if possible</li> <li>• Try to develop a route for the lot that keeps you moving in a forward direction.</li> </ul>	
<input type="checkbox"/>	<p>When <b>plowing as a team</b>:</p> <ul style="list-style-type: none"> <li>• Communication is the key</li> <li>• Good teamwork will result in better opportunities for the company and its employees</li> <li>• During the site meeting:               <ul style="list-style-type: none"> <li>• Confirm who is assigned to which equipment and which areas</li> <li>• Confirm what the order of operations will be</li> <li>• Discuss the safe operating procedures you will need to put into effect for crossover or high-traffic areas</li> <li>• Divide the site into areas worked by individual operators (where possible)</li> </ul> </li> </ul>	

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<input type="checkbox"/>	<p>When plowing <b>parking lots</b>:</p> <ul style="list-style-type: none"> <li>• Make sure you've previously met with the site or property manager and discussed the specifications for the site, including: <ul style="list-style-type: none"> <li>• Your areas of responsibility</li> <li>• Where to pile snow</li> <li>• What to do if you run out of piling room</li> </ul> </li> <li>• Start by clearing around the buildings</li> <li>• Push as much bulk snow off the lot as possible and then clear up windrows</li> <li>• On very large areas, break up plowing into smaller areas</li> <li>• Back onto a plowed surface and keep the tires on a plowed surface</li> <li>• Plow in straight lines, stack snow near the edge of the lot, and keep entries clear.</li> <li>• Try to plow during low traffic hours</li> <li>• Push snow away from the cars toward the center and finish cleaning up the lot after the cars have left.</li> <li>• Clear shopping cart racks by hand.</li> </ul>	
<input type="checkbox"/>	<p>When plowing a <b>site that is open</b>:</p> <ul style="list-style-type: none"> <li>• Safety must be priority #1</li> <li>• Review your Site Review + Signoff form</li> <li>• Identify priority areas during your pre-season inspection with the site manager or property supervisor.</li> <li>• Refer to your contract if you're not completely sure what's expected.</li> <li>• Always be on the lookout and operate your plow truck slowly and predictably in high traffic areas.</li> <li>• Entrances, exits and main routes are the typical priorities.</li> <li>• Clear employee parking areas before customer parking areas</li> <li>• Clear customer parking areas after employee parking areas have been cleared.</li> <li>• Note the number of cars parked in the lot in your snow clearing log.</li> </ul>	
<input type="checkbox"/>	<p>When plowing <b>around parked cars</b>:</p> <ul style="list-style-type: none"> <li>• Do not pile snow around cars. Keep a minimum distance of two feet from them.</li> <li>• Push smaller amounts.</li> <li>• Don't compromise safety during busy periods. Heavy traffic (vehicle and pedestrian) increases the likelihood for accidents.</li> <li>• Once the business has closed, finish plowing areas that were previously inaccessible.</li> </ul>	
<input type="checkbox"/>	<p><b>Before leaving the site:</b></p> <ul style="list-style-type: none"> <li>• Square off corners unless naturally round</li> <li>• Don't leave clumps or trails of snow</li> <li>• Where it's in the contract, finish the site by applying de-icing material (ensure the correct application rate).</li> <li>• Review the site quality control checklist</li> <li>• Take one last look at the entire job site</li> <li>• Complete any necessary paperwork</li> </ul>	

# SNOW OPERATOR CHECKLIST: END OF YOUR SHIFT

	At The End Of Your Shift	Assigned To
<input type="checkbox"/>	<p>At the end of your shift:</p> <ul style="list-style-type: none"> <li>• Conduct a general inspection of your vehicle</li> <li>• Refuel your vehicle</li> <li>• Check your vehicle's fluid levels, hydraulic hoses, and mechanical components</li> </ul>	
<input type="checkbox"/>	<p>When you return to the shop/yard:</p> <ul style="list-style-type: none"> <li>• Clean out your salt spreader.</li> <li>• Clean the salt from under the box</li> <li>• Park in the designated spot</li> <li>• Rest the plow blade on the ground when parking</li> <li>• Conduct a post shift inspection of your vehicle/equipment</li> <li>• Turn off all electrical devices and shut down the vehicle</li> <li>• If you've caused any damage to customer and/or company property:               <ul style="list-style-type: none"> <li>• Fill out an accident report and report it to your supervisor immediately. This will ensure that:                   <ul style="list-style-type: none"> <li>• Proper safety controls are in place</li> <li>• Everyone's health and safety is protected</li> <li>• Customer loyalty and trust is maintained</li> </ul> </li> </ul> </li> </ul>	
<input type="checkbox"/>	<p>Submit any required <b>paperwork</b>:</p> <ul style="list-style-type: none"> <li>• Daily vehicle inspection log</li> <li>• Hours of service log</li> <li>• Snow driver service logs, site service reports</li> <li>• Invoices and packing slips for salt and/or deicing agents</li> <li>• Carbon copies of service invoices</li> <li>• Accident/incident or hazard reports</li> <li>• Snow equipment inspection records</li> <li>• Payroll/timekeeping reports</li> <li>• Other</li> </ul>	