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REFERENCED IN: PLANT ENGINEERING/PLANT OPERATIONS, SECURITY			
<u>MANUAL SECTION</u> SAFETY	<u>MANUAL SUBJECT</u> SNOW and ICE REMOVAL		
<u>DATE OF ISSUE : 12/01</u>	<u>DATE OF REVISION (S)</u>	<u>EFFECTIVE DATE (S): 12/01</u>	

PURPOSE:

To define the departmental responsibilities and establish procedures for removal of snow, for safe access to, and egress from, the facility during inclement weather.

PROCEDURE:

The Supervisor of Plant Engineering / Plant Operations is responsible for initiation of the snow and/or ice removal plan. The Boiler Operator / General Mechanic and/or Security has the responsibility of monitoring the snowfall. When snow and/or ice has covered the ground, the Boiler Operator / General Mechanic or Security Officer shall contact the Maintenance Supervisor via telephone call or pager so that a decision to activate the plan can occur. If for any reason the Supervisor cannot be contacted, it then becomes the responsibility of the Boiler Operator / General Mechanic to activate the plan.

The Maintenance Supervisor or his/her designee is responsible for the ongoing monitoring of the snow removal plan, with periodic rounds of priority areas.

All employees will be responsible for notifying the Plant Engineering / Plant Operations Department of any snowy or icy conditions that they are aware of or made aware of.

Security will be responsible for notifying the Plant Engineering / Plant Operations Department of any snowy or icy conditions that they are aware of or made aware of.

Any process that is undertaken in regard to the reporting of or removal of snow and/or ice will be documented in the snow removal log.

The Plant Engineering / Plant Operations Supervisor is responsible to ensure that the Snow Removal Log has been completed.

Areas are listed in order of priority:

1. Emergency Entrance Driveway and Walkway
2. Main Entrance Driveways and Walkways
3. Employee Entrance and Surrounding Driveways
4. Remaining Parking Lot Entrances
5. Remaining Sidewalk Areas

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Each facility shall maintain a contract with an outside company for plowing, sanding, and salting of parking areas and driveways to assure safe access and/or egress during periods of inclement

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weather. These contracts provide coverage 24 hours a day, 7 days a week, including holidays. Each facility also shall maintain a list of on-call personnel who are available 24 hours a day, 7 days a week, including holidays, to assure safe access and egress to and from the facility.

The snow removal log shall be kept in each facility for a period of three years.