



# Winter Weather: Equipment Maintenance and Calibration

Scheduling equipment maintenance and repairs organizes work and saves headaches when winter storms hit. Maintaining and calibrating equipment reduce liability associated with improper use of chemicals resulting in slip and fall injuries.

This handout contains risk control ideas for calibrating and maintaining equipment to help reduce the liability concerns arising from activities during winter weather. It also contains planning suggestions to reduce the impact of a winter storm on business activity. Some of the suggestions consider the environmental impact to help a business address interrelated business risk management issues to workplace problems.

## Tools and Supplies

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Is equipment clean and ready to operate (fuel, batteries, light bulbs, etc.)?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are supplies of salt, sand, and other chemicals available and accessible?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have equipment owners' manuals been secured and reviewed?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has all equipment been calibrated in accordance with guidance in the owner's manual? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a spare parts inventory list?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Equipment Inspection

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Does inspection include checking for electrical problems, including loose connections, frayed wiring, damaged plugs, broken bulbs, corrosion, bad batteries, solenoids, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have nuts and bolts been tightened on equipment, such as plow assemblies?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have the oil and oil filter been changed and the equipment greased?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the strainer been checked and cleaned?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is equipment maintenance activity documented and stored in a secure place?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If equipment is maintained by someone else, has an audit been performed to assure that all the above activities are taking place?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Go green:</b> Organizing tools and supplies in advance reduces a business' carbon footprint. How? Fewer miles are driven by purchasing supplies at one time and in bulk using less fuel. Has that been considered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Equipment Calibration

|  | Yes                      | No                       | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| Has spreading equipment been calibrated to disperse manufacturer's recommended application rates?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have calibration settings been recorded and documentation stored in vehicles so that proper application rates will be delivered during a winter storm?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Go green:</b> Calibrating equipment, determining application rates, and setting equipment to minimize overspray reduces runoff and the amount of chemicals or sand introduced to the environment. Has that been considered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Crew Preparation and Training

- Have the recommended safety procedures for equipment operation been reviewed and practiced before the first storm?
- Has the site been visited and notes of key walkways, entrances, and other unique features of the property been recorded and stored in the vehicle?
- Does each operator have a tool/stick to use to unclog a snow blower? (Employees should be instructed to never use their hands.)
- Has the crew been educated about how salt works and the importance of application to prevent ice from forming on walkways?
- Does every truck have a first-aid kit, jumper cables, a fire extinguisher, etc.?

## Recordkeeping

- Is there a record of inspection and maintenance activity for every piece of equipment?
- Are records kept up to date and accessible?
- Are repairs prioritized according to predefined criteria?

## End of Season

- Is equipment thoroughly cleaned prior to stowing for the off season?
- Has gas been treated to eliminate storage problems?
- Have repairs been scheduled and replacement parts ordered to assure readiness for next season?

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