



Winter Hazard Assessment Addendum

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Seasonal addendum to the workplace hazard assessment · Canadian employers

Employer / company: _____

Site(s) covered: _____

Prepared by: _____

Position: _____

Season start: _____

Season end / review date: _____

1. WHO OWNS WHAT

Every winter task needs one named person. A role with no name is a gap.

ROLE	NAME	BACKUP	PHONE
Winter program owner			
Post-storm inspector (every shift pattern)			
Manager of the snow contractor relationship			
Receives injury notices and claims			
Approves any roof access			
Other			

2. STORM TRIGGER AND THE 72-HOUR INSPECTION ROUTINE

A storm for this site is:

Define it with a number you can check, such as snowfall depth, any freezing rain, or a thaw followed by a freeze. Surfaces that look clear can still be icy, especially in shade and early in the morning.

WHEN	MINIMUM ACTION	WHO	DONE BY (TIME)
Day 0 (storm)	Confirm contractor is on site. Close or barrier any area that cannot be made safe before the next shift.		
Day 1	Walk entrances, dock doors, smoking shelters, ramps, walkways and the lot before the first shift. Treat and re-treat shaded areas. Record the walk.		
Day 2	Re-inspect shaded areas, ramps and building corners before the first and last shifts. Record the walk.		
Day 3	Repeat Day 2. Close out the storm log and note what failed.		

- ☐ Shift schedule for days 1 to 3 set before the storm, with flexibility where conditions are hazardous
- ☐ Winter footwear or ice cleats with good traction required, and a stock kept on site
- ☐ Inspection record kept for the whole season (see the log on the last page)



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Roofs, equipment and pedestrians

3. ROOF, SKYLIGHT AND ELEVATED ACCESS REGISTER

Snow hides skylights, vents and hatches. Map them before the snow falls. Complete one row per roof, trailer yard, canopy or elevated surface where snow could accumulate.

ROOF / SURFACE	SKYLIGHTS, VENTS, HATCHES (COUNT, MAPPED Y/N)	DOES SNOW NEED TO COME OFF? (Y/N, WHY)	METHOD (GROUND / EQUIPMENT / WORKER ACCESS)	FALL PROTECTION AND TRAINING CONFIRMED (Y/N)

- ☐ Nobody goes on a roof until the method, fall protection and training are confirmed for that person
- ☐ Roof snow work does not start in poor light
- ☐ Ladder rungs and footing checked for frost and ice, and no vehicle moved while anyone is on a ladder attached to it
- ☐ The contractor's roof method is in writing, including who trains and equips the people they send up

Fall protection trigger height in this jurisdiction, and the provision:

Example: Saskatchewan, OHS Regulations, 2020, s. 9-2(2) requires a fall protection system where a worker may fall three metres or more, or where injury is possible from a shorter fall. Other provinces set their own thresholds. Confirm the current wording for yours.

4. SNOW EQUIPMENT AND PEDESTRIANS

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Timing of heavy work	Piling and hauling scheduled for when the lot is closed or nearly empty.		
Work zone marked	Barriers or cones around the machine, with a separate marked route for pedestrians.		
Activities kept out of the zone	Cart collection, deliveries, smoke breaks and parking are excluded while equipment runs.		
Minimum distance set	Stated and communicated. After a 2023 fatality CNESST recommended that anyone who must be in the lot stay at least 9 m from a snow removal vehicle. It is a recommendation, not a regulatory minimum.		
Spotter for reversing	A trained spotter or camera and alarm in use when reversing near people.		
Tenants and staff notified	Told before the equipment arrives, with a named contact.		
Operator briefed and equipped	Visible clothing, working alarms and lights, and a pre-use equipment inspection.		



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Temporary heat and shovelling

5. TEMPORARY HEAT AND ENCLOSED WORK

Fuel-burning heaters, generators, propane equipment and forklifts all produce carbon monoxide. It builds up in poorly ventilated spaces, including semi-enclosed areas sheltered with tarps and plastic sheeting.

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Installed to the instructions	Every heater set up as the manufacturer states, including valve settings that are locked where required.		
Exhaust vented outdoors	Where the manufacturer requires it, and re-checked when tarps or doors change.		
CO monitoring	Detectors with alarms where fuel-burning equipment runs in a closed or tarped space. On Ontario construction projects, s. 47 of O. Reg. 213/91 requires CO testing under a written strategy where an internal combustion engine runs in an enclosed space. Confirm how it applies to your heaters.		
Not left running	Equipment shut off when no one is using it.		
Symptoms known	Crew trained to recognize headache, dizziness, nausea and confusion. Move to fresh air and call 911.		

Carbon monoxide exposure limit in this jurisdiction (8-hour and short-term):

Ontario sets limits through Regulation 833. Other provinces have their own. Record the current value and source.

6. MANUAL SHOVELLING

- ☐ Named people assigned to shovel, instead of whoever is nearest the door
- ☐ Crew briefed to push snow rather than lift and throw it, and to shovel early and often because fresh snow is lighter
- ☐ Work and rest schedule used on cold or windy days, with breaks and warm fluids
- ☐ Warm-up before starting, and workers with health concerns told to speak to their doctor
- ☐ De-icer or sand applied after clearing, with the amount and time recorded



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Contractor oversight and sign-off

7. SNOW REMOVAL CONTRACTOR OVERSIGHT

REQUIREMENT	WHAT GOOD LOOKS LIKE	Y / N / N-A	EVIDENCE OR GAP
Written scope	Snow depth that triggers a visit, response time, ice treatment, and whether roofs are in or out.		
Contractor visit log	Date, time, areas cleared and treated, kept for the season and compared with your own inspection log.		
Insurance and coverage	Current workers' compensation coverage and liability insurance on file, checked again mid-season.		
Roof and pedestrian methods	Both in writing before the first storm.		
Notice routing	One named person receives injury notices and, the same day, serves a copy on the other occupiers and the contractor by personal service or registered mail, keeping proof of service.		
Review	Contract and log reviewed after the first major storm.		

Ontario sites: the 60-day notice rule. Under s. 6.1 of the Occupiers' Liability Act (in force January 29, 2021), no action for personal injury caused by snow or ice can be brought unless written notice of the claim is served within 60 days of the injury. It goes to the occupier or the contractor employed to remove snow or ice, states the date, time and location, and is served personally or by registered mail. Whoever receives it must pass a copy to the other parties. Late or defective notice can be excused where there is a reasonable excuse and the defendant is not prejudiced, and the rule does not apply if the injured person died. The two-year limitation period still applies. Record the injury date, work out day 60 from it (not from the day the notice arrived), and give your insurer the dates immediately. This rule covers premises you occupy; injuries on municipal roads and sidewalks follow different, shorter notice rules. Confirm how it fits your leases and contracts with your lawyer and insurer. It is a civil-claim rule and does not replace duties under the OHSA.

Person who receives notices: _____ Phone: _____

8. SIGN-OFF

PREPARED BY _____

DATE _____

REVIEWED BY (MANAGEMENT) _____

DATE _____



Post-Storm Inspection Log

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One sheet per storm · Keep for the whole season

Storm date: _____

Snowfall / conditions: _____

Site: _____

Contractor on site (time): _____

INSPECTION RECORD

DAY / TIME	AREA INSPECTED	CONDITION FOUND	ACTION TAKEN (TREATED, CLOSED, REPORTED)	INITIALS

INCIDENTS AND INJURY NOTICES

DATE	PERSON AND WHAT HAPPENED	NOTICE RECEIVED (DATE, HOW)	COPY SERVED ON (NAME, METHOD, DATE)	INJURY DATE AND DAY 60

INSPECTOR SIGNATURE_____
DATE_____
WINTER PROGRAM OWNER_____
DATE

Want help applying this?

Our consultants (CRSP Certified · COR & ISO 45001 Lead Auditors) can adapt this to your workplace or review your safety program with you.

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