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| **All Sites Winter Working** | | | | Procedure No.041 |
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| Amendment No | | Action | Review Date | |
| 02 | | First Issue | January 2024 | |
| 1. | SCOPE : Winter Working | | | |
| 2. | PROCEDURAL DETAIL. | | | |
| 2.1 | **Entrance To Site**  On entering site check if the temperature indicators are showing temperatures below zero, also do a visual check of the under foot conditions, if there is ice or snow present proceed with extreme caution, if safe to do so. If not contact you manager as soon as possible, he or she will then advise you on the procedure to follow. | | | |
| 2.2 | **Vehicles Entering Site**  If condition are extremely bad, apply traffic management to stop vehicles entering site until the site is made safe. | | | |
| 2.3 | **Clearing Walkways and Pedestrian Routes of Snow and Ice**  If safe to do so walkways and pedestrian routes need to cleared of snow and ice, to do this proceed with extreme caution, using grit salt and snow shovel if required. Start with main walkways and pedestrian routes i.e. walkways staff will use when arriving on site. If staff arrive during the operation advise them to wait until the walkways and pedestrian routes are safe to use. Also make sure any hand rails are part of walkways and pedestrian routes are clear of ice and snow.  BEFORE USE CHECK THE GRIT SALT HAS HAD CHANCE TO REACT WITH ICE AND SNOW. | | | |
| 2.4 | **Advise To Staff On Site**  Make sure all staff on site are aware of walkways and pedestrian routes that are safe to use. If they need to access parts or the plant that have not been cleared of ice and snow, they must wait until the area is safe to access. | | | |
| 2.5 | **Clearance of Traffic Routes**  If the site loading shovel is used to clear traffic routes and yard areas, be sure to grit the area before it is put into operation.  BEFORE USE CHECK THE GRIT SALT HAS HAD CHANGE TO REACT WITH ICE AND SNOW. | | | |
| 2.6 | **Points to Note**  Be aware that ice can be present beneath snow especially in areas where water congregates. Before the winter season starts make sure you have tools and materials on site will require to deal with winter working. | | | |

**DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO**

I Authorised by Site Manger/ Director I I Date