



Landscape Services

Safety Standard Operating Procedure

(Revised 3/2024)

Winter Weather Preparedness

This SSOP provides guidance on the safe practice for **Winter Weather**. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SSOP is not a substitute for the owner's manual produced by the manufacturer.

Safety Requirements PPE Required Gloves, handwarmers, yak tracks anti slip footwear, eye wear, warm clothing.

Report all accidents and injuries immediately to your acting supervisor.

Safety Hazards Vehicle and pedestrian traffic, slips and falls, chemical exposure, underground and overhead utilities, lifting, bending, overhead objects, noise, sharp objects, blind spots, equipment malfunction, pinch points, cold or freezing temperatures, and inclement weather.

Scheduled: Seasonal

Description

Facilities Management Landscape Services is responsible for Snow/Ice removal efforts and is primary provider of resources during winter weather events. Landscape Services updates our Snow/Ice action plan yearly and establishes a list of criteria providing classifications to reference during winter events. When resources from others are required, they will be managed by Facilities Management to maximize their usefulness. OSUPD will monitor the campus and notify Facilities Management of any area or situation that requires immediate attention.

It's important to practice safe working conditions while providing a safe environment for our students, visitors, faculty, and staff of Oklahoma State University. Facilities Management controls over 24 miles of streets, 95 acres of parking, 35 miles of sidewalks, and entrances to over 100 buildings. Storms can change instantly, and leadership will update us on plans as they develop.

The information below highlights storm preparedness, storm classification and removal operations, labor force and equipment services. If snow accumulations are over an inch, plowing and sweeping will occur to sidewalks. If snow reaches 3 inches, streets, and parking lots will be plowed. No winter event is the same, and its important to work and communicate as a team, continually reporting conditions to supervisors during weather event.

Order of operations:

1. Storm Preparedness Levels (24hrs. min.)

- a. Level one (predict a 50% chance of snow on the 7–10-day forecast)
 - i. Material inventoried and prepared
 - ii. Vendors are contacted for equipment delivery, purchase orders are written, approved and ready to issue.

- iii. General review of snow plan
- b. Level two (forecast a 30% chance of snow/ice on the 5-day forecast)
 - i. Labor identified and equipment is ready
 - ii. Purchase orders are processed to vendors for equipment deliveries
- c. Level three (forecast a 30% chance of snow/ice in the next 24hrs)
 - i. Labor is assembled to review plan; assignments are handed out, and time-lines established
 - ii. Vendor provided rental equipment is delivered
 - iii. Facilities Management equipment is assembled; plows, spreaders, weights, fuel, tire chains, and PPE
 - iv. Facilities Management Landscape Services will be available to assist OSUPD, University Department of Brand Management, and the City of Stillwater
 - v. Arrange housing and transportation needs for crews
- d. Follow Winter Weather Pre-Storm Readiness SOP
 - i. **Leadership management team arrive 45min early to start vehicles & equipment and prepare items for the crews.**

2. Actions Associated With Each Level of Snow/Ice Conditions

- a. Class 1 snow/ice emergency
 - i. All or partial essential staff report in as directed (manager decided)
 - ii. 0 supporting departments
 - 1. Treatment of priority sidewalk and building entrances first
 - 2. Mixture of sand and salt is applied to street intersections, parking lots, and where slick conditions exist
- b. Class 2 snow/ice emergency
 - i. All available resources used for snow and ice removal will be utilized
 - ii. Brand Management may issue information about campus status
 - 1. Plowing of streets, parking lots, and sidewalks are underway
 - 2. All available equipment and resources are utilized
 - 3. Prioritization in clearing and treating all travel routes are in place which include recognized emergency routes.
- c. Class 3 snow/ice emergency
 - i. Classes might be canceled and non-essential campus operations and services suspended
 - ii. Conditions are beyond the resources available despite continuous efforts to address weather-related problems
 - iii. Under this classification only emergency and essential-services personnel need to report to work
 - 1. Removal operations are limited to the clearing of emergency routes
 - 2. All equipment and resources are being utilized that can operate at this level
 - 3. Facilities Management crews are working together to open routes for emergency access around campus
 - 4. A detailed list of **priority travel paths** can be located on the Landscape Services website: <https://fm.okstate.edu/snow-plan.html>

3. Emergency Routes

- a. Vehicles blocking routes will be referred to OSUPD for removal
- b. Refer to appendix A in snow plan for street removal priorities: https://fm.okstate.edu/site-files/documents/fm_guides-plans/snow_ice_external_2024.pdf
- c. Refer to zone maps for detailed primary and secondary routes for removal priorities

- d. Emergency action plan should be revised annually to reflect changes to routes, resources, OSU needs.

4. Labor Force

- a. Landscape services department
 - i. Focus on sidewalks, stairs, building entrances, crosswalks, and intersections utilizing power brooms, tractors, skid-steer snowplow, Pickup snowplows, snow blowers, and hand tools
- b. Heavy equipment department
 - i. Streets and intersections, parking lots and sidewalks utilizing; dump trucks, motor graders, back hoes, skid-steer snowplow, pickup snowplows, and tractors
- c. ABM custodial services
 - i. Building entrances, ADA ramps, and stairs utilizing; shovels, brooms, mops, and hand broadcasting ice melt
- d. Skilled trades department
 - i. Parking lots and sidewalks utilizing; shovels, brooms, mops, and hand broadcasting ice melt
 - ii. Electric-Plumbing Department to move Math Generator set to site should weather predictions warrant

5. Facilities Management Equipment

- a. Tractors (3)
 - i. 1 unit used to load sand, salt mix
 - ii. 1 unit used to remove plowed snow along streets and lots
- b. Brooms (5 lawn mower mounted, 2 utility vehicles)
 - i. Brooms are some of our most efficient means of clearing sidewalks
 - ii. Make sure to drive slow and cautious while handling brooms.
- c. Snowplows/blades (2 dump trucks, 8 lawn mower mounted, 2 backhoe, 2 skid-steer, 2 pickup mounted snow blades,)
 - i. Various variety of blades and snowplows used to clear streets, parking lots, and sidewalks

Caution: Drive slowly, with hazards on, and be aware of your surroundings and pedestrians.

- d. Sand/salt spreaders (3 utility vehicles, 1 pickup, dump truck)
 - i. Salt should not be used on newly installed concrete
 - ii. Salt will be distributed to team leaders from fertilizer room.
 - iii. Please review salt distribution rates and timing of use with your supervisor
- e. Various hand snow shovels and equipment
 - i. Watch footing utilizing yak tracks, take breaks to stay warm, lift with your legs and not your back.



Note: Yak tracks provide added traction on slippery surfaces, yet without caution, they do not entirely prevent slips.

- f. Return, clean, and review all equipment at end of use
- g. Fuel up all equipment, check all fluids, and operation of all equipment when returning equipment for others to use
- h. Return and report all salt that was used and returned back into fertilizer room