



maintenance bulletin

SUBJECT: Snow and Ice Removal

DATE: September 13, 1983

NO.: MMO-114-83

TO:

1. Regional General Managers
Maintenance Management Divisions
2. Regional Safety Managers
3. Bulk Mail Centers
4. District Offices
5. Maintenance Capable Offices
6. Area Maintenance Offices
7. BMEO's
8. MSC Safety Managers

FILE CODE: P - Buildings

This bulletin replaces MMO-30-82, Snow and Ice Removal.

The purpose of this bulletin is to reemphasize the importance of taking all necessary safety precautions during the winter season to avoid serious injuries to postal employees and customers.

All managers should review their snow and ice removal plans to ensure safety requirements are being met. In addition, preventive maintenance (reference MS-1) on all snow removal equipment, such as snow blowers and snow plows, should be completed prior to the winter season. As part of the preventive maintenance routine, a safety check should be made to ensure that all safety devices on snow removal equipment are in place and operational. Maintenance managers should ensure that the appropriate employees are trained in the safe use of snow removal equipment. In particular, all employees should be advised that no attempt to clear snow from a snow blower should be made with the blower running.

All ice melting products should be applied *in* a timely manner and, if necessary, more than once a day in situations of extremely low temperatures and/or high winds. Snow and ice removal should begin as early as possible and before employees and customers begin entering the facility. This task should be performed as soon as possible before hazardous conditions develop.

Calcium chloride, anhydrous type, in pellet form (such as Dow Chemical Peladow, or equivalent) is recommended for the ice melt compound on roadways. Calcium chloride in flake form shall be used on sidewalks and other areas of pedestrian traffic. The ice melt compound should be spread evenly. When snow and ice have melted sufficiently, the residue should be removed from areas of pedestrian traffic to prevent refreezing. In all cases, when ice melt compound is being used, matting shall be used at all entrances to protect floor surfaces and prevent slips and falls.

The following precautions should be observed when using ice melt compounds:

1. Use scoop shovel or conventional fertilizer spreader to spread material.
2. Keep hands as dry as possible. Wash after use and dry thoroughly.
3. Don't dump the material and raise a cloud of dust.
4. Do not use gloves because the powder sifting inside is hard to remove.
5. Keep clothing well buttoned. Don't expose parts of the skin unnecessarily. Do not wipe face with hands that have calcium chloride on them.
6. Do not assign employees to this task if their skin is chronically irritated when handling calcium chloride.

Floors require special care when chloride compounds are tracked into the building. Chloride deposits tracked on to floors use up detergent solutions very quickly. In cleaning floors, perform a damp-mopping operation first to pick up as much of the tracked residue as possible. Then perform a wet-mopping operation to suspend and remove the residue.

Questions or comments should be directed to Maintenance Technical Support Center, Plant Equipment Branch, P.O. Box 1600, Norman, OK 73070-6704; Telephone (FTS) 743-8252.



PAUL A. CRAWFORD
Director

Maintenance Technical Support Center
Office of Maintenance Management

Note: The Maintenance Manager or the Senior Maintenance Official is to provide a copy of this bulletin to the facility Safety Manager/Specialist.