**Standard Operating Procedure (SOP) for Gritting Paths and Loading Yard in Winter**

**Purpose:**

To ensure the safety of employees and vehicles by maintaining slip-resistant paths and loading yards during icy or snowy conditions.

**Scope:**

This SOP applies to all personnel responsible for maintaining paths and the loading yard during the winter months.

**Procedure:**

1. **Preparation**
   * Confirm grit stock levels weekly and reorder as necessary.
   * Store grit in a dry, accessible area to prevent clumping.
   * Maintain equipment (e.g., spreaders, shovels, and brushes) in operational condition.
   * Assign a designated person or team to monitor weather forecasts and initiate gritting as required.
2. **Monitoring and Decision-Making**
   * Check weather reports at least twice daily (early morning and afternoon).
   * Initiate gritting if temperatures are forecast to drop below 3°C or if snow/ice is expected.
3. **Gritting Paths**
   * Begin gritting paths used by pedestrians, especially high-traffic areas like entrances, walkways, and stairs.
   * Spread grit evenly, ensuring full coverage.
   * Use a brush to remove loose snow before gritting if snow accumulation exceeds 1 inch.
4. **Gritting the Loading Yard**
   * Prioritize areas with vehicle traffic, including loading bays, maneuvering spaces, and main entry/exit routes.
   * Use mechanical spreaders for large areas and shovels for smaller or hard-to-reach spots.
   * Avoid over-gritting to minimize environmental impact and maintain efficiency.
5. **Post-Gritting Inspection**
   * Conduct an inspection to confirm proper coverage.
   * Address any missed areas immediately.
6. **Documentation**
   * Log the date, time, and areas gritted in the Winter Maintenance Log.
   * Note any issues encountered, such as equipment failures or areas requiring additional attention.
7. **Follow-Up**
   * Re-grit as necessary, particularly in high-traffic areas or if new precipitation occurs.
   * Conduct daily reviews during prolonged freezing conditions to ensure ongoing safety.

**Safety Guidelines:**

* Wear appropriate PPE, including slip-resistant boots, gloves, and high-visibility clothing.
* Use caution when working near moving vehicles.
* Avoid excessive grit handling to prevent strain injuries.

**Review:**

This SOP will be reviewed annually or as needed based on feedback and incidents.