Winter Operations Planning Document for
Town of Plympton-Wyoming
(Winter Season 2016-2017)

Approved by Council: 14/12/2016
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A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Town of Plympton-Wyoming continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Town of Plympton-Wyoming. The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised. This Winter Operations Plan for the Town of Plympton-Wyoming was endorsed by Mayor and Council on the 14 day of December 2017. Please see council resolution in Appendix 12.

B. Definitions

**Anti-icing** means the application of liquid de-icers directly to the road surface in advance of a winter event.

**Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

**De-icing** means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

**Highway** means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

**MMS** stands for O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highway.

**Paved Road** means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

**Pre-treat** means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

**Pre-wetting** means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

**Route of Representative Roads** is another term used for a patrol route and is a selection of roads used to generally determine the overall conditions of the roads during the winter season.

**Salt Route** is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that
road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

**Sand Route** is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically such routes include gravel and other unpaved roads, where the use of salt or other freeze depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

**Spot Winter Event Response** is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

**Superintendent of Public Works** is generally the person who is on duty at the time directing the snow/ice removal operations of the Town of Plympton-Wyoming. These individuals may include: Director of Public Works, Superintendent of Public Works, Roads Foreman and/or any other individual who may be assigned the responsibilities of directing and overseeing winter maintenance activities.

**Surface Treated Road** is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

**Unpaved Road** is a graded road with a gravel, stone or other loose traveling surface.

**Winter Event** is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.

**Winter Event Response** is a series of winter control activities performed in response to a winter event.

**Winter Event Response Hours** are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.
1. Objective of Winter Operations Management

The Town of Plympton-Wyoming is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort the Town of Plympton-Wyoming will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The Town of Plympton-Wyoming public works staff will strive, insofar as reasonably practical, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highway and within the resources established by the Council of the Town of Plympton-Wyoming.

2. Policy Statement

The Town of Plympton-Wyoming will conduct safe and sustainable snow clearing operations to ensure, insofar as reasonably practical, the safety and mobility of users of the municipal road network, in keeping with applicable provincial legislation. The Town of Plympton-Wyoming will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practical, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3. Overview of the Town of Plympton-Wyoming

- Type of Organization: Municipal
- Structural Level: Town
- Total Area: 318760000.0 Square metres
- Street Address: 546 Niagara St, N0N 1T0, Wyoming, ON
- Telephone: 519-845-3939
- Website: http://plympton-wyoming.com
- Superintendent of Public Works: Adam Sobanski, 519-845-3939
- Police:
  - Ontario Provincial Police, Lambton Detachment
  - Primary Phone: 519-882-1011
- Contractors:
  - Lloyd’s Paving:
    - Primary Contact Person: Steven Batty, Phone: 519-331-0676
    - Contracted Tasks: Egremont Road recreation trails
4. Winter Maintenance Program

4.1. The System Maintained

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- Snow removal
- De-icing

The Town of Plympton-Wyoming is responsible for winter maintenance on:

<table>
<thead>
<tr>
<th>Road Category</th>
<th>Pavement Type and Area Type</th>
<th>Individual Length (Lane Kilometers)</th>
<th>Total Length (Lane Kilometers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 3</td>
<td>Urban</td>
<td>7.0</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>26.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>8.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>53.1</td>
<td></td>
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<tr>
<td></td>
<td>Rural</td>
<td>56.9</td>
<td></td>
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<tr>
<td>Class 4</td>
<td>Rural</td>
<td>.4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>12.2</td>
<td>144.0</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>13.0</td>
<td>28.3</td>
</tr>
<tr>
<td>Class 5</td>
<td>Urban</td>
<td>9.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>3.3</td>
<td>69.4</td>
</tr>
<tr>
<td></td>
<td>Rural</td>
<td>54.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Urban</td>
<td>2.1</td>
<td></td>
</tr>
</tbody>
</table>

Recreation Trails: 2.5 kilometres
Sidewalks: 13.0 kilometres

A map of all roads and the associated classes is provided in Appendix 1.

4.2. Level of Service

The Town of Plympton-Wyoming provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.
4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:
   a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
   b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
      i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
      ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
   a. Patrolling highways.
   b. Performing highway maintenance activities.
   c. Supervising staff who perform activities described in para. 1 or 2. O. Reg. 47/13, s. 4.

4. The depth of snow accumulation on a roadway and lane width may be determined by:
   a. performing an actual measurement;
   b. monitoring the weather; or
   c. performing a visual estimate. O. Reg. 47/13, s. 4.

5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to:
   a. plowing the roadway;
   b. salting the roadway;
      i. the application of other chemical or organic agents to the roadway;
   c. applying abrasive materials to the roadway; or
   d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.

6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.

7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.
ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
   a. Monitor the weather in accordance with section 3.1.
   b. Patrol in accordance with section 3.
   c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.

2. If the municipality meets the standard set out in subsection (1) and despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of:
   a. the time that the municipality becomes aware of the fact that the roadway is icy; or
   b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.

3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.

4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.

5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

### Table Snow Accumulation

<table>
<thead>
<tr>
<th>Class of Highway</th>
<th>Depth</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.5cm</td>
<td>4 hours</td>
</tr>
<tr>
<td>2</td>
<td>5 cm</td>
<td>6 hours</td>
</tr>
<tr>
<td>3</td>
<td>8 cm</td>
<td>12 hours</td>
</tr>
<tr>
<td>4</td>
<td>8 cm</td>
<td>16 hours</td>
</tr>
<tr>
<td>5</td>
<td>10 cm</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

### Table Ice Accumulation

<table>
<thead>
<tr>
<th>Class of Highway</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 hours</td>
</tr>
<tr>
<td>2</td>
<td>4 hours</td>
</tr>
<tr>
<td>3</td>
<td>8 hours</td>
</tr>
<tr>
<td>4</td>
<td>12 hours</td>
</tr>
<tr>
<td>5</td>
<td>16 hours</td>
</tr>
</tbody>
</table>

See Appendix 3B for details
4.2.2. Sidewalk & Recreational Trails Responsibility
The Town of Plympton-Wyoming clears all sidewalks greater than or equal to 1.2 meters in width and the recreational trail along Egremont Road west. Maintained sidewalks and recreational trails are generally cleaned once daily as resources allow. Any sidewalk less than 1.2 meters wide and the recreational trail along Oil Heritage Road are closed for the winter season.

4.2.3. Plowing Private Property
The Town of Plympton-Wyoming generally does not clear snow from private property.

4.3. Winter Season Maintenance
For Operational purposes, the Town of Plympton-Wyoming assumes the winter season commences on 2016-11-15 and is completed by 2017-03-31, while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations
In the months prior to the start of the winter maintenance season, as identified in 4.3, the Town of Plympton-Wyoming undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season
Prior to the winter season, if required, prepare and call tenders for the supply of materials (salt, sand, liquid), replacement parts (for plows, solid and liquid application equipment) and contract equipment (plow trucks, spreader trucks, combination units).

Sometime prior to the winter season the Town of Plympton-Wyoming will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
• Confirm that all guiderail, catch basin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season

One month prior to the winter season the Town of Plympton-Wyoming will:

- Post the winter shift schedule in accordance with the municipality’s collective agreement
- Assign equipment to staff
- Calibrate material application equipment
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route)
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response
- Have 33 % of the fleet ready to respond to a winter event
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response

4.4.3. Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Town of Plympton-Wyoming will:

- Have the 66 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season

At the start of the winter season:

- Implement the winter shift schedule as needed to meet MMS.
- Begin patrolling representative roads in all roads/areas that the organization is responsible for as needed to meet MMS.
- Respond to winter events as per the winter operations plan.
4.5. Winter Patrol

During the winter maintenance season, 4.3, Town of Plympton-Wyoming carries out a winter patrol on a route of representative roads twice daily, 7 days a week generally from December 15 to February 28 or as required, to meet MMS. Patrols of representative roads will generally occur early in the morning and in the evening. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift.

Appendix 2A shows the route of representative roads to be patrolled in winter.

Appendix 2B shows a Town of Plympton-Wyoming winter patrol tracking form to be used for all winter patrols.

4.6. Operations

4.6.1. Staffing and Hours of Work

The Town of Plympton-Wyoming has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting/plowing. The Town of Plympton-Wyoming adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

<table>
<thead>
<tr>
<th>Employee</th>
<th>Job Title</th>
<th>Reports to Facility</th>
<th>Assigned Routes</th>
<th>Assigned Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roberto Simone</td>
<td>Roads Foreman</td>
<td>Reece’s Corners</td>
<td>Winter Patrol Route</td>
<td></td>
</tr>
<tr>
<td>Dennis Reid</td>
<td>Seasonal Op.</td>
<td>Wyoming</td>
<td>Backhoe Wyoming</td>
<td>Backhoe</td>
</tr>
<tr>
<td>Joe Venoit</td>
<td>Operator 3</td>
<td>Wyoming</td>
<td>Sidewalks - Wyo</td>
<td>Sidewalk Plow</td>
</tr>
<tr>
<td>John Sharp</td>
<td>Seasonal Op.</td>
<td>Reece’s Corners</td>
<td>Winter Patrol Route</td>
<td>Truck 2</td>
</tr>
<tr>
<td>Lloyd’s Paving</td>
<td>Contractor</td>
<td></td>
<td>Egremont Rd - Trail</td>
<td></td>
</tr>
<tr>
<td>Mark Wilson</td>
<td>Labourer</td>
<td>Reece’s Corners</td>
<td>Truck 9</td>
<td>Truck 9</td>
</tr>
<tr>
<td>Rob Brooks</td>
<td>Utilities Foreman</td>
<td>Wyoming</td>
<td>Truck 11</td>
<td>Truck 11</td>
</tr>
<tr>
<td>Bob Burnley</td>
<td>Operator 1</td>
<td>Reece’s Corners</td>
<td>Truck 3</td>
<td>Truck 3</td>
</tr>
<tr>
<td>Dave Minielly</td>
<td>Operator 1</td>
<td>Reece’s Corners</td>
<td>Truck 6</td>
<td>Truck 6</td>
</tr>
<tr>
<td>Greg Atkinson</td>
<td>Operator 2</td>
<td>Reece’s Corners</td>
<td>Truck 12</td>
<td>Truck 12</td>
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<tr>
<td>Jim Worsley</td>
<td>Operator 1</td>
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<td>Robert Tower</td>
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<tr>
<td>Jeff Scott</td>
<td>Seasonal Op.</td>
<td>Reece’s Corners</td>
<td>Winter Patrol Route</td>
<td></td>
</tr>
</tbody>
</table>
Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Roads Foreman generally for organizes all winter event responses.
- The Superintendent of Public Works generally oversees the response and provides direction and support as need to ensure compliance with MMS and the document.
- Superintendent of Public Works will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Superintendent of Public Works, through the Roads Foreman, will generally be authority to which the field staff will communicate the field conditions to.
- Superintendent of Public Works, or designate, will be responsible for shift scheduling.
- Public Works staff, under the direction of the Superintendent of Public Works, will (when physically possible) be responsible for providing appropriate signage and or barricade in case a road has to be closed due to severe winter storm.
- Superintendent of Public Works will ensure media releases are sent to local news and radio stations advising of road closures.
- The Director of Public Works shall act as Superintendent of Public Works in their absence and may designate roles and responsibilities to Foremen and staff as appropriate.

4.6.2. Application Rates

The Town of Plympton-Wyoming strives to adhere to MTO Manual MBP-703 for the application of salt and sand to municipal roadways.

4.6.3. Equipment - Winter Maintenance Fleet and Routes

The Town of Plympton-Wyoming provides winter maintenance services on 11 routes, found in Appendix 3, with the equipment listed in Appendix 7.

4.6.4. Public Works Facilities

The Town of Plympton-Wyoming provides winter maintenance services from the Public Works facilities listed below.

4.6.4.1. Reece's Corners Public Work Facility

Facility Address: 5819 Oil Heritage Road, N0N 1T0, Wyoming, Ontario
Facility Phone: 519-845-0410

Equipment Storage Details:
- There is storage space available inside of this facility. It presently stores: 3- Tandem Axle Plows, 1- Single Axle Plow, 1- 1 Ton Plow-Sander, 1- Backhoe, 1- Loader, 1- 1 Ton Dump truck, 2- ½ ton Pickups
- There is storage space available outside of this facility. It presently stores: 2-motorgraders
Material Storage Details:
Sand and salt are currently stored in a wood frame shed with an approximate capacity of 500 tonnes.

Site Drainage Details:
- There is not a drainage and collection system for runoff of salt contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to a roadside ditch

4.6.4.2. Wyoming Public Works Facility
Facility Address: 519-521 Front Street, N0N 1T0, Wyoming, Ontario
Facility Phone: 519-845-0149

Equipment Storage Details:
- There is storage space available inside of this facility. It presently stores: 1- single axle Plow, 2- ½ Ton Pickups, 1- Cargo Van, 1- Backhoe
- There is storage space available outside of this facility. No equipment is stored outside at this time.

Material Storage Details:
Less than 10 tonne of salt stored on site in a Quonset Hut.

Site Drainage Details:
- There is not a drainage and collection system for runoff of salt contaminated waters at this facility.
- The chloride concentration in the runoff is not monitored.
- This site discharges to an enclosed Municipal Drain

4.6.5. Parking Lots
The Town of Plympton-Wyoming provides winter maintenance services to the listed parking lots below.

4.6.5.1. Municipal Office / Foodland
Facility Address: 546 Niagara St, N0N1T0, Wyoming, Ontario

Hours of Operation:
Municipal Office: Monday - Friday 8:30 a.m.–4:30 p.m.
Foodland Grocery Store: Sunday - Saturday 8:00 a.m.–8:00 p.m.

Service Policy:
The noted parking lot is a priority on the Truck 11 plow route. Snow clearing operations are carried out early in the morning and throughout the day due to its heavy use.
- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled
4.6.5.2. Wyoming Fire Hall

Facility Address:
530 Main Street, N0N1T0, Wyoming, Ontario

Service Policy:
The noted parking lot is a priority on the Wyoming Backhoe plow route. Snow clearing operations are carried out early in the morning and throughout the day to provide access to emergency responders.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

4.6.5.3. Wyoming Fair Grounds

Facility Address:
595 Main St, N0N1T0, Wyoming, Ontario

Hours of Operation:

<table>
<thead>
<tr>
<th>December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>6</td>
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<td>8</td>
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<td>20</td>
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<td>31</td>
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</table>

<table>
<thead>
<tr>
<th>January 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<td>16</td>
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<table>
<thead>
<tr>
<th>February 2017</th>
</tr>
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<tbody>
<tr>
<td>3</td>
</tr>
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<td>7</td>
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<tr>
<td>14</td>
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<tr>
<td>20</td>
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<tr>
<td>28</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>March 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
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<td>7</td>
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<tr>
<td>14</td>
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<td>18</td>
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<td>28</td>
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<td>31</td>
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</tbody>
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<table>
<thead>
<tr>
<th>April 2017</th>
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<tbody>
<tr>
<td>Date</td>
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<tr>
<td>4</td>
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<tr>
<td>11</td>
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<tr>
<td>17</td>
</tr>
<tr>
<td>25</td>
</tr>
</tbody>
</table>

*Preparations for meals is done the day before the event*

**Service Policy:**
The noted parking lot is on the Wyoming Backhoe plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow
- The drainage from this lot is not controlled

### 4.6.5.4. Mandaumin Library

**Facility Address:**
3019 Confederation line, N0N1T0, Mandaumin, Ontario

**Hours of Operation:**
Mon– 1:00 p.m.–7:00 p.m., Tues– 9:00 a.m.–12:00 p.m., Wed– 4:00 p.m.–7:00 p.m, Sat– 2:00 p.m.–5:00 p.m.

**Service Policy:**
The noted parking lot is on the Truck 9 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

### 4.6.5.5. Camlachie Community Center

**Facility Address:**
6767 Camlachie Road, N0N1E0, Camlachie, Ontario

**Hours of Operation:**

<table>
<thead>
<tr>
<th>December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Cards</td>
</tr>
<tr>
<td>10 Cards</td>
</tr>
<tr>
<td>11 Cards</td>
</tr>
<tr>
<td>13 Cards</td>
</tr>
<tr>
<td>16 Luncheon</td>
</tr>
<tr>
<td>17 Luncheon</td>
</tr>
<tr>
<td>18 Luncheon</td>
</tr>
<tr>
<td>22 Luncheon</td>
</tr>
<tr>
<td>26 Luncheon</td>
</tr>
<tr>
<td>31 New Years Party</td>
</tr>
</tbody>
</table>

**Service Policy:**
The noted parking lot is on the Truck 7 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.
4.6.5.6. Camlachie Cultural Library and Museum

Facility Address:
6745 Camlachie Road, N0N1E0, Camlachie, Ontario

Hours of Operation:
Mon– 10:00 a.m.-12:00 a.m., 4:00 p.m.-8:00 p.m., Tues– 7:00 p.m.-8:00 p.m., Wed– 10:00 a.m.-11:00 a.m., 4:00 p.m.-8:00 p.m., Sat– 9:00 a.m.-1:00 p.m.

Service Policy:
The noted parking lot is on the Truck 7 plow route. Snow clearing operations are carried out prior to and during the scheduled use of the facility or once daily if unoccupied.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.7. Camlachie Fire Hall

Facility Address:
6715 Camlachie Road, N0N1T0, Camlachie, Ontario

Service Policy:
The noted parking lot is a priority on the Truck 7 plow route. Snow clearing operations are carried out early in the morning and throughout the day to provide access to emergency responders.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.5.8. Cemetery

Facility Address:
450 Isabella Street, N0N1T0, Wyoming, Ontario, Canada

Service Policy:
The noted parking lot is on the Wyoming Backhoe plow route. Snow clearing operations are carried out prior to a scheduled burial or once daily.

- The lot is not used for storage or disposal of snow.
- The drainage from this lot is not controlled.

4.6.6. Snow Removal and Disposal

The Town of Plympton-Wyoming does not have a dedicated disposal site in its jurisdiction.

4.6.7. Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources the Town of Plympton-Wyoming supplements their general observations with weather information from various sources which includes:

- Meteorological Services:
Weather Network -
http://www.theweathernetwork.com/weather/canada/ontario/plymptonwyoming

Environment Canada -
http://www.weather.gc.ca/weather/canada/ontario/plymptonwyoming

- Observations from municipal staff, communication with staff of adjacent municipalities;
- See Appendix 4 - Weather Monitoring Protocol for details

4.6.8. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Town of Plympton-Wyoming uses the following:

- All winter maintenance vehicles are equipped with two way communications (radios, cell phone, etc.).
- The Town of Plympton-Wyoming provides an on-call phone which is staffed 24 hours a day, 7 days a week.
- All communications are directed to the on-call Supervisor who then transfers the information to the appropriate person via phone, email or text message.

All citizen issues concerning snow and ice control efforts will be routed to Superintendent of Public Works. The Superintendent of Public Works will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Media press releases
- Information posted on the municipality’s web site (www.Plympton-Wyoming.ca)
- Other means of providing information on winter maintenance services and salt management practices).

4.6.9. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Town of Plympton-Wyoming. The agencies listed in the table have first response maintenance responsibility to these roads. If the Town of Plympton-Wyoming has its snow routes open and serious problems remain on the boundary streets, The Town of Plympton-Wyoming snow plows may assist based upon the judgement of Superintendent of Public Works, with the exception of Provincial Highways.

<table>
<thead>
<tr>
<th>Boundary Road</th>
<th>From</th>
<th>To</th>
<th>Responsible for Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Townsend Line</td>
<td>North Limit</td>
<td>Lakeshore Rd</td>
<td>Town of Plympton-Wyoming</td>
</tr>
<tr>
<td>Townsend Line</td>
<td>Lakeshore Road</td>
<td>Brush Road</td>
<td>County of Lambton</td>
</tr>
<tr>
<td>Brush Road</td>
<td>Townsend Line</td>
<td>Douglas Line</td>
<td>Municipality of Lambton Shores</td>
</tr>
<tr>
<td>Douglas Line</td>
<td>Brush Road</td>
<td>Forest Road</td>
<td>Plympton-Wyoming</td>
</tr>
<tr>
<td>Forest Road</td>
<td>Douglas Line</td>
<td>London Line</td>
<td>Province of Ontario</td>
</tr>
</tbody>
</table>
4.6.10. Callout Procedures

Operational decisions will be made by the Superintendent of Public Works or designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Superintendent of Public Works or designate to respond to a winter event is warranted.

It is vital therefore that the Superintendent of Public Works or designate records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Superintendent of Public Works or Winter Operations Plan designate of changing of road and weather conditions observed in the field. When a winter event response is required the Superintendent of Public Works or designate will contact staff as per the shift schedule or the order of seniority. In the absence of the Superintendent of Public Works or designate the patrol person shall contact the On Call Supervisor who will than initiate a call out in response to a winter event.

4.6.11. Road Closure and Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police, Lambton Detachment will request signs be placed to close the road. Appropriate signage and barricade will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police, Lambton Detachment to close a road to traffic, the Superintendent of Public Works or his/her designate will organize manpower and equipment to place the signs and barricades. The Superintendent of Public Works or his/her designate will contact the call centre and request that a media release (Appendix 8-A) be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Superintendent of Public Works or his/her designate will advise Ontario Provincial Police, Lambton Detachment and request Ontario Provincial Police, Lambton Detachment permission to send the media release (Appendix 8-B).

4.6.12. Towing Illegally Parked Vehicles – Declaration Emergency Parking Ban

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Superintendent of Public Works, or their designee. The Ontario Provincial Police, Lambton Detachment and media will be notified when the parking ban is initiated.
4.6.13. Operating Instructions and Safety Rules
All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 9-A.

4.7. Decommissioning Winter Operations
After the winter season identified in 4.3 expires, the Town of Plympton-Wyoming undertakes the following tasks to decommission winter operations:

4.7.1. Two Weeks After the Winter Season Ends
Two weeks after the winter season ends:
- Cease regularly scheduled winter night patrols.
- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 33% of the fleet.

4.7.2. One Month after the Winter Season Ends
One month after the winter season ends:
- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8. Training
The Town of Plympton-Wyoming provides winter operations training for all staff involved in the delivery of winter services.

In the past year, individuals in the following positions within the organization have been trained:
- Manager(s)
- Supervisor(s)
- Operator(s)
- Patroller(s)
- Labourer(s)

It is compulsory for all staff, including contractor staff, to attend the training session. Staff, including contractors’ employees, will verify that the training was received by signing the “Record of Training” included in Appendix 10.
The in-house staff is trained:

- By the Town of Plympton-Wyoming
- Through third-party training services, including:
  - Ontario Good Road Association, www.ogra.org
  - Association of Ontario Roads, www.aors.on.ca

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- Yard and Equipment maintenance
- Winter Patrolling
- Hours of Work
- Minimum Maintenance Standards
- Weather Monitoring

See Appendix 10 for more details

4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:
- CVOR Time Card
- Diary

For Patrollers:
- Winter Patrol Record
- Diary
- Weather

For Supervisors:
- Winter Patrol Records
- Diary
- Incident/Collision Reports
- Equipment Calibration Records
- Materials Purchased

In order to help improve decision-making for maintenance strategy, The Town of Plympton-Wyoming:

- Retains records of salt application rates of your fleets
- Has Automatic Vehicle Location (AVL) system installed on fleet
Always retain the original copy of documents regardless of their appearance.

Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

Records will be forwarded to the Superintendent for retention.

See Appendix 5A and 5B for copy of Protocol and Form

5. Plan Improvements

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Town of Plympton-Wyoming plans to undertake the improvements as listed in Table 1. This list will be review and updated annually.

- Equipment
  - 2016-2017 Season: Install and implement GPS and O&M software

- Facilities

- Safe and Sustainable Salt Management
  - 2017-2018 Season: Develop and implement standard operating procedures for the application of salt, equipment calibrations and tracking.

- Material Usage
  - 2017-2018 Season: Develop and implement standard operating procedures for the application of salt, equipment calibrations and tracking.

- Documentation
  - 2017-2018 Season: Develop and implement standard operating procedures for the application of salt, equipment calibrations and tracking.

6. Monitoring and Updating

Safe and sustainable winter operations includes, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Town of Plympton-Wyoming in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.

At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Town of Plympton-
Wyoming shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

2011-2012 will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season & Materials used:

<table>
<thead>
<tr>
<th></th>
<th>Benchmark</th>
<th>% Change</th>
<th>% Change over BM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Snow Accumulation in cm</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Days with measurable snow fall</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Days with Frezzing Rain</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Continuous Winter Event Response</td>
<td>-</td>
<td>34</td>
<td>-</td>
</tr>
<tr>
<td>Total Spot Winter Event Response</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Staff Hours of Winter Maintenance</td>
<td>3021.5</td>
<td>2076</td>
<td>-31% 252%</td>
</tr>
<tr>
<td>Total Road Salt Purchased (Tonnes)</td>
<td>590</td>
<td>1128.89</td>
<td>825.98 -27% 40%</td>
</tr>
<tr>
<td>Total Winter Sand Purchased (Tonnes)</td>
<td>812</td>
<td>2360.35</td>
<td>1992.704 -16% 238%</td>
</tr>
<tr>
<td>Total Winter Events Where MMS Were Meet of Exceeded</td>
<td>-</td>
<td>-4</td>
<td>-</td>
</tr>
<tr>
<td>Total Coplaints Recived Regarding Winter Maintenance</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

7. Additional Details

8. Distribution of this Plan

This Plan shall be distributed to the following:

- Mayor and City Council
- Chief Administrative Officer
- Public Works Director
- Public Works Staff

9. Disclaimer

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Town of Plympton-Wyoming:

1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.
Appendix 1 – Road Classification Map
Appendix 2A – Winter Patrol Route
## Appendix 2B – Winter Patrol Tracking Form

<table>
<thead>
<tr>
<th>Date D/M/Y</th>
<th>Time</th>
<th>Segment</th>
<th>Weather</th>
<th>Visibility</th>
<th>Temp</th>
<th>Road Conditions</th>
<th>Comments/Concerns/Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
<td>6-8</td>
<td>Bare Warm</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
<td>6-8</td>
<td>Bare Warm</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
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<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
<td>6-8</td>
<td>Bare Warm</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
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<td>Bare Warm</td>
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<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
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<tr>
<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
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<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
<td>6-8</td>
<td>Bare Warm</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>AM</td>
<td>1-2-3-4</td>
<td>Clear PC</td>
<td>Poor</td>
<td>6-8</td>
<td>Bare Warm</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
</tr>
<tr>
<td>/ / /01</td>
<td>PM</td>
<td>6-7-8-9</td>
<td>Snow Fog</td>
<td>Good</td>
<td>6-8</td>
<td>Icy</td>
<td></td>
</tr>
</tbody>
</table>

Winter Operations Plan
Definitions

Date: is to be recorded in a numerical format, ie 22/12/2014

Time: is recorded at the end of each segment or at the point of comment/concern/action

Segments: are identified in winter patrol map

Weather Conditions: PC = Partly Cloudy, OC = Overcast, FR = Freezing Rain. Select the most appropriate condition. You may select multiple conditions

Wind: D = Direction, N = North, E = East, S = South, W = West, Mod = Moderate. Select the most appropriate description. You may select multiple directions ie NE = North East

Temperature (Temp): The temperature is to be recorded in Celsius. Air temperature (Air) is to be obtained using a mobile reading device (vehicle mounted/hand held) or a forecasting service (radio/internet). Road surface temperature (Sur) is to be and obtained using a mobile reading device (vehicle mounted/hand held).

Road Conditions: PSC = Partially Snow Covered, SC = Snow Covered, PSP = Partially Snow Packed, SP = Snow Packed, PIC = Partially Ice Covered, IC = Ice Covered, and Other = described in comments. Select the most appropriate condition. You may select multiple conditions.

Comments/Concerns/Actions to include an approximate location such a street address or cross road (IE: Large 1m drifts from 789 to 1234 Michigan Ln, Forman contacted)
Appendix 3A – Plow Route Map 1
Appendix 3B – Sidewalk Plow Route
Snow Plow Route Priority Protocol as of November 1, 2016

The following is a general guideline to be used when determining winter maintenance priorities:

1. Paved roads with high traffic counts or road classification
2. High risk areas (low visibility, steep grades, prone to drifting or icing)
3. Urban areas
4. Rural areas with low traffic or road classification

When determining winter maintenance priorities, O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPA. HIGHWAYS must always be adhered to.
Weather Monitoring Protocol as of November 1, 2016

The forecast will be monitored by the On-Call Supervisor (OCS) which may be the Superintendent of Public Works, Roads Foreman or Utilities Foreman, using the Snowman/SimpleCity application from Operasoft and Frank Cowan Co. The application can be accessed at:

http://snowman.operasoft.ca/

Training on the Snowman/SimpleCity application will be provided to all winter operations staff.

Weather monitoring will be carried out three times daily during the winter season as per O. Reg. 239/02: Minimum Maintenance Standard for Municipal Highways.
**Winter Event Tracking Protocol as of November 1, 2016**

Winter Events shall be tracked by each Foreman by documenting winter maintenance activities performed by themselves and staff under their direction in their daily diary and complete the attached Winter Event Tracking Form.

The Winter Event Tracking Forms shall be provided to Superintendent of Public Works at the end of each winter season.

For the purposes of Winter Event Tracking Form the following definitions apply as described in the Town of Plympton-Wyoming Winter Operation Plan:

- **Winter Event** is a weather condition affecting roads such as snowfall, wind blown snow, freezing rain, frost, black ice, etc to which a winter event response is required.

- **Winter Event Response** is a series of winter control activities performed in response to a winter event.

- **Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

- **Spot Winter Event Response** is a response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

- **Winter Event Response Hours** are the total number of person-hours per year plowing, salting/sanding, wiring back, etc. to respond to winter events.
# Appendix 5B – Winter Event Tracking Form

## Winter Event Tracking Form 2016/2017

<table>
<thead>
<tr>
<th>October 2016</th>
<th>November 2016</th>
<th>December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
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<td>4 5 6 7 8 9 10</td>
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<td>13 14 15 16 17 18 19</td>
<td>11 12 13 14 15 16 17</td>
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<td>18 19 20 21 22 23 24</td>
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<td>27 28 29 30</td>
<td>25 26 27 28 29 30 31</td>
</tr>
<tr>
<td>30 31</td>
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<tr>
<th>January 2017</th>
<th>February 2017</th>
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</tr>
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<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4</td>
<td>1 2 3 4</td>
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<td>5 6 7 8 9 10 11</td>
<td>5 6 7 8 9 10 11</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
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<td>26 27 28</td>
<td>26 27 28 29 30 31</td>
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</tbody>
</table>

<table>
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<tr>
<th>April 2017</th>
<th>May 2017</th>
<th>June 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
<td>Su Mo Tu We Th Fr Sa</td>
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<tr>
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<td>4 5 6 7 8 9 10</td>
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<td>14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17</td>
</tr>
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<td>16 17 18 19 20 21 22</td>
<td>21 22 23 24 25 26 27</td>
<td>18 19 20 21 22 23 24</td>
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<td>25 26 27 28 29 30</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continuous Winter Event Response** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

TOTAL 2016/2017 = 

**Spot Winter Event Response** is a response to a winter event with only a part deployment of manpower and equipment or with full deployment to only part of the system.

TOTAL 2016/2017 = 

---

Winter Operations Plan
Traffic Accidents, Incidents and Complaints Tracking Protocol as of November 1, 2016

All know/ceived Accidents, Incidents and Complaints on or regarding Town of Plympton-Wyoming Roads are to be documented in daily diaries and the details of each reported to The On-Call Supervisor (519-331-2068) as soon as reasonable possible. The OCS wills review the detail to determine a course of action and forward the information to the Customer Service Clerk to be logged. Person wishing to lodge a complaint shall be directed to contact the Municipal Office during regular business hours on the OCS if the complaint is of an urgent nature.
## Appendix 7 – Equipment List

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Type</th>
<th>Owned By</th>
<th>Electronic Controller</th>
<th>Calibration Date</th>
<th>Pre-Wet Capability</th>
<th>Anti-Icing Capacity</th>
<th>Infrared Thermometer Installed</th>
<th>Route</th>
<th>Location</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backhoe 1</td>
<td>Other</td>
<td>Town of P.W.</td>
<td>No</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Backhoe</td>
<td>Wyoming</td>
<td>Dennis Reid</td>
</tr>
<tr>
<td>Grader 1*</td>
<td>Grader</td>
<td>Town of P.W.</td>
<td>No</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Reece`s Corners</td>
<td>Joe Venoit</td>
</tr>
<tr>
<td>Sidewalk Plow</td>
<td>Other</td>
<td>Town of P.W.</td>
<td>No</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Sidewalks</td>
<td>Wyoming</td>
</tr>
<tr>
<td>Sidewalk Plow</td>
<td>Other</td>
<td>Contractor</td>
<td>No</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Egremont Rd. Rec. Trail</td>
<td>N/A</td>
<td>Lloyd`s Paving</td>
</tr>
<tr>
<td>Truck 11</td>
<td>Single Axle</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>22-09-16</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 11</td>
<td>Wyoming</td>
<td>Rob Brooks</td>
</tr>
<tr>
<td>Truck 12</td>
<td>Single Axle</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>22-09-16</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 12</td>
<td>Reece`s Corners</td>
<td>Greg Atkinson</td>
</tr>
<tr>
<td>Truck 2</td>
<td>Tandem Axle</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>22-09-16</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 2</td>
<td>Reece`s Corners</td>
<td>Jim Worsley</td>
</tr>
<tr>
<td>Truck 3</td>
<td>Tandem Axle</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>22-09-16</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 3</td>
<td>Reece`s Corners</td>
<td>Bob Burnley</td>
</tr>
<tr>
<td>Truck 6</td>
<td>Tandem Axle</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>22-09-16</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 6</td>
<td>Reece`s Corners</td>
<td>Dave Minielly</td>
</tr>
<tr>
<td>Truck 9</td>
<td>Other</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Truck 9</td>
<td>Reece`s Corners</td>
<td>Mark Wilson</td>
</tr>
<tr>
<td>Truck 7**</td>
<td>Other</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck 1**</td>
<td>Other</td>
<td>Town of P.W.</td>
<td>Yes</td>
<td>N/A</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Back-up for Heavy Snow

**Patrol Truck
Appendix 8A – Road Closed Media Release

To: Ontario Provincial Police – Lambton Detachment
    Camlachie, Wyoming & Forest Fire Departments
    CCAC
    Marcotte Disposal
    School Board Transportation
    Hydro One
    Blackburn Radio Sarnia
    OMI

From: Plympton-Wyoming Public Works Department

Re: Road Closure Notice

Date: November 4, 2016

ROAD CLOSURE NOTICE

Please be advised that Queen Street will be closed to traffic between Fleming Road and Frances St. to allow for drain repairs.

This area will be closed from approximately November 7th to November 8th, 2016.

Emergency vehicles, school buses, farming equipment and garbage/recycle trucks will not be able to pass through the construction zone. Local traffic will have restricted access but should expect delays.

The Town of Plympton-Wyoming apologizes for any inconvenience.

Public Works Department
Town of Plympton-Wyoming
Appendix 8B – Severe Weather Media Release

Date __________________________
Time __________________________

Media Release
Due to a severe winter storm Ontario Provincial Police, Lambton Detachment advise that many roads in the Town of Plympton-Wyoming are impassable due to drifting and blowing snow. Ontario Provincial Police, Lambton Detachment advise that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)
Appendix 9-A – Operating Instructions and Safety Rules

The Town of Plympton-Wyoming
OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS
For major storm events, two 12 hour shifts will be established at the discretion of the Superintendent of Public Works.

2. SAFETY PROCEDURES
Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

   A. A Circle check (example attached) of all snow removal equipment must be performed prior to leaving the yard and will generally include the following:
      1) All work lights and emergency lights
      2) Two-way radio
      3) Snow plow and frame for damage
      4) Sander
      5) Rear view mirrors
      6) Flags and reflectors
      7) Windshield wipers
      8) Heater and defroster
      9) All necessary mapping for snow and ice removal
     10) Vehicle Inspection Items
     11) Liquid dispensing apparatus

   B. Report any non-working equipment to a Supervisor immediately.

   C. Use reasonable caution in operation of snow removal equipment.

   D. Drive cautiously.

   E. Utilize caution when operating in cramped quarters with parked cars on a street.

   F. Know your route and any fixed objects covered by snow.

   G. Obey all traffic laws.

   H. Do not follow traffic too closely.

   I. Slow down prior to turning, your plow will tend to push you where it wants to go.

   J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

   K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Dispatch or Supervisor.

   L. Utilize caution when operating de-icing equipment. Watch for overhead obstructions.

   M. Lower box when necessary.
3. ACCIDENTS
Report all moving vehicle accidents involving municipally owned & operated equipment or vehicles immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the (Police Department) will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Workplace Employee Incident/Accident Report (example attached) should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties.

Accident forms are generally available at all Public Works facilities or the Municipal Office.

4. CARE AND USE OF EQUIPMENT
The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to your Supervisor. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Circle Check forms before leaving yard. The vehicle should be refuelled at the end of each operator’s shift.

5. RADIO COMMUNICATIONS
Operators are to take duty instructions from the Superintendent. The Police may report road conditions or other issues to the Superintendent. It will be the role of the Superintendent to direct all winter maintenance related operations.

6. DAILY REPORTS
Upon completion of the shift, operators will be required to fill out a Daily Diary. This sheet will document location, date, mileage, and material usage, etc.
Appendix 9-B – Circle Check Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAMPS/REFLECTORS</strong></td>
<td>Lights/Lamps, Reflectors, Taillights, Wipers/Windshield Wipers, Washer Fluid, Mirrors/Outside/Inside, Heater/Denoster/Air</td>
</tr>
<tr>
<td><strong>WHEELS, HUBS and FASTENERS</strong></td>
<td>Wheels, Mud Flaps, Hubs, Rims, Fasteners, Lug Wrenches, Tires, Tread, Inflation, Wear Markings, Fifth Wheel</td>
</tr>
<tr>
<td><strong>GLASS and MIRRORS</strong></td>
<td>Windows, Glass, Windshield Wipers/Washer, Washer Fluid, Mirrors/Outside/Inside, Heater/Denoster/Air</td>
</tr>
<tr>
<td><strong>INSIDE VEHICLE</strong></td>
<td>Fire Extinguisher, Spill Kit, Dangerous Goods, Placards, Markers, Warnings, General</td>
</tr>
<tr>
<td><strong>DRIVER/INSPECTOR COMMENTS</strong></td>
<td>REPAIRS REQUIRED? YES NO</td>
</tr>
<tr>
<td><strong>MAINTENANCE VEHICLE INSPECTION REPORT</strong></td>
<td>MAINTENANCE/DEFECTS REPAIRED</td>
</tr>
</tbody>
</table>

The "CHECKER" INSPECTION CHECK-LISTS © DEVTRI, 2016 All Rights Reserved www.thechecker.net
## SCHEDULE 1

**SYSTEMS and COMPONENTS for TRUCK, TRACTOR and TRAILERS**

Minor Defect(s) are Outside of Red Border Areas — **MAJOR Defect(s)** are INSIDE Red Border Areas with Bold Letters.

### Part 1. AIR BRAKE SYSTEM
- A — audible air leak
- B — slow air pressure build-up rate
- C — pushrod stroke of any brake exceeds the adjustment limit
- D — air loss rate exceeds prescribed limit
- E — inoperative towing vehicle (tractor) protection system
- F — low air warning system fails or system is activated
- G — inoperative service, parking or emergency brake

### Part 2. CAB
- A — occupant compartment door fails to open
- B — any cab or sleeper door fails to close securely

### Part 3. CARGO SECUREMENT
- A — insecure or improper load covering
- B — insecure cargo
- C — absence, failure, malfunction or deterioration of required cargo securing device or load covering

### Part 4. COUPLING DEVICES
- A — coupler or mounting has loose or missing fastener
- B — coupler is insecure or movement exceeds prescribed limit
- C — coupling or locking mechanism is damaged or fails to lock
- D — defective, incorrect or missing safety chain or cable

### Part 5. DANGEROUS GOODS
- A — dangerous goods requirements not met

### Part 6. DRIVER CONTROLS
- A — accelerator pedal, clutch gauges, audible and visual indicators or instruments fail to function properly

### Part 7. DRIVER SEAT
- A — seat is damaged or fails to remain in set position
- B — seatbelt or tether belt is insecure, missing or malfunctions

### Part 8. ELECTRIC BRAKE SYSTEM
- A — loose or insecure wiring or electrical connection
- B — inoperative breakaway device
- C — inoperative brake

### Part 9. EMERGENCY EQUIPMENT & SAFETY DEVICES
- A — emergency equipment is missing, damaged or defective

### Part 10. EXHAUST SYSTEM
- A — exhaust leak, except as described in Column 3 (below)
- B — exhaust leak that causes exhaust gas to enter the occupant compartment

### Part 11. FRAME and CARGO BODY
- A — damaged frame or cargo body
- B — visibly shifted, cracked, collapsing or sagging frame member

### Part 12. FUEL SYSTEM
- A — missing fuel tank cap
- B — insecure fuel tank
- C — dripping fuel leak

### Part 13. GENERAL
- A — serious damage or deterioration that is noticeable and may affect the vehicle's safe operation

### Part 14. GLASS and MIRRORS
- A — required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted
- B — required mirror or glass has broken or damaged attachments onto vehicle body

### Part 15. HEATER / DEFROSTER
- A — control or system failure
- B — defroster fails to provide unobstructed view through the windshield

### Part 16. HORN
- A — vehicle has no operative horn

### Part 17. HYDRAULIC BRAKE SYSTEM
- A — brake fluid level is below indicated minimum level
- B — brake booster or power assist is not operative
- C — brake fluid leak
- D — brake pedal fade or insufficient brake pedal reserve
- E — activated (other than ABS) warning device
- F — brake fluid reservoir is less than ¼ full
- G — parking brake is inoperative

### Part 18. LAMPS and REFLECTORS
- A — required lamp does not function as intended
- B — required reflector is missing or partially missing

**When use of lamps is required:**
- C — failure of both low-beam headlamps
- D — failure of both rearmost tail lamps
- E — failure of a rearmost turn-indicator lamp
- F — failure of both rearmost brake lamps

### Part 19. STEERING
- A — steering wheel lash (free-play) is greater than normal
- B — steering wheel is insecure, or does not respond normally
- C — steering wheel lash (free-play) exceeds prescribed limit

### Part 20. SUSPENSION SYSTEM
- A — air leak in air suspension system
- B — a broken spring leaf
- C — suspension fastener is loose, missing or broken

### Part 21. TIRES
- A — damaged tread or sidewall of tire
- B — tire leaking, if leak cannot be heard

### Part 22. WHEELS, HUBS and FASTENERS
- A — hub oil below minimum level (when filled with sight glass)
- B — leaking wheel seal

### Part 23. WINDSHIELD WIPER / WASHER
- A — control or system malfunction
- B — wiper blade is damaged, missing or fails to adequately clear driver's field of vision
- C — wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper
Appendix 9-C – Workplace Employee Incident/Accident Report

<table>
<thead>
<tr>
<th>Workplace Employee Incident / Accident Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: This form is to be completed by the department supervisor. This form is not to be completed by the employee. If this is a critical injury as defined by the Occupational Health and Safety Act, please contact your supervisor or manager immediately. Ontario regulation 834/92 defines “critical injury” as an injury of a serious nature that involves one or more of the following: Places life in jeopardy, produces unconsciousness, results in substantial blood loss, involves the fracture of a leg or arm, involves the amputation of a leg, arm, foot or hand, consists of burns to major portion of the body, or causes the loss of sight in an eye. Critical injury accidents are to be reported immediately to the Supervisor and Ministry of Labour.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKER IDENTIFICATION</th>
<th>PLEASE CHECK APPROPRIATE BOX OR BOXES</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Aid Only</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>No Lost Time</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>Did Not See Dr.</td>
<td></td>
</tr>
<tr>
<td>City/Town:</td>
<td>Saw Dr.</td>
<td></td>
</tr>
<tr>
<td>Province:</td>
<td>Lost Time</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACILITY Where Worker Employed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT Where Worker Employed:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLEASE INDICATE ONE BELOW</th>
<th>PLEASE INDICATE ONE BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>Regular Work Shift</td>
</tr>
<tr>
<td>Part Time</td>
<td>In Training</td>
</tr>
<tr>
<td>Student</td>
<td>Temporary Transfer</td>
</tr>
<tr>
<td>Other (Specify)</td>
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<table>
<thead>
<tr>
<th>DETAILS OF INJURY</th>
<th>Date of Injury</th>
<th>Hour</th>
<th>Date Reported</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>day mo. year</td>
<td>a.m.</td>
<td>day mo. year</td>
<td>a.m.</td>
</tr>
<tr>
<td></td>
<td>p.m.</td>
<td></td>
<td>p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and Hour Last Worked</th>
<th>Normal Working hours on Last Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>day mo. year a.m. p.m.</td>
<td>From: To:</td>
</tr>
</tbody>
</table>
DETAILS OF INCIDENT (check all that apply)

Type of incident:
- Struck or contact by
- Caught n, on or between
- Over exertion/strain
- Exposure
- Fall (Specify)
- Assualt
- Repetition
- Fire/Explosion
- Motor Vehicle Incident

Was the accident/illness:
- Sudden Specific Event
- Gradually Occurred Over Time
- Critical Injury

Witness or person who may have seen or heard something: (Include name, address, telephone)

AREA OF INJURY

- Eyes
- Head
- Face
- Teeth
- Neck
- Chest
- Upper Back
- Lower Back
- Pelvis
- Left
- Right
- Shoulder
- Arm
- Elbow
- Forearm
- Wrist
- Hip
- Thigh
- Knee
- Lower Leg
- Ankle
- Hand
- Fingers
- Eye
- Foot
- Toe
- Ear

Other:
- Property Damage:

Describe in detail the following: PLEASE PRINT
A) Describe the sequence of events that lead to the accident/illness/property damage and what the worker was doing at the time:

B) Where did the incident occur?

C) Describe the type, weight, and size of equipment, materials or resident involved:

D) Type of injury (ie: scrape, strain, fracture, cut):

E) To whom was the injury reported? (Name and Position):

Winter Operations Plan
Page 46 of 50
To your knowledge, has the employee had a previous similar disability/incident? □ Yes □ No
If YES, provide details:

Has the accident investigation report been completed? □ Yes □ No
If YES, please attach a copy.

HEALTH CARE:
Specify the MEDICAL FACILITY or DR.’S OFFICE where treatment was received:

Treating Physician’s Name and Address:

NOTE: If worker is to receive Medical Treatment, please provide the worker with the appropriate correspondence.
What steps have been taken to prevent reoccurrence?

COMMENTS:

If additional comments are required please attach a separate sheet.

Employee Signature:  Superviso’s Signature:  Date: (dd-mm-yy)

Ontario regulation 834.92 defines “critical injury” as an injury of a serious nature that involves one or more of the following: Places life in jeopardy, produces unconsciousness, results in substantial blood loss, involves the fracture of a leg or arm, involves the amputation of a leg, arm, foot or hand, consists of burns to major portion of the body, or causes the loss of sight in an eye. Critical injury accidents are to be reported immediately to the Supervisor and Ministry of Labour.
Appendix 10 – Record of Training

Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Town of Plympton-Wyoming Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Winter Shift Schedule
- Equipment Circle Check
- Equipment Calibration
- Emergency Contacts
- Call out Procedures
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name __________________________________________ (Please print)

Employee Signature ______________________  Date  _______________

Trainer Signature  _________ _____________  Date   _______________

Supervisor Signature  ______ ________________  Date  _______________
Appendix 11 – Disclaimer

OGRA and Salt Institute DISCLAIMER:

The information and statements contained within this document do not constitute legal advice. They are not intended to take the place of legal advice. All users are encouraged to consult with their own legal counsel with respect to the information and statements contained herein. Furthermore, the information and statements contained in this document are solely the opinion of OGRA and the Salt Institute. They are not intended to establish, and they should not be viewed as establishing, legal standards, requirements or policies. They may not be applicable in every situation or circumstance. They are not intended to cover all proper methods or approaches. OGRA, the Salt Institute, and their members and officers disclaim all liability for the accuracy and completeness of the information and statements contained in this document and disclaim all warranties, express or implied, to incorrect application or usage of the information and statements.
Appendix 12 – Council Resolution

Please be advised that the following motions were passed during the Regular Council Meeting held December 14th 2016:

**Motion #3** - Moved by Netty McEwen, Seconded by Don Nelson that the report by Adam Sobanski, Superintendent of Public Works, dated December 9th 2016 regarding the 2016-2017 Winter Operations Plan be received and that the Winter Operations Plan be approved.

*Motion Carried.*