



RISK CONTROL



Risk Control at UFG Insurance | riskcontrol@unitedfiregroup.com | 800-828-2705

Weather related maintenance log – parking lot, sidewalk and floor

Prior to the start of each shift you must inspect the parking lot, sidewalks and interior floors for unsafe conditions, such as water and snow inside, and snow and ice outside. When the weather is bad, it requires a constant effort to maintain a clean and safe store. If an unsafe condition exists that you cannot remedy, you run out of salt, or have any questions or concerns, contact your manager immediately.

Inside: Always make sure the **wet floor** signs are in place and visible to everyone. Mopping the floors, particularly in high traffic areas, such as the entryways and restrooms, is very important and requires ongoing maintenance. Walk-off mats, if provided, also require cleaning and replacing as necessary.

Outside: Keep the entryways shoveled. When icy conditions exist, salt sidewalks, entryways, areas around gas islands, etc. Ask your manager to describe these areas to you, and if parking lot snow removal is contracted to others.

When accidents happen: Despite your best efforts, a car may slide into a wall or someone may slip and fall. As with any such incident, offer assistance, show respect and concern. **Call 911 if the individual asks for medical attention or you believe such help is necessary!** Be careful not to say or do anything outside your capacity as an employee of this company. Don't act as a physician or give medical advice. Don't act as the company spokesperson or legal counsel. **Contact your manager.** It is highly recommended you get names, addresses, and phone numbers from everyone involved in such an incident, including witnesses. Also, take a disposable camera off the shelf and take pictures of the area in question.

Your actions may be invaluable in protecting all of us from frivolous lawsuits brought on by people looking to defraud our insurance company and us. Doing our best to maintain a clean and safe environment will help ensure our employees and customers don't slip and fall. Keeping good records of our maintenance efforts is important.

Use the front and second page to record each time you perform inspections or maintenance inside and outside your store. During storms, you should perform inspections and maintenance—more frequently if conditions are severe.

DATE	TIME	ACTION TAKEN	INITIALS

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

