CALGARY SAFETY CONSULTANTS

Roof Snow Removal Pre-Work Checklist

Complete before, during and after every job

How to use this checklist

Use this checklist on the day of every roof snow removal job, alongside the roof's snow removal plan and your field-level hazard assessment. The supervisor or lead hand completes it with the crew before anyone goes on the roof. Any box that can't be ticked is a stop: fix it or postpone the job. Keep the completed checklist with the job records.

- **Section 1** is the pre-job check. **Sections 2 and 3** record harness inspections and the crew sign-on.
- **Section 4** is the on-roof checklist and **Section 5** lists stop-work triggers. **Section 6** is the check-in log.
- **Section 7** is the post-job check. **Section 8** summarizes fall protection heights across Canada. Sign off on the last page.

Job details

Building and roof area

Date

Start time

End time

Supervisor or lead hand

Company

Plan version used

Temperature

Wind chill

Wind speed

Forecast for next 4 hours

Reason for this job

- ☐ Engineer trigger reached
- ☐ Drift removal only
- ☐ Drain or ice clearing
- ☐ Emergency (distress seen)
- ☐ Scheduled
- ☐ Other

Key terms

Term	What it means
Travel restraint	Harness and lanyard or lifeline set so the worker can't reach an edge or opening. The preferred method for snow removal.
Fall arrest	Harness, connector and anchor that stop a fall after it starts. Needs clearance below and a ready rescue plan.
Anchor	A point rated and installed for fall protection. Vents, pipes, rooftop units and snow guards are not anchors.
Drop zone	The barricaded ground area where snow and ice will land. Nobody enters while work is under way.
Limit of approach	The minimum distance from an overhead power line, set by the line's voltage and your jurisdiction's rules.
Cold stress	Hypothermia, frostbite and related injuries. Early signs include shivering, numbness, clumsiness and confusion.

Toolbox briefing points

Cover these points with the whole crew, including the ground spotter, before anyone climbs:

- ☐ Today's roof, hazards and skylight locations, using the hazard map from the plan
- ☐ Where each worker ties off and the restraint length to use
- ☐ Removal pattern, drop edges and where snow must not go
- ☐ Rescue plan: who does what, where the kit is, how 911 is called and the building address
- ☐ Stop signal, radio channel and check-in times
- ☐ Warm-up schedule and the signs of cold stress to watch for in each other

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Hazard noted today	Control	Briefed
		☐
		☐
		☐
		☐

Section 1: Pre-job checks

Weather

- ☐ Conditions are within the plan's weather limits (wind, wind chill, freezing rain, snowfall, visibility)
- ☐ No freezing rain or lightning forecast during the job
- ☐ Enough daylight or lighting to finish safely

Roof and load

- ☐ Snow load trigger confirmed, or the engineer has advised removal
- ☐ No signs of structural distress (twisting, bending, sagging, cracking); if seen, stop and call the engineer
- ☐ Removal pattern from the plan reviewed with the crew (balanced passes, drifts first)

Access

- ☐ Access point is clear of snow and ice, and outside the drop zone
- ☐ Hatch guardrail or protection in place; fixed ladder free of ice
- ☐ Portable ladder (if used) inspected, footing sanded, set at about 75 degrees, projecting about 1 m and secured top and bottom
- ☐ Rope or hoist ready to lift tools; nobody carries tools up the ladder
- ☐ Ladder rails, rungs and feet undamaged; rungs free of ice and snow

Anchors and fall protection

- ☐ Anchors located, uncovered and visually inspected before attaching
- ☐ Anchor certification is current (see the plan)
- ☐ Travel restraint lengths set so workers can't reach edges or openings
- ☐ Skylights and openings located, marked, screened or covered

Harness and equipment

- ☐ Every harness, lanyard, lifeline, rope grab and connector inspected (record in Section 2)
- ☐ Damaged equipment, or equipment that has arrested a fall, removed from service
- ☐ Plastic shovels, pushers and roof rakes only; no metal tools on the membrane

Exclusion zone

- ☐ Drop zones barricaded with a wide margin; entrances and sidewalks inside closed or redirected
- ☐ Vehicles moved; gas meters, vents and windows below protected
- ☐ Ground spotter in place with a radio and an agreed stop signal

Rescue

- ☐ Rescue plan reviewed with the crew; rescuer and backup named
- ☐ Rescue kit staged at the access point and inspected
- ☐ First aider and first aid kit available; emergency number and address confirmed

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Electrical lines

- ☐ Overhead power lines and service drops identified; safe limit of approach known
- ☐ Power line operator contacted if work could come within the limit of approach
- ☐ Ladders and roof rakes kept well clear of all lines

Communication and crew

- ☐ At least two workers on the roof; nobody works alone
- ☐ Radios or phones tested in the cold; check-in interval and contact agreed
- ☐ Crew trained in the fall protection system, the roof's hazards and the rescue plan
- ☐ Crew dressed for the cold, with spare dry gloves; warm-up location and schedule agreed
- ☐ Field-level hazard assessment completed and signed

Section 2: Harness and equipment inspection

Check webbing, stitching, D-rings, buckles, labels, lanyards, shock absorbers, connectors and rope grabs. Remove any item that fails or has arrested a fall.

Worker	Harness ID	Lanyard or lifeline ID	Webbing and stitching OK	Hardware OK	Labels legible	Pass
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

Section 3: Crew sign-on

By signing, each worker confirms they took part in the briefing, understand the plan, the rescue procedure and the stop-work triggers, and are fit for work.

Name	Company	Role (roof, spotter, rescue)	Initials	Time

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Section 4: On-roof checklist

- [ ] Connected to the anchor before moving toward any edge, and stays connected while on the roof
- [ ] Working in balanced passes from the access point outward, drifts first, as the plan sets out
- [ ] No snow piled on the roof; snow pushed only to the planned drop edges
- [ ] A thin layer left on the membrane; no scraping to the roof surface
- [ ] Skylights, vents, gas lines and rooftop units kept clear of tools and shovels
- [ ] Drains and scuppers opened so meltwater can escape
- [ ] Spotter confirms the drop zone is clear before each push over the edge
- [ ] Warm-up breaks taken on schedule; crew watching each other for signs of cold stress
- [ ] Check-ins made on time (record in Section 6)

Section 5: Stop-work triggers

Stop work, get everyone to a safe place and call the supervisor if any of these happen:

- [ ] Weather goes past the plan's limits, or freezing rain starts
- [ ] Any sign of structural distress: sagging, cracking, popping or creaking sounds
- [ ] Someone enters the drop zone, or the spotter loses sight of it
- [ ] A worker shows signs of cold stress: shivering, numbness, confusion or slurred speech
- [ ] A missed check-in, failed radio, or damaged fall protection equipment
- [ ] Any near miss, such as a slip near an edge or a dropped tool

Section 6: Check-in log

Time	Called by	Received by	All OK	Notes
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

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Section 7: Post-job checks

- [ ] Everyone is off the roof and accounted for
- [ ] Hatches and doors closed and secured; ladders removed or secured
- [ ] Drains flowing; skylights and openings still protected
- [ ] Fall protection equipment inspected, dried and stored; defects tagged out
- [ ] Drop zone cleared of snow and ice before barricades come down; entrances reopened
- [ ] Workers checked for cold injury; anyone with symptoms assessed
- [ ] Near misses and incidents reported; lessons added to the roof plan

Notes, near misses and follow-up actions

Section 8: Fall protection heights across Canada

Jurisdiction	Fall protection required	Main section
Alberta	3 m or more; less with an unusual possibility of injury; over 1.2 m at permanent work areas	OHS Code s. 139
British Columbia	3 m or more; less with a greater risk of injury	OHS Regulation s. 11.2
Saskatchewan	3 m or more; less with a possibility of injury	OHS Regulations, 2020, s. 9-2
Manitoba	3 m or more; less where the surface below raises the risk	WSH Regulation Part 14
Ontario	More than 3 m; lower in listed situations (e.g. into water, machinery or a hazardous substance)	O. Reg. 213/91 s. 26; Reg. 851 s. 85 (industrial establishments, including most commercial buildings)
Quebec	More than 3 m; lower in listed situations (construction)	Safety Code for the construction industry s. 2.9.1
New Brunswick	3 m or more	Regulation 91-191 s. 49
Nova Scotia	3 m or more	Workplace Health and Safety Regulations s. 21.2
Prince Edward Island	3 m or more	Fall Protection Regulations s. 2(1)
Newfoundland and Labrador	See Part X; WorkplaceNL-prescribed training for equipment users (s. 139)	OHS Regulations, 2012, ss. 138 to 146
Yukon	3 m or more; less with an unusual risk	OHS Regulations s. 1.37
NWT and Nunavut	3 m or more; less with a risk of injury	OHS Regulations s. 119
Federal	3 m or more; less where the landing surface is more dangerous	Canada OHS Regulations s. 12.07

Summary only, October 2026. Check the current legislation for your jurisdiction, including written plan requirements (see Part L of the plan template).

Common mistakes to avoid

- Skipping the checklist because the crew did the same roof last week.
- Starting before the drop zone is barricaded and the spotter is in place.
- Leaving the rescue kit in the truck instead of at the access point.
- Unclipping to move past an obstacle near the edge.

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- Carrying shovels up a ladder instead of hoisting them.
- Pushing on through freezing rain or rising wind to finish the job.

Sign-off

Supervisor or lead hand	Signature	Date

Property manager or owner's representative	Signature	Date

Want help? Calgary Safety Consultants helps building owners, property managers and contractors plan roof work, write fall protection plans and safe work procedures, and prequalify contractors. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/hazard-management/roof-access-snow-removal/.

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