

Snow & ice: site visit record

One record per visit. Adapt to your service contract and operating procedures. Record facts when known; use “unknown” or “not measured” rather than guessing.

01 Visit & attendance

Site name / address / area serviced	
Service date & time zone	Job / contract reference
Arrival time / departure time	Crew / vehicle or equipment identifier

02 Conditions actually observed

Weather / precipitation / observation time	Surface condition / specific location
Temperature, if measured: air or surface / units / method	External weather source & time, if used
Hazards / obstructions / inaccessible areas / dated photo references	

03 Work, exceptions & follow-up

Work performed / areas cleared or treated / start & finish times	
Material / quantity / units / measured or estimated	Exceptions / work not completed / reason
Instructions or follow-up: who / what / when / method / record reference	
Incident reported? If yes: time / secure incident-record reference	Required notifications: recipient / time / method / reference
Recorded by / date & time recorded	Later correction? Date / author / reason / original record reference

Keep the original record. Distinguish observations from estimates or information supplied by others. Preserve original photos and timestamps; identify later additions. Do not backdate or silently overwrite a record.

Keep detailed personal or medical information in a separate, access-controlled incident record. Follow applicable reporting duties and get advice on retention and privacy. This worksheet is not a treatment prescription, insurer-approved form, or complete incident-reporting procedure.

Educational worksheet — not legal or insurance advice. Record-keeping does not guarantee coverage or a defence. A claimant's statutory notice obligations are separate from your contract and policy reporting duties.

Ontario source: [Occupiers' Liability Act, s. 6.1](#). For application to a claim, obtain qualified advice.

Companion guide: [premierinsurance.ca — Snow and Ice Incident Records](#)