

Playground Inspection Policy

Date Approved:	June 30, 2000 * Approval date is approximate	Approved by:	Parks and Recreation
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Policy Statement

That all future playground equipment purchased conforms to Canadian Standards Association (CSA) Standards - Document CAN/CAS Z614-98.

That all playground equipment having repairs or modifications conform to Canadian Standards Association (CSA) Standards - Document CAN/CSA Z614-98 and inspected to ensure it complies.

Procedure

The following provides guidelines on the inspection and maintenance of playground apparatus:

1. To ensure the safety of play spaces and equipment.
2. To protect the health of the Public, and
3. To provide a visually pleasing playground environment.

Staff Responsibility

1. The Regional Parks Supervisor shall ensure that all play spaces and equipment are inspected on a 30 working day cycle year round.

Monthly Inspections

2. Qualified designated staff will carry out all inspections and repairs. The playground inspector should be the playground repair person. Repairs or modifications performed by other staff are to be inspected prior to use.
3. All inspections shall be recorded on location specific forms. The inspection to include the following:
 - a) Condition of playground apparatus and associated amenities.
 - b) Any hazardous or potentially hazardous conditions.
 - c) Any corrective action taken.

d) Exact date of inspection and signature of inspector.

e) All completed playground inspection forms shall be forwarded to the Parks and Maintenance Supervisor for review, additional follow-up and subsequent filing.

4. If necessary repairs to playground apparatus cannot be made at the time of inspection, the playground inspector shall:

- Immediately make the apparatus safe by erecting a safety fence and/or "caution" tape around the damaged equipment.
- Notify the Parks Maintenance Supervisor and ensure proper follow-up measures are taken.

Supplemental

At locations where playground apparatus is located on the grounds of a staffed department facility i.e. Arena, Community Recreation Centre, etc. the Regional Supervisors shall ensure the following:

a) Grass Crews when visiting site or Facility Crew Leaders conduct a daily visual inspection of the play spaces and equipment and record in their logbook, along with any corrective action taken.

b) The daily inspection will include the removal of any debris, broken glass, foreign objects, etc. from the base material and immediate area. This action is to be recorded in the logbook. Exact date, of inspection, corrective action, and signature of the Crew Leader to be included.

c) If playground apparatus deficiencies cannot be immediately corrected, the crew leader or designate shall:

- Immediately make the apparatus safe by erecting a safety fence and/or 'caution' tape around the damaged equipment.
- Notify the Qualified Designated Staff who will schedule the necessary corrective action.

d) The Parks Maintenance Supervisor shall appropriately instruct all Parks Maintenance staff to report to the Crew Leader, any playground apparatus deficiencies that they may come across during the course of their daily work.

- The Parks Maintenance Supervisor will schedule any necessary follow-up action.

Comprehensive Written Reports By Qualified Playground Inspector

The Parks Supervisor shall ensure that

a) all play spaces and equipment receive at least one Comprehensive Written Report, by a qualified, Playground Inspector every 24 months.

b) any Deficiencies to be corrected and appropriately recorded.

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