



Playground Equipment Inspection Policy

Approved: 2019-05-21

Motioned by Deputy Chair Van Kroonenburg

"I move that the Village of Bible adopt the Playground Equipment Inspection Policy as presented."

Seconded by Commissioner Pitcher

Motion carried

Purpose

1. To outline procedures for inspection to ensure that playgrounds owned by Village of Bible Hill are in safe operating condition for the public.

Definitions

2. In this policy,
 - a. "Inspector" means a Village employee responsible for conducting inspections of playground equipment.
 - b. "Park" means real property owned by the Village that has been developed into open space for public recreational purposes indicated by location signage identifying the property as a park.
 - c. "Playground" means a portion of a park that has been developed into an area with playground equipment.
 - d. "Playground equipment" means purposefully installed apparatus designed for play including but not limited to swings, slides, jungle gyms, natural playground features, splash pads and surrounding surfacing materials.
 - e. "Professional Judgement" means the ability of an individual with current knowledge, skill, or experience, or a combination of these characteristics, in the field of Playgrounds/Playground equipment design, use, or operations, which enables the person to form an opinion or make a decision, or both, concerning a matter within that area of expertise.
 - f. "Village" means the Village of Bible Hill.
 - g. "Working days" means days between Monday and Friday, inclusive.

Principles Supporting Policy

3. Safe playground equipment is essential for the health and wellbeing of users.
4. Establishment of inspection standards for playground equipment provides the public with information necessary to understand the level of care to be expected from the Village on such equipment.

Terms of Policy

5. All inspectors shall be certified through the Canadian Playground Safety Institute and hold an active certification.

6. An inspector shall, using professional judgement, perform inspections of all playground equipment on or before the last day of each month between the months of March and November, inclusive.
7. Playground equipment found to have a deficiency that has the potential to be life-threatening or cause severe, permanent injury, shall be closed and flagged-off by the inspector. The inspector shall notify the Parks and Recreation Director and:
 - a. Immediately fix the deficiency; or
 - b. Report the deficiency to the Maintenance Foreman.
8. Upon notification of instances described in paragraph 7b, the Maintenance Foreman, in consultation with the Parks and Recreation Director, shall arrange for maintenance, modification, removal or replacement of such playground equipment by a Village employee or external contractor. Corrective work for such deficiencies shall be undertaken and completed within a reasonable amount of time, not to exceed five (5) working days.
9. Playground equipment found to have a deficiency that has the potential to cause serious, but non-disabling injury, shall be closed and flagged-off by the inspector. The inspector shall notify the Parks and Recreation Director and:
 - a. Immediately fix the deficiency; or
 - b. Report the deficiency to the Maintenance Foreman.
10. Upon notification of instances described in paragraph 9b, the Maintenance Foreman, in consultation with the Parks and Recreation Director, shall arrange for maintenance, modification, removal or replacement of such playground equipment by a Village employee or external contractor. Corrective work for such deficiencies shall be undertaken and completed within a reasonable amount of time, not to exceed ten (10) working days.
11. Playground equipment closed under paragraphs 7 or 9 shall not be reopened until such time that appropriate corrective work has been conducted to reduce the risk to an acceptable level.

12. Playground equipment found to have a deficiency that has the potential to cause slight injury, or may not have caused injury but does not meet the inspector's current standards shall be noted on the inspection form.
13. Corrective action for instances described in paragraph 12 shall be discussed by the inspector, Maintenance Foreman and Parks and Recreation Director to determine appropriate nature of correction, which may include maintenance, modification, removal, replacement, monitoring or no action or follow-up. Corrective work for such deficiencies shall be undertaken and completed within a reasonable amount of time, not to exceed fifteen (15) working days or as negotiated.
14. All inspections shall be fully completed using the Playground Inspection Form in place from time to time, including status of equipment, details of any deficiencies, signature of inspector and date of inspection.
15. The inspector shall submit original inspection forms to the Administrative Services Coordinator within five (5) working days from the date of inspection. The Administrative Services Coordinator shall digitize and archive the submitted record and forward to the Parks and Recreation Director and Maintenance Foreman.
16. Copies of inspection forms containing deficiencies shall be kept by the Maintenance Foreman for follow up.
17. Upon completion of repairs to deficiencies previously identified on any inspection report, the staff member responsible for such repairs shall update the previously completed inspection form with additional information noting a confirmation of repairs including staff member or firm who conducted the repair and date of repair. Updated inspection forms shall be re-submitted as described in paragraph 15.

Policy Document Attestation

Date of Notice to Village Commission of Intent to Consider: 2019-05-14

Date of Passage of Policy: 2019-05-21

I certify that this Policy was adopted by Village Commission as documented above:

Chair

Dated

Clerk and Treasurer

Dated