



# Regional Board Policy

## PLAYGROUND MAINTENANCE MANAGEMENT

<b>Category:</b> Parks Services	<b>Number:</b> BP#11 - 2021	<b>Replaces:</b> 4.41
<b>Type:</b>	<b>Authority:</b>	<b>Approved By:</b>
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>Administrative</b>	<input checked="" type="checkbox"/> <b>Board</b> <input type="checkbox"/> <b>CAO</b> <input type="checkbox"/> <b>Department Head</b>
<b>Office of Primary Responsibility: Parks Services</b>		
<b>Date Adopted:</b>	<b>Board Resolution Number:</b>	<b>Date to be Reviewed:</b> 5-Year, or as required
<b>Manner Issued:</b> Posted on the RDCO Website and the RDCO Loop (staff intranet)		

### PURPOSE:

- 1.1 To provide an updated policy for the installation, inspection, maintenance and life cycle management of new and existing Regional District playgrounds to comply with the 2020 Canadian Standards Association CAN/CSA Z614-2020. This policy is also intended to accommodate any future revisions to the CSA Guidelines. This policy replaces RDCO Board Policy 4.41 Playground Maintenance Management (adopted July 25, 2005).

### POLICY:

#### 2.1 **Definitions:**

**Regional District** means the Regional District of Central Okanagan.

**Park** means a public park tenured to the Regional District of Central Okanagan.

**CSA** means the Canadian Standards Association of Canada.

**Playground** means a structure with at least one designated play surface, anchored to the ground or not intended to be moved, for use in play areas of parks, recreational developments and other areas of public use.

**POLICY STATEMENT:**

- 3.1 The Regional District of Central Okanagan is responsible for the installation, inspection and maintenance of Regional District park playgrounds.
- 3.2 The CSA has upgraded its national guidelines to standard CAN/CSA Z614-2020 which incorporates a number of changes intended to promote and encourage the provision and use of playgrounds that are well designed, well maintained, innovative and challenging.
- 3.3 The cost of inspections and maintenance shall be considered and incorporated into annual budgets.

**New Playground Equipment**

- 3.4 All new installations of playground equipment must be reviewed and approved by the Parks Services staff that will be certified by the Canadian Playground Safety Institute (CPSI). These staff will review items such as the age appropriateness of the proposed play structure, location, drainage, underground utilities (gas, water, telephone, cable, hydro, drainage pipes) and compliance with standards and regulations. As well, the resources allocated to the life-cycle maintenance of the equipment will be reviewed.
- 3.5 All new equipment must comply with current working Standard: CAN/CSA Z614-2020, which supersedes the 2014 versions of the CSA Standard (CSA Z614-2014). The technical specifications laid out in the CSA Z614-2020 Standard are not intended to prevent all injuries on play equipment, but they are intended to minimize the likelihood of life threatening debilitating injuries.
- 3.6 All playground equipment shall be purchased from a reputable equipment manufacturer with adequate product liability insurance, installation instructions and parts list.
- 3.7 The construction/installation of the play equipment shall be done in accordance to the manufacturer specifications by CPSI trained installers or equivalent. No deviation from the manufacturer's instructions will be permitted. The manufacturer shall be responsible for ensuring compliance with the requirements of Clause 9 (performance tests used to determine structural integrity) and providing documentation to the owner/ operator.
- 3.8 The site shall be secured during construction when unattended to prevent children from playing on site. Temporary barricades shall be setup at unprotected openings of incomplete structures. Protective surfacing shall be installed as soon as possible following equipment assembly, and the equipment shall not be used until this is done.
- 3.9 A method of containment of surfacing materials, such as an excavated pit or plastic timbers shall be provided to help keep surfacing materials in the intended surfacing zone. Wooden borders shall not be used.
- 3.10 Location of the equipment and construction/installation will take place under the direction and supervision of Parks Services Department staff that will be certified by the Canadian Playground Safety Institute (CPSI). All equipment must be thoroughly inspected before public use by a Certified Playground Inspector.
- 3.11 All installed equipment becomes the property of the Regional District.

- 3.12 No equipment, regardless of the funding source, shall be installed without there being sufficient funds for the ongoing maintenance of the equipment and grounds (\$1,000 or more should be available every year for maintenance of the equipment).

### **Existing Playground Equipment**

- 3.13 Equipment that is deemed unsafe shall be put out of bounds to park users pending repairs or removal. Equipment is to be removed from a park, upon direction of the Supervisor of Parks, where repairs to the equipment to make it safe cannot be cost effectively implemented.
- 3.14 It is expected that equipment built and installed prior to March 2020 will likely not be in compliance with the specifications of the CSA Z614-2020 Standard. It must be kept in mind that the CSA Z614-2020 Standard does not require a play structure to be removed or retrofitted simply because it pre-dates the current standard and has items or issues of non-compliance. If properly maintained, most structures can be expected to serve the balance of their expected life span. Playgrounds need only to comply with the CSA Standard in place at the time the playground was built and installed (older equipment with safety concerns should be removed).
- 3.15 To avoid skin contact on existing wood borders built with CCA pressure treated lumber, a cedar top cap be secured to the existing border.
- 3.16 Equipment installed prior to 1990, be scheduled for removal or replacement over the next five years (if deemed unsafe).

### **Playground Monitoring and Maintenance**

- 3.17 Monitoring should consist of retaining documentation of **weekly** inspection reports, **monthly** inspection reports and an **annual** comprehensive written report during the parks operational season (approximately March 15 – November 15 annually), with noted deficiencies and copies of completed incident reports to validate that the deficiencies have been corrected. Park Operators should maintain accurate inspection sheets and logs to verify inspections of play equipment.
- 3.18 **Weekly Inspections:** This is a walk-through visual inspection conducted by a Park Operator who is identifying defects or emerging problem including vandalism, harmful debris on and under the structure, checking for loose bolts, wearing on chains or swing seats, etc. These weekly inspections should be logged, and the action documented. If a weakness is identified in a structure and it cannot be immediately repaired, the equipment should be removed from service until repairs can be made.
- 3.19 **Monthly Inspections:** This is a routine, in-depth inspection performed by a Certified Playground Inspector looking for hazards such as (but not limited to) cracks, broken or damaged equipment, stability, drainage, condition of foundation, condition of site amenities (benches, waste and recycling receptacles, pathways, fences, etc.) and depth of shock absorbing material. These inspections shall be logged and the action

documented. If a weakness is identified in a structure and it cannot be immediately repaired, the equipment should be removed from service until repairs can be made.

- 3.20 **Annual Inspections:** Every year a comprehensive written report shall be completed by a playground inspector(s) appointed by the Parks Supervisor, documenting the results of a comprehensive written report completed, and the results and action taken (e.g. checking equipment below grade, physically testing equipment, conducting surveys of overhead hardware on ladders) of which shall be entered in a permanent record that can be examined if necessary.
- 3.21 If a section of playground equipment is found to be otherwise defective or damaged, a Certified Playground Inspector will first attempt to correct the deficiency. If the deficiency is unable to be immediately corrected, the Certified Playground Inspector will make the deficiency as safe as possible to the public by means of taking a structure out of service or cordoning off the area from the public with flagging, pylons, barricades or other suitable materials. The Certified Playground Inspector will note the deficiency and work required on the Monthly Playground Inspection Record. Once completed, the records will be given to the Supervisor of Parks.

### **Playground Risk Management Strategy**

- 3.22 In determining the best course of action to maintain playground equipment, a prioritization system will be introduced. The three priority levels that are applied to each piece of equipment are:

Priority #1 – Hazards which are life threatening or permanently disabling;  
Priority #2 – Hazards which are serious and may cause non-disabling injury;  
Priority #3 – Hazards that may cause slight injury or equipment not in compliancy with CSA Z614-2020

The Playground Risk Management Strategy will be completed annually by a Certified Playground Inspector(s) identified by the Supervisor of Parks.

- 3.23 A Playground Risk Management Strategy and Playground Maintenance program based on annual budgets, developed for each Regional District owned playground, shall consist of:
- 3.24.1 Inspection and removal of hazardous debris and litter;
  - 3.24.2 Inspection and repair of any damage caused by normal wear and tear or vandalism;
  - 3.24.3 Inspection and repair of broken or missing components including handrails, guardrails, protective, barriers, stops or rungs on ladders, and for damage to any fences, benches, or signs;
  - 3.24.4 Inspections and removal of non-components such as strings or rope of any kind;
  - 3.24.5 Removal of faulty equipment;
  - 3.24.6 Document inspection and maintenance logs kept in accordance with the LGMA Records Retention Schedule. (Appendices A and B)
- 3.24 Complaints and reported hazards received by the Parks Services Department will be followed-up within two (2) working days.

- 3.25 A record of any injuries reported to have occurred on the playground shall be collected to help identify potential hazards or dangerous design features that warrant future attention. Injuries shall be immediately reported to the Parks Supervisor. (Appendix C)
- 3.26 An annual written report shall be completed detailing the condition of each playground and required maintenance.
- 3.27 One of the functions of the annual comprehensive written report is to determine the lifecycle of a playground. Replacement will be based on age, compliance and relevance of the structure.
- 3.28 For the construction of new playgrounds, owner identification for emergency situations and for notification of defective equipment and hazards shall be posted on the premises.
- 3.29 Any injuries that occurred on the playground shall be recorded and immediately reported to the Parks Supervisor.

**4.0 RESPONSABILITIES**

- 4.1 The Supervisor / Manager of Parks shall coordinate the inspection and maintenance of Regional District playgrounds.
- 4.2 The Director of Parks is responsible for the enforcement of this policy.
- 4.3 The Director of Parks is responsible for recommending revisions to this policy.

**RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:**

**\*\*\* END OF POLICY \*\*\***

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Brian Reardon, CAO

<u>Policy No.</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>

## Appendix A - Weekly Playground Inspection Checklist

**Regional District of Central Okanagan  
Parks and Recreation Department**

### Daily Visual Inspection Record for Playground Structures

Park: \_\_\_\_\_ Operator: \_\_\_\_\_

Indicate Satisfactory (S) or Attention Required (A). If attention required, note specific in detailed report.

<b>Date</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Visual</b>																															
<b>Initial</b>																															

Detailed report for items requiring attention: Indicate the date inspected under the item(s) that require attention.

	Swings	Slides	Spring Toys	See Saws	Climbers	Merry-go-rounds/w hirls	Composite Playstructure	General Site Condition
Chains								
S-Hooks/C-Hooks								
Seats/Tires								
Hanger Bearings								
Grease Fittings								
Stability in Ground/Tilting								
Exposed Concrete								
Entanglement Points								
End/entre fittings								
Chain Covers								
Hand/safet railings								
Support Bars/Legs								
Fastening Point Areas								
Sidewalls & Bedways								
Entrapment Point/Areas								
Sharp Edges/Points								
Stairs/Steps								
Plastic Component Damage								
Spring & Bar								
Handles								
Pivot Points								
Nuts & Bolts								
Ground Clearance								
Locking Devices Int/Ext								
Wood Checking (max 3/4")								
Protrusions								
Caps/Plugs								
Protective Surfacing Material/Borders								
Equipment Spacing/No-Encroachment								
Benches								
Debris/Broken Glass								
Pathways								
Lighting								
Signs								
Fencing								
Action Taken & Date Completed								

**Appendix B - Monthly Playground Inspection Checklist**

		Categories	
<b>Equipment</b> Swing, tot Swing, belt Swing, tire Slides Spring Toys See-saws Climbers Merry-go-rounds/whirls Composite Playstructure (1) Composite Playstructure (2) General Site Conditions	Chains		
	S-hooks/fastening devices		
	Seats/tires		
	Hanger Bearings		
	Grease Fittings		
	Stability in ground/tilting		
	Exposed concrete		
	Entanglement points/areas		
	End/centre fittings		
	Chain Covers		
	Hand/safety railings		
	Support bars/legs		
	Fastening points/areas		
	Sidewalls of slide bedways		
	Entrapment point/areas		
	Sharp edges/points		
	Stairs/steps		
	Plastic components cracking/damage		
	Springs and bars		
	Handles		
	Pivot points		
	Nuts and bolts		
	Ground clearance		
	Locking device (interior/external)		
	Wood checking, max. 19 mm (0.75 in)		
	Protrusions		
	Caps/plugs		
Protective surfacing material/borders			
Equipment spacing/no-encroachment			
Benches			
Debris/broken glass			
Pathways			
Lighting			
Signs			
Fencing			
✓ Condition : Satisfactory			
X Condition : Attention Required			
Action Taken			
Date Completed			

  

Location: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Notes: \_\_\_\_\_

Condition Legend:  
 ✓ Satisfactory  
 X Attention required

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**Appendix B - Monthly Playground Summary Report**

Equipment	Comments
Swings	
Slides	
Spring Toys	
See Saws	
Climbers	
Merry-go-rounds/Whirls	
Composite Play structure	
General Site Conditions	

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Appendix C - Injury Report Form

#### Background Information:

Facility name and address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact number: \_\_\_\_\_

Injured person:  
Name: \_\_\_\_\_ Sex:  M  F Age: \_\_\_\_\_

Has the person been injured on playground equipment before?  No  Yes: Explain \_\_\_\_\_

#### Injury Information:

Date of injury (Y/M/D): \_\_\_\_\_ Time of injury (24 h clock): \_\_\_\_\_

Describe what the injured person was doing when the injury occurred, what went wrong, and what actually caused the injury:

#### Type of Injury

Fall from equipment and at what height \_\_\_\_\_

Collision with an object \_\_\_\_\_

Collision with a person \_\_\_\_\_

Poisoning (specify) \_\_\_\_\_

Burn (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

#### Equipment/Surface Involved:

Identify what equipment was involved:

None

Spring toy

Horizontal ladder

Surfacing (e.g., unitary, loose fill)

Other (specify): \_\_\_\_\_

Swing

Slide

Climber

If possible, specify the source of equipment (name of manufacturer): \_\_\_\_\_

Date of purchase/installation: \_\_\_\_\_ Installed by: \_\_\_\_\_

Model #: \_\_\_\_\_

**In case of fall:**

How high was the structure?     NA     Less than 1.5 m (60 in)     1.5 m to 3 m (60 to 120 in)

Where did the person fall from and onto what?     Backwards from ladder     Sideways from slide bed  
 From platform over protective barrier     From platform through guardrail     From platform to platform  
 From the top of the slide onto the bed of the slide  
 Other (specify): \_\_\_\_\_

What was the surface like at the location of the injury?

Grass     Sand     Concrete  
 Gravel     Synthetic     Other (specify): \_\_\_\_\_

Thickness of surfacing: \_\_\_\_\_

If elements of clothing were involved (drawstrings, etc), please specify: \_\_\_\_\_

Provide any information that would help explain why the injury occurred (e.g. weather conditions):  
\_\_\_\_\_  
\_\_\_\_\_

**Supervision:**

Was an adult present at the site of the injury?

No adult present  
 Teacher     Parent/caregiver     Other (specify): \_\_\_\_\_

**Nature of Injury:**

Minor (e.g., a scratch)     Serious (e.g., a fracture)     Very serious (e.g., concussion)     Fatal

Please describe the area of injury on the body and the type of injury:  
\_\_\_\_\_  
\_\_\_\_\_

If there were multiple areas of injury on the body, which area, in your opinion, incurred the most serious injury?  
\_\_\_\_\_  
\_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Preventative actions to be taken:  
\_\_\_\_\_  
\_\_\_\_\_

Date of form completion (Y/M/D): \_\_\_\_\_ By: \_\_\_\_\_